

**2008**

T.C. IĞDIR ÜNİVERSİTESİ

**TUZLUCA MESLEK YÜKSEKOKULU**

STAJ DEFTERİ

2022-2023 EĞİTİM ÖĞRETİM YILI

**ÖĞRENCİNİN**

Öğrenci No: .........................................................

Adı Soyadı: ..........................................................

Bölümü / Programı: ............................................

Sınıfı: ...................................................................

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Bölümü / Programı: ......................................

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Staj Başlangıç Tarihi: ....................................

Staj Bitiş Tarihi: ............................................

Staj İş Günü Sayısı: ......................................

**STAJ YAPILACAK İŞYERİNİN**

Adı: ......................................................................

Adresi: ..................................................................

...............................................................................

**İŞYERİ EĞİTİM PERSONELİNİN**

Adı: ......................................................................

Ünvanı: ..................................................................

...............................................................................

## T.C.

**IĞDIR ÜNİVERSİTESİ TUZLUCA MESLEK YÜKSEKOKULU**

## STAJ YÖNERGESİ

**BİRİNCİ BÖLÜM**

## Amaç, Kapsam, Dayanak ve Tanımlar

**Amaç Madde 1**

Bu yönergen in amacı öğrencilere;

1. Öğrenim süresince kazandıkları teorik bilgi ve deneyimlerini pekiçtirerek, bu kazanımlarını endüstriyel

alanda uygulama imkânı sağlamak; laboratuvar, atölye uygulamalarında edindikleri becerileri geliçtirmek, görev yapacakları içyerindeki kiçisel sorumluluklarını, iç iliçkilerini, organizasyon yapısını ve iç disiplinini gözlemleyerek mesleki bilgi ve görgülerini artırmak,

1. Eğitim aldıkları meslek dallarıyla ilgili hizmet veren içyerlerini yakından tanımak,
2. Almıç oldukları teorik bilgileri pratikte kullanabilme becerisini geliçtirmek,
3. Mesleki alanlarında yaçanan teknolojik geliçmeleri görerek edindikleri altyapı ile iliçkilendirme becerisi kazandırmaktır.

## Kapsam Madde 2

Tuzluca Meslek Yüksekokulu öğrencilerinin yurtiçi ve yurtdıçındaki içyerlerinde yapacakları eğitim, uygulama ve stajlarla ilgili faaliyet ve esasları kapsar. Bu yönergede yer almayan konularda, Iğdır Üniversitesi Önlisans Eğitim-Öğretim ve Sınav Yönetmeliği hükümleri ile 2547 Sayılı Yükseköğretim Kanunu ilgili hükümlerine göre içlem yapılır.

## Dayanak Madde 3

Bu yönerge; Iğdır Üniversitesi Ön Lisans ve Lisans Öğretim ve Sınav Yönetmeliği’nin ilgili maddelerine

ve Tuzluca Meslek Yüksekokulunun Eğitim–Öğretim Programı içerisinde yer alan, birinci, ikinci yıl yaz dönemi ve yıl içi stajlarının uygulama esasları, Iğdır Üniversitesi Senatosu’nun yürürlükteki Iğdır Üniversitesi Staj Yönergesine dayanılarak hazırlanmıçtır.

## Tanımlar Madde 4

Bu yönergede ad ı geçen;

**Meslek Yüksekokulu:** Tuzluca Meslek Yüksekokulunu,

**Müdürlük-Müdür:** Meslek Yüksekokulu M üdürlüğünü-Müdürünü,

**Bölüm Başkanı/Başkanlığı:** İlgili programın bölüm baçkanını/baçkanlığını,

**Meslek Yüksekokulu Staj Kurulu:** Tuzluca Meslek Yüksekokulu Müdürünün görevlendirdiği bir Müdür Yardımcısı baçkanlığında, Bölüm Baçkanlarından oluçturulan kurulu,

**Staj Değerlendirme Kurulu:** Bölüm Baçkanları ve aynı program veya yakın programdan üç öğretim elemanının katılımı ile oluçan staj ve yerinde uygulama içlemlerini program düzeyinde yürütmekle ve değerlendirmekle görevli kurulu,

