

**CONTRACT FOR APPLIED ENGINEERING TRAINING PRINCIPLES  
AND  
LIABILITIES OF THE PARTIES**

**A. Students' Responsibilities**

1. Students who meet the specified conditions from the undergraduate programs of Engineering Faculty in Atatürk University have to carry out Applied Engineering Training for at least 14 weeks in the 8th semester.
2. Students carry out the necessary training in the workplace that is determined according to the principles of the Applied Engineering Training (AET) directive of Atatürk University Faculty of Engineering and Applied Engineering Training protocol.
3. During the AET period, he/she complies with the labor and labor legislation and all rules and principles determined by the workplace.
4. He / She prepares a file summarizing all the activities he/she has done during the AET and the knowledge and skills that have been reinforced by learning.
5. They acknowledge and declare that they will protect all trade secrets and confidential documents related to the AET activities during the AET studies and for 2 years after the completion of this training period. Within the scope of this protection, students who have taken part in any stage of the process of study, research and development and industrial applications during AET accept and declare that;
  - a. They will not disclose any information within the scope of these practices.
  - b. They cannot disclose to third parties any information about the AET that constitutes a trade secret for the institution, whether the trainees think of it by themselves or not.
  - c. Students will deliver all notes, records (tape, disk, floppy, etc.) and documents used, produced and controlled by them during the AET to the institution.
  - d. Students cannot engage in research and development studies and any kind of unfair competition environment with organizations competing with the institution where they have been accepted and trained in case they have to leave Applied Engineering Training activity after or before completing the AET period.

**B. Responsibilities of the AET Workplace Official**

1. He / She prepares the appropriate environment and conditions for the development and reinforcement of the knowledge and skills of students taking the AET.
2. He / She helps students work in accordance with the work discipline.
3. He / She monitors their activities.
4. He / She completes and signs the reports evaluating the performance of the student on weekly, monthly and at the end of the term and sends them to the Head of Department in a sealed letter.

### **C. Responsibilities of the Faculty Supervisory Staff**

1. Supervisor faculty members monitor students during their Applied Engineering Training and ensure that the time spent in the workplace is properly evaluated.
2. In this sense, he/she cooperates with the AET Workplace official and helps to solve the problems.
3. He/she prepares the conditions for submission of the AET final report. He / She guides the student in presentations and evaluations.
4. The Applied Engineering Training Supervisory Staff determines the AET achievement grade according to the evaluation reports and student's file preparation and presentation skills and publishes it on the relevant website.

This Agreement has been arranged as an annex to the AET Protocol in accordance with the provisions of the Atatürk University Engineering Faculty AET Directive and has been read, accepted and signed by the parties.

Date: ...../...../20....

BUMEK Head  
Official

Student

Workplace

Signature

Signature

Signature