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**KARABUK UNIVERSITY**

**FACULTY OF ENGINEERING DEANERY**

**VOCATIONAL TRAINING IN BUSINESS CONTRACT**

**A. Obligations of the Student**

1. Students studying at Karabuk University Engineering Faculty undergraduate programs and making this contract must do Vocational Training in Business for 1 semester (15 weeks) in the 7th or 8th semester.
2. Students conduct the necessary practice studies at the workplace determined in accordance with the Karabuk University Application Directive on Applied Training and the Vocational Training in Business Protocol if a related protocol exist.
3. During the internship, the student complies with the labor and labor legislation and all the rules and principles determined by the workplace.
4. Prepares a notebook summarizing all the activities and knowledge, and skills reinforced by learning during Vocational Training in Business.
5. They accept and declare that they will protect all trade secrets and confidential documents related to the Vocational Training in Business studies conducted for 5 (five) years during and after the end of the Vocational Training in Business studies. Within the scope of the protection in question, students who have taken part in any stage in the process of working, research-development, and industrial applications during Vocational Training in Business;
6. Not to disclose any information within the scope of these studies,
7. Not to disclose to third parties any information that constitutes a trade secret for the institution or workplace, regardless of whether it is intended by him or not, regarding the Vocational Training in Business,
8. To deliver all the notes, records (tape, disc, floppy disk, etc.), and documents used, produced, and controlled by him during the Vocational Training in Business,
9. Not to engage in research and development and any kind of work that will create an unfair competition environment with the institutions or organizations that are in competition with the workplace, even if they leave the Vocational Training in Business after or before the end of the Vocational Training in Business,

accept and declare.

**B. Obligations of the Workplace Officer for Vocational Training in Business**

1. Prepares the appropriate environment and conditions for developing and consolidating the knowledge and skills of the students who receive Workplace Education and Practice under their responsibility in the workplace.
2. It ensures that the student receives the necessary occupational safety training regarding field studies, equipment, and situations in the workplace.
3. It ensures that students work not to exceed 45 (forty-five) hours per week during daytime working hours.
4. It does not allow students to participate in night shifts and overtime work at their workplaces.
5. It helps students to have discipline at work.
6. Tracks their activities.
7. Prepares and signs the weekly and end-of-term forms in which the student's performance and absenteeism are audited and evaluated, and sends them to the head of the department within 15 (fifteen) days in a closed, signed/sealed envelope via the student or by registered mail/cargo.

**C. Obligations of the Responsible Faculty Member**

1. The Responsible Faculty Member monitors the students within the scope of Vocational Training in Business and ensures that the correspondence student fulfils the required work consistent with the purpose of Vocational Training in Business.
2. In the field of Vocational Training in Business, it cooperates with the Vocational Training in Business Workplace Officer and helps to solve the problems.
3. As a result of the audit, he/she submits the Vocational Training in Business Practice Inspection Form to the Applied Trainings Commission of the Department.

**D. Other Matters**

The student can be paid by the university, if approved by the Council of Higher Education (YÖK) executive committee within the framework of the provisions of Law No. 7033. Otherwise, no fee is paid by the university.

According to the Social Insurance and General Health Insurance Law No. 5510, the insurance of students against work and occupational diseases is made by Karabuk University. However, according to Article 25 of Law No. 3308, the employer is responsible for work accidents and occupational diseases that may occur due to the fault of the workplace.

This Agreement has been drawn up in accordance with the provisions of the Karabuk University Application Directive on Applied Training and has been read, accepted and signed by the parties.

 Date: … / … / 20…

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| DepartmentApplied Trainings Coordinator | Student | Vocational Training in BusinessWorkplace Officer |
| Name, Signature, Stamp | Name, Signature | Name, Signature, Stamp |