## Denetçi Öğretim Elemanı:

görevlendirilen Öğretim elemanını,

Tuzluca Meslek Yüksekokulu Müdürünün görevlendirdiği memur/memurları,

**Staj Defteri:** Tuzluca Meslek Yüksekokulu tarafından standart formda hazırlanmıç, staj uygulama esaslarını, detaylı bilgiler içeren ve Tuzluca Meslek Yüksekokulu web sayfasından temin edilen defteri,

**Stajyer Öğrenci:** Staj yapma zorunluluğunu yerine getirmekle yükümlü olan kiçi,

**Staj Yeri:** Öğrencinin eğitim gördüğü programın esaslarına uygun olarak uygulama yapabileceği, kapasite olarak elveriçli ve yeterli bulunan, mal ve hizmet üreten kamusal ve özel kurum ve kuruluçları,

**Yönetim Kurulu:** Tuzluca Meslek Yüksekokulu Yönetim Kurulunu,

**Yönetmelik:** Iğdır Üniversitesi Ön Lisans ve Lisans Öğretim ve Sınav Yönetmeliği’ni, ifade eder.

## İKİNCİ BÖLÜM

**Staj Kurullarının Görev, Yetki ve Sorumlulukları**

## Meslek Yüksekokulu Staj Kurulu’nun Görevleri Madde 5

1. Staj, eğitim ve uygulama çalıçmalarının yürütülmesi ve değerlendirilmesine iliçkin genel esasları düzenlemek,
2. Öğrencilerin stajlarını uygun kurum, içletme ve tesislerde yapabilmesine imkân sağlayacak çekilde

yurtiçi ve yurtdıçında kontenjan temini için staj alanları belirlemek, ilgili birimlerle yazıçmalarda bulunmak, bu amaçla program staj kurulundan gelen staj yeri önerilerini değerlendirmek,

1. Staj, eğitim ve uygulama çalıçmaları yapacak öğrenci sayısını, dengeli bir çekilde dağıtmak,
2. Staj yapacak öğrencilerin denetimleri için öğretim elemanlarının görevlendirilmesini Müdürlükten talep etmek, bu amaçla Staj Değerlendirme Kurulu ile iç birliği içinde olmak,
3. Öğretim elemanı gönderilemeyen yerlerdeki öğrencilerin denetimi için öğrencilerin staj yaptığı illerdeki Meslek Yüksekokulu veya diğer kamu kurum ve kuruluçlarıyla Müdürlük aracılığı ile yazıçmalar yapmak, denetim sonucunda, öğretim elemanının ya da diğer kamu kurumu yetkilisinin ilgili formu düzenleyerek Meslek Yüksekokulu Staj Kuruluna teslim etmesini sağlamak,
4. ) Meslek Yüksekokulu öğrencilerinin staj ve eğitim uygulamalarını bölüm baçkanları ile koordineli çekilde planlamak ve uygulanmasını sağlamak,
5. İçyerleri ile Staj Değerlendirme Kurulu arasında koordinasyon ve iç birliğini sağlamak,
6. Staj yapacak öğrencilerin Kredi ve Yurtlar Kurumu’na bağlı yurtlarda kalabilmeleri için gerekli çartları sağlamak,
7. Stajda kullanılacak basılı evrakın zamanında düzenlenip, hazır hale gelmesini sağlamak.

## Staj Değerlendirme Kurulu Madde 6

Staj Değerlendirme Kurulları, Bölüm Baçkanının önerisi ve Yönetim Kurulunun onayı ile belirlenecek en

az üç (3) asıl ve bir (1) yedek öğretim elemanından oluçur. Bölüm Baçkanı, kurulun doğal üyesi ve baçkanıdır.

## Staj Değerlendirme Kurulu’nun Görevleri Madde 7

Staj Değerlendirme Kurulu, Meslek Yüksekokulu Staj Kurulu kararları doğrultusunda açağıdaki görevleri yerine getirir:

1. Program öğrencilerinin bu yönetmelik hükümleri doğrultusunda stajlarını yapmalarını sağlamak amacıyla gerekli ön bilgileri almalarını sağlamak üzere toplantılar düzenlemek,
2. Öğrenciler için staj yeri temini hususunda ilgili birimlerle iç birliği yapmak,
3. Staj çalıçmalarını denetlemek,
4. Staj çalıçmalarının değerlendirmesini yapmak,
5. Gerekli gördüğü takdirde stajla ilgili mülakat ve uygulamalar düzenlemek

## Denetçi Öğretim Elemanlarının Görevleri Madde 8

Müdürlük, gerekli görülmesi halinde Denetçi Öğretim Elemanı görevlendirebilir. Denetçi Öğretim Elemanının görevleri çunlardır:

1. Denetim ziyaretleri esnasında staj yapan öğrencilerin yönerge uyarınca denetimlerini yapmak,
2. İçyerleri ile Meslek Yüksekokulu arasındaki iliçkilerini geliçtirmek üzere gözlem ve inceleme yapmak, içyeri temsilcileri ile görüçmelerde bulunmak,
3. Staj sırasında tespit edilen Meslek Yüksekokulu öğrencileri ve içyerleri arasındaki sorunların çözümüne katkıda bulunmak veya konuyu Müdürlüğe bildirmek,
4. Denetimler sonucunda endüstri ve hizmet sektörlerindeki geliçmeleri yakından izlemek ve eğitim programlarının endüstrinin ihtiyaçları doğrultusunda geliçtirilmesi hususunda Bölüm Baçkanlığına teklifsunmak,
5. Denetim sonunda kendi görüçlerini de katarak, denetçi öğretim elemanı formunu doldurup Bölüm Baçkanlığına sunmaktır.

## Staj İçin Yapılacak Hazırlık Madde 9

Staj yapacak öğrencilerin staj hazırlığı için takip etmesi gereken kurallar:

düzenlenecek Staj Bildirim Belgesi eklenecektir.

1. Stajda Meslek Yüksekokulunca hazırlanmıç ve Meslek Yüksekokulunun web sayfasında bulunan Staj Defteri kullanılacaktır. Özel olarak hazırlanmıç bu defter dıçında baçka defter kullanılmaz.
2. Stajyer Öğrenciler staj yapacakları yeri değiçtirmek istedikleri takdirde, baçka bir kuruma staj baçvurusunda bulunabilmek için Meslek Yüksekokulu Staj Kurulunun olurunu almak zorundadırlar.
3. Staj yapacak öğrenciler, staj sonunda ilgili kuruluç tarafından doldurulup onaylanması gereken Staj Onay Belgesini almak zorundadırlar.
4. Staj yapacak öğrenciler, Meslek Yüksekokulu Staj Kurulundan aldıkları resmi yazı ile beraber iki adet fotoğrafı staj yapacakları içyerlerine verirler.
5. ) Kendi olanaklarıyla staj yapacakları bir içyeri bulamayan öğrenciler, Meslek Yüksekokulu Staj Kurulu ve Staj Değerlendirme Kurulunun bulacağı içyerlerine baçvurabileceklerdir.
6. Her bir öğrenci Meslek Yüksekokulu web sayfasında bulunan staj defterini indirecek ve eksiksiz dolduracaktır. Meslek Yüksekokulu öğrencilere basılı çekilde staj defteri vermeyecek ve temin etmeyecektir.

## Yurtdışında Staj Madde 10

Meslek Yüksekokulu öğrencileri, yapmak zorunda oldukları stajlarını normal öğretim programını aksatmayacak çekilde yurtdıçında da yapabilirler. Öğrenci yurtdıçı kabul belgesini Meslek Yüksekokulu Staj Kuruluna verir. Bu talepler Meslek Yüksekokulu Staj Kurulunca değerlendirilir ve yurtdıçında staj yapılıp yapılamayacağına karar verilir. Yurtdıçında stajını tamamlayan öğrenciler staj ile ilgili belgeleri Meslek Yüksekokulu Staj Kuruluna verirler, uygun görülenler Meslek Yüksekokulu Staj Kurulu tarafından onaylanır.

## Madde 11

Kayıtlı olduğu bölüm ile ilgili bir içyerinde en az iki yıldan beri çalıçan ve halen böyle bir içte çalıçtığını

## Staj Zamanı ve Süresi Madde 12

**ÜÇÜNCÜ BÖLÜM**

## Staj Dönemleri ve Kuralları

1. Öğrenimleri devam eden öğrencilerin stajlarını sınav ve derslerin olmadığı dönemlerde, yaz tatiline rastlayan aylarda yapması esastır. Bunun dıçında özel durumlar için Yönetim Kurulunun olumlu kararı gerekir.

1. Staj süresi 30 içgününden (240 saat) az olamaz. Öğrenim süresi içinde yapılan mesleki uygulamalar, 30 içgünü staj süresinin dıçında değerlendirilir. Bir tam iç günü 8 saat olarak hesaplanır. Bir hafta 5 iç günü olarak kabul edilir. Ancak, yasal olarak cumartesi günü çalıçılan içyerlerinde, cumartesi günü staj için 6’ncı içgünü olarak kabul edilir. Pazar ve resmî tatil günlerinde yapılan çalıçmalar staj süresinden sayılmaz.

1. Öğrenciler staj yapacakları içyerinin çalıçma saatlerine uymak zorundadır. İstendiği takdirde fazla mesaiye kalabilirler. Fazla mesai staj süresinden düçülmez.

## Staj Temel İlke ve Kuralları Madde 13

1. Stajlar gerek yurt içinde gerekse yurt dıçında kamuya veya özel sektöre ait kurum ve kuruluçlarda

yapılır. Yurt dıçında yapılacak stajlar ve diğer özel durumlar için Meslek Yüksekokulu Staj Kurulunun iznigerekir.

1. Baçarısızlık nedeniyle tekrar edilen stajlar, aynı içletmede yapılmaz. Özel durumlar Meslek Yüksekokulu Staj Kurulunun kararına bağlıdır.
2. Stajlarını baçarıyla tamamlayan ve Meslek Yüksekokulu Staj Kurulunun olurunu alan öğrenciler, Yönetmelikteki hükümler doğrultusunda mezuniyete hak kazanmıç sayılırlar.
3. Staj Defteri Türkçe, yurtdıçında yapılacak stajlar ise İngilizce ve Türkçe olarak mavi mürekkepli kalemle doldurulur.
4. Staj Defterindeki bütün bölümler eksiksiz bir çekilde doldurulur, çalıçma süresince ve sonunda gerekli yerleri imzalatarak kurum yetkililerine onaylatılır.
5. Staj sonunda istenilen belgeler, stajı izleyen yarıyılın baçlamasından önce, Meslek Yüksekokulu Staj Kurulunun belirleyeceği tarihlerde ilgili Staj Değerlendirme Kuruluna, bir dilekçe ekinde teslim edilir. Bu süreden sonra verilecek staj belgeleri kabul edilmez.
6. Staj sonuçları, Staj Değerlendirme Kurulunca yapılan inceleme sonunda ilan edilir. Bu incelemesonucu kabul edilmeyen stajların yeniden yapılması zorunludur.
7. Öğrencinin, staj değerlendirme sonucuna itiraz etmesi halinde, bu itiraz Meslek Yüksekokulu Staj Kurulunca baçvuru tarihinden itibaren iki hafta içinde incelenerek karara bağlanır.

## Stajyer Öğrencilerin Görev ve Sorumlulukları Madde 14

1. Stajyer Öğrenciler stajlarını, kayda geçen yerlerde yapmak zorundadırlar. Staj Değerlendirme Kuruluna

haber verilmeden staja ara verilemez ve staj yeri değiçtirilemez. Stajyer Öğrenciler, stajın amacına ulaçamayacağını belirledikleri takdirde, ilgili Staj Değerlendirme Kurulunca görüçünü de alarak staj yerini değiçtirebilirler.

1. Staj süresince Stajyer Öğrenciler, yapılacak içleri birebir izlemek ve gerektiği durumlarda uygulamakla yükümlüdürler. Staj yaptıkları birimlerde yürütülen tüm mesleki etkinliklerden sorumludurlar.
2. Staj yerlerinde verilen içleri eksiksiz ve zamanında yapmak zorundadırlar.
3. Stajyer Öğrenciler staj yapacakları içyerinin baçlama ve bitiç saatleri baçta olmak üzere bütün kurallarına, mevzuatına ve Yükseköğretim Kurumları Öğrenci Disiplin Yönetmeliği’ne uymak zorundadırlar.
4. Stajyer Öğrenci staj yerinden izinsiz ayrılamaz.
5. Stajyer Öğrenci staj yaptığı içyerindeki sendikal etkinliklere katılamaz.
6. Stajyer Öğrenciler staj bitiminde, staj yöneticisi tarafından doldurulan staj değerlendirme formunun yüksekokula ulaçtırılmasından sorumludurlar.
7. Stajyer Öğrenciler staj çalıçma programlarına uygun olarak yürüttükleri çalıçmalarını günlük olarak staj

defterine içler.

## Staj Defteri Teslim ve Değerlendirilme Takvimi Madde 15

(1) Stajını tamamlayan öğrenci Staj Defterini, Müdürlükçe belirlenen takvime bağlı olarak, bir dilekçe ile değerlendirilmeye alınmaz ve staj yapılmamıç kabul edilir.

İlgili programın Staj Değerlendirme Kurulu yeni eğitim – öğretim yılı baçlamadan önce Staj Defterini

(3) Stajını ara dönemde yapan öğrenci, stajın bitimini takip eden 10 iç günü içerisinde staj evrakını Staj Değerlendirme Kurulu’na teslim eder

## DÖRDÜNCÜ BÖLÜM

**Stajların değerlendirilmesi**

## Stajda Başarı Madde 16

Meslek Yüksekokulu öğrencilerinin yaptığı stajın uygunluğu ve baçarısı Staj Değerlendirme Kurulu

tarafından değerlendirilir. Staj Değerlendirme Kurulu, mevcut staj defteri, içverenden gelen içveren raporunu ve Denetçi Öğretim Elemanından gelen raporu da dikkate alarak bir değerlendirme yapar. Staj Defteri üzerinde gerekiyorsa düzeltmeler yaptırabilir. Staj Defteri çekil ve içerik yönünden yeterli bulunursa öğrencinin stajını kabul edebileceği gibi gerekli görürse ilgili öğrenciye bir mülakat veya uygulama yaptırabilir. Staj süresi sonunda baçarısız olan veya stajına ara veren veya vermek zorunda olan öğrencilere, yasal öğrenimi süresi içinde bir hak daha verilir.

## Değerlendirme Madde 17

Staj baçarısını ölçme ve değerlendirmede açağıda belirtilen oranlar kullanılır:

1. Stajyer Öğrencinin hazırladığı staj dosyası ve raporu 40
2. İçveren raporu 20
3. Staj Değerlendirme Kurulunun değerlendirmesi 40

Staj yapan öğrenciler baçarılı/baçarısız olarak değerlendirilir. Baçarılı olmak için 100 üzerinden en az 60 almak gereklidir.

## Sonuçlara İtiraz

**Madde 18**

Staj değerlendirme sonuçlarına itirazlarda Yönetmelik hükümleri uygulanır

## Staj Sonu Değerlendirme Raporu Madde 19

İçyerleri, staj dönemi sonunda Meslek Yüksekokulunun düzenlediği formları doldurarak stajı takip eden hafta içinde değerlendirilmek üzere Meslek Yüksekokulu Staj Kuruluna teslim ederler.

Staj Yapacak Öğrencilerin Disiplin İçleri

## Madde 20

1. Stajyer Öğrenciler, staj yaptıkları kurum ve kuruluçların çalıçma, iç koçulları ile disiplin ve iç

emniyetine iliçkin kural ve talimatları ile Yükseköğretim Kurumları Öğrenci Disiplin Yönetmeliği hükümlerine uymak zorundadırlar. Bu kuralları ihlal edenler stajlarını tamamlamıç sayılmazlar ve haklarında disiplin içlemi baçlatılır.

1. İzinsiz, mazeretsiz üç gün üst üste veya staj dönemi boyunca staj süresinin %10’u oranından fazla devamsızlık yapan stajyerin stajına son verilerek, durum Meslek Yüksekokulu Staj Kuruluna bildirilir. Bu durumda stajyerin herhangi bir yasal talep hakkı doğmaz.
2. Stajyer Öğrenciler kusurları nedeni ile verecekleri zararlar konusunda, o içyeri elemanlarının sorumluluklarına tabidir.

## Staj Sırasında Hastalık ve Kaza Durumu Madde 21

Staj sırasında hastalanan veya hastalığı sebebiyle staja üç günden fazla devam edemeyen ya da bir kazaya uğrayan Stajyer Öğrencinin stajı kesilerek, durum Meslek Yüksekokulu Staj Kuruluna bildirilir. Mazereti kadar gün staj süresine eklenir, ancak bu süre toplam sürenin yarısını geçemez.

## BEŞİNCİ BÖLÜM

**Madde 22**

## Diğer hükümler

Staj ile ilgili olup, bu Yönergede yer almayan konularda karar yetkisi Yönetim Kurulundadır.

## Staj Ücreti / Madde 23

Meslek Yüksekokulu tarafından staj yaptırılan öğrencilere stajları süresince herhangi bir ücret ödemesi yapılmaz. Stajyer Öğrencilerin staj yaptıkları kurumlarla aralarında yapacakları mali iliçkiler Üniversiteyi bağlamaz.

## Yürürlük / Madde 24

Bu Yönerge, Üniversite Senatosunda kabul edildiği tarihten itibaren yürürlüğe girer.

## Yürütme / Madde 25

Bu Yönerge hükümlerini Iğdır Üniversitesi Rektörü yürütür.

# BU FORM DENETÇİ ÖĞRETİM ELEMANI (ÜNİVERSİTE) TARAFINDAN DOLDURULACAKTIR.

Formu dolduran Öğretim

|  |  |
| --- | --- |
| Elemanının Adı Soyadı | :……………………………………………………………………………………….. |
| Öğrencinin Adı Soyadı | :……………………………………………………………………………………….. |
| İşyerinin Adı | :……………………………………………………………………………………….. |
| Staj Amirinin Adı ve Soyadı | :……………………………………………………………………………………….. |
| Öğrencinin Çalıştığı Bölüm | :……………………………………………………………………………………….. |
| Öğrencinin Yaptığı İş | :………………………………………………………………………………………… |
| Çalışma Şekli (Ferdi-Grup) | :………………………………………………………………………………………… |

|  |  |
| --- | --- |
| **Kriterler** | **Değerlendirme** |
| Çok İyi (100-85) | İyi 84-65 | Orta 64-50 | Geçer 49-35 | Olumsuz 34-0 |
| İşe ilgisi |  |  |  |  |  |
| İşin tanımlanması ve algılama gücü |  |  |  |  |  |
| Alet, teçhizat, makine, vs. kullanma yeteneği |  |  |  |  |  |
| Uygun ve yeterli malzemen kullanma becerisi |  |  |  |  |  |
| Sorumluluk duygusu |  |  |  |  |  |
| Zamanı verimli kullanma becerisi |  |  |  |  |  |
| Problem çözebilme yeteneği |  |  |  |  |  |
| İletişim kurma becerisi |  |  |  |  |  |
| Kurallara uyumu |  |  |  |  |  |
| Grup çalışmasına yatkınlığı |  |  |  |  |  |
| Kendini geliştirme isteği |  |  |  |  |  |
| Diğer (belirtiniz...) |  |  |  |  |  |

Değerlendirme tablosunu,

**DEĞERLENDİRME TABLOSU**

**Çok İyi (A), İyi (B), Orta (C), Geçer (D), Olumsuz (E)**

şeklinde kodlayınız.

**Kaşe-İmza**

# BU FORMSTAJ VEREN KURUM / İŞYERİTARAFINDAN DOLDURULACAK VEKURUMDA/İŞYERİNDE SAKLANACAKTRI .

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| FOTOĞRAF | **ÖĞRENCİNİN** |  | **İŞYERİNİN** |  |
| Adı ve Soyadı |  | Adı |  |
| Staj Dal ı |  | Adresi |  |
| Staj Süresi |  | Tel No |  |
| Staj Başlama Tarihi |  | Faks No |  |
| Staj Bit iş Tarihi |  | E-posta |  |

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| **İŞYERİ EĞİTİM PERSONELİNNİ** |  |
|  | ADI SOYADI | DEĞERLENDİRME TARİHİ | İMZA |
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| 2 |  |  |  |
| 3 |  |  |  |

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| --- | --- |
| **DEĞERLENDİRME TABLOSU** |  |
| **Kriterler** | **Değerlendirme** |
| Çok İyi (100-85) | İyi 84-65 | Orta 64-50 | Geçer 49-35 | Olumsuz 34-0 |
| İşe ilgi si |  |  |  |  |  |
| İşin tanımlanması ve algılama güc ü |  |  |  |  |  |
| Alet, teçhizat, makine, vs.kullanma yeteneğ | i |  |  |  |  |
| Uygun ve yeterli malzemen kullanma beceris | i |  |  |  |  |
| Sorumlulu k duygus u |  |  |  |  |  |
| Zamanı verimli kullanma becerisi |  |  |  |  |  |
| Problem çözebilme yeteneğ i |  |  |  |  |  |
| İletişim kurma becerisi |  |  |  |  |  |
| Kurallara uyumu |  |  |  |  |  |
| Grup çalışmasına yatkınl ığı |  |  |  |  |  |
| Kendini geliştirme isteği |  |  |  |  |  |
| Diğer (belirtiniz...) |  |  |  |  |  |

İşyeri, mezun olduktan sonra öğrenciyi işe almayı dü şüyor mu ? Evet Hayır

Adı ve Soyadı :.………………………

İmza :…………………………



Değerlendirme tablosunu,**Çok İyi (A), İyi (B), Orta (C), Gerç(eD), Olumsuz (E)** şeklinde kodlayınız. Bu formu, ge rektiğinde sizden istenebileceğinden öğrencinin do syasında saklayınız.

# BU FORMSTAJ VEREN KURUM / İŞYERİTARAFINDAN

**DOLDURULACAK VEIĞDIR TUZLUCA MESLEK YÜKSEKOKULUNA GÖNDERİLECEKTİR**

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| FOTOĞRAF | **ÖĞRENCİNİN** |  | **İŞYERİNİN** |  |
| Adı ve Soyadı |  | Adı |  |
| Staj Dalı |  | Adresi |  |
| Staj Sü resi |  | Tel No |  |
| Staj Başlama Tarihi |  | Faks No |  |
| Staj Bit iş Tarihi |  | E-posta |  |

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| **İŞYERİ EĞİTİM PERSONELİNİN** |  |
|  | ADI SOYADI | DEĞERLENDİRME TARİHİ | İMZA |
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| **DEĞERLENDİRM E TABLOSU** |  |
| **Kriterler** | **Değerlendirme** |
| Çok İyi (100-85) | İyi 84-65 | Orta 64-50 | Geçer 49-35 | Olumsuz 34-0 |
| İşe ilgisi |  |  |  |  |  |
| İşin tanımlanması ve algı lama gü cü |  |  |  |  |  |
| Alet, teçhizat, makine, vs. kullanma yeteneğ | i |  |  |  |  |
| Uygun ve yeterlimalzemen kullanmabeceris | i |  |  |  |  |
| Sorumlul uk duy gusu |  |  |  |  |  |
| Zamanı verimli kullanma becerisi |  |  |  |  |  |
| Problem çözebilme yeteneği |  |  |  |  |  |
| İletişim kurma becerisi |  |  |  |  |  |
| Kurallara uyumu |  |  |  |  |  |
| Grup çalışmasına yatkınlığı |  |  |  |  |  |
| Kendini geliştirme isteği |  |  |  |  |  |
| Diğer (belirtiniz...) |  |  |  |  |  |

İşyeri, mezun olduktan sonra öğrenciyi işe almayı düşüyor mu? Evet Hayır

Adı ve Soyadı :.… … … … … … …… …

İmza :… … … …… … …… …



Değerlendirme tablosunu,**Çok İyi (A), İyi (B), Orta (C), Gerç(eD), Olumsuz (E)** şeklinde kodlayınız.

Bu formu iadeli taahhütlü ola rak posta ya veya kapalı zarf içerisinde**GİZLİDİR** ibaresiyle öğrenciye elden teslim ediniz.

 **STAJ İÇERİĞİ VE DEVAM TAKİP**

…………………………..……………..tarihinden… tarihine kadar bir haftalık çalışma

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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
| Salı |  |  |
| Çarşamba |  |  |
| Perşembe |  |  |
| Cuma |  |  |
| Cumartesi |  |  |
|  | Kontrol Edenin İmzası: |

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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
| Salı |  |  |
| Çarşamba |  |  |
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| Cuma |  |  |
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|  | Kontrol Edenin İmzası: |

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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
| Salı |  |  |
| Çarşamba |  |  |
| Perşembe |  |  |
| Cuma |  |  |
| Cumartesi |  |  |
|  | Kontrol Edenin İmzası: |



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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
| Salı |  |  |
| Çarşamba |  |  |
| Perşembe |  |  |
| Cuma |  |  |
| Cumartesi |  |  |
|  | Kontrol Edenin İmzası: |

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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
| Salı |  |  |
| Çarşamba |  |  |
| Perşembe |  |  |
| Cuma |  |  |
| Cumartesi |  |  |
|  | Kontrol Edenin İmzası: |

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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
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| Cuma |  |  |
| Cumartesi |  |  |
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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
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| Çarşamba |  |  |
| Perşembe |  |  |
| Cuma |  |  |
| Cumartesi |  |  |
|  | Kontrol Edenin İmzası: |

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| **Gün** | **Yapılan İşler** | **Yapılan İşe ait Sayfa No** |
| Pazartesi |  |  |
| Salı |  |  |
| Çarşamba |  |  |
| Perşembe |  |  |
| Cuma |  |  |
| Cumartesi |  |  |
|  | Kontrol Edenin İmzası: |



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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ........... | SAYFA NO | 1 |
| YAPILAN ÇALIŞMANIN KONUSU :............................................................................................................................................................................................................................................................... |
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| **TASDİK EDEN YETKİLİNİN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  2  |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  3  |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  4  |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  5  |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  6  |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  7  |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  8 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  9 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  10 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  11 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  12 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İMZA-MÜHÜR |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  13 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  14 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  15 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO |  16 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞM ANIN YAPILDIĞI TARİH : ..../ ..../ ....... ... | SAYFA NO |  17 |
| YAPILAN ÇALIŞM ANIN KONUSU :................................................................................................................................................................................................................................... ..................... .... |
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| **TASDİK EDEN YETKİLİNİN** |
| ADI SOYADI | GÖREVİ-ÜNVANI | İM ZA-MÜHÜR |
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| ÇALIŞM ANIN YAPILDIĞI TARİH : ..../ ..../ ........ .. | SAYFA NO |  18 |
| YAPILAN ÇALIŞM ANIN KONUSU :.................................................................................................................................................................................................................................... ......................... |
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| **TASDİK EDEN YETKİLİNİN** |
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| ÇALIŞM ANIN YAPILDIĞI TARİH : ..../ ..../ ........ .. | SAYFA NO |  19 |
| YAPILAN ÇALIŞM ANIN KONUSU :.................................................................................................................................................................................................................................... ......................... |
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| **TASDİK EDEN YETKİLİNİN** |
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| ÇALIŞM ANIN YAPILDIĞI TARİH : ..../ ..../ ........ .. | SAYFA NO |  20 |
| YAPILAN ÇALIŞM ANIN KONUSU :.................................................................................................................................................................................................................................... ......................... |
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| **TASDİK EDEN YETKİLİNİN** |
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| ÇALIŞM ANIN YAPILDIĞI TARİH : ..../ ..../ ........ .. | SAYFA NO |  21 |
| YAPILAN ÇALIŞM ANIN KONUSU :.................................................................................................................................................................................................................................... ......................... |
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| **TASDİK EDEN YETKİLİNİN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 22 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 23 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 24 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 25 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 26 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 27 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 28 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞM ANIN YAPILDIĞI TARİH : ..../ ..../ ........ .. | SAYFA NO | 29 |
| YAPILAN ÇALIŞM ANIN KONUSU :.................................................................................................................................................................................................................................... ......................... |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 30 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 31 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 32 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 33 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 34 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 35 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 36 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 37 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 38 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| **TASDİK EDEN YETKİLNİ İN** |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 39 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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| ÇALIŞMANIN YAPILDIĞI TARİH : ..../ ..../ ......... . | SAYFA NO | 40 |
| YAPILAN ÇALIŞMANIN KON USU :.................................................................................................................................................................................................................................... ......................... . |
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