**Cooperation Agreement on internship**

Number of the Agreement: .....................

I. The Parties

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| --- | --- | --- |
| **Data** | University | Employer |
| Name | **Eötvös Loránd University** |  |
| Seat | 1053 Budapest, Egyetem tér 1-3. |  |
| Represented by | Dr. László Borhy, Rector |  |
| Registration Number | FI80798 | Cg. |
| Tax Number | 15308744-2-41 |  |
| Bank Account Number | Hungarian State Treasury  10032000-01426201-00000000 |  |
| **Organisational entity** | Faculty of Informatics |
| Seat: | 1117 Budapest, Pázmány Péter sétány 1/C |
| Represented by: | Dr. Zoltán Horváth |
| **Contact person:** | Ms. Mónika Szever |  |
| Address: | 1117 Budapest, Pázmány Péter sétány 1/C |  |
| Phone: | +36 1 372-2517 |  |
| Fax: |  |  |
| E-mail: | okt\_asszisztens@inf.elte.hu |  |

# II. Scope of the Agreement

II.1. On the basis of the present Cooperation Agreement the Employer undertakes to provide in-company internship annually for …… students who are in legal relationship with the University. The internship will be provided free of charge for the following educational programmes:

Name of the educational programme: **Mechanical Engineering BSc** (lasting at least 12 weeks) Number of students:

Name of the educational programme: **Mechanical Engineering MSc** (lasting at least 4 weeks) Number of students:

Name of the educational programme: **Engineering Management BSc** (lasting at least 6 weeks) Number of students:

Total number of students:

II.2. The present Agreement has the followings annexes in addition to the ones written in the Final Provisions: ...............................................

II.3. The present Agreement shall be effective as of .......... until ........................

**III. The aim of the internship**

III.1. The aim of the internship is to complete students' theoretical knowledge acquired at the University with practical one, and thus enable them to apply the knowledge defined in the learning outcomes on bachelor's and master's courses by the Decree of the Ministry of Human Capacities No. 18/2016. (VIII. 5.) in practice.

III.2. The representatives of the Parties shall consult on the details of a given internship in writing prior to its commencement.

**IV. The Rights and the Obligations of the Employer**

IV.1. The students of the University will participate in internships at the Employer's in a period pre-agreed by the Parties. The internship programs shall take place at the seat or other premises of the Employer.

IV.2. The Employer undertakes to employ the students in a field that corresponds to their studies, and was indicated in advance by the University in writing. The Employer shall also provide the space and equipment needed for the practice, as well as the necessary professional supervision and management.

IV.3. The Employer is obliged to organise safety education for the students prior to the beginning of the internship.

IV.4. The employment of the students shall not exceed eight (8) hours per day.

IV.5. The Parties agree that the term of the internship to be spent by each student at the Employer's shall be at least six (6) or twelve (12) weeks, from which the Parties may deviate only in a separate written agreement.

IV.6. The Employer shall certify the completion of the internship by filling in and signing the document “Certificate on the Completion of the Internship”, which shall include a short evaluation of the internship by both the employer and the student. The certificate and the evaluation shall be handed over to the student, who will forward it to the University.

IV.7. If the employment is interrupted for any reason during the internship, the Employer shall certify the period completed by the student. The Employer shall notify both the University and the student on the reason of the interruption of the internship.

IV.8. According to Subsections (1)-(2), Section 44 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as Nftv.), if the internship is conducted within the framework of the educational program or the internship or practical training is organized as part of the educational programme and its duration is up to or over six weeks, the student shall be entitled for remuneration which shall be at least sixty-five percent of the statutory minimum wage per week. Unless otherwise agreed by the Parties, the remuneration shall be paid by the firm where the internship is conducted, i.e. by the Employer under the present Agreement.

IV.9. If the Employer is unable to accept students in a given academic year, or if they are able to accept fewer students than specified in Section II, they shall be required to notify the University in writing within reasonable time.

**V. The Rights and the Obligations of the University**

V.1. The University undertakes to select the students to be sent to the Employer for an internship and notify the Employer in writing on the students' data necessary for hosting them (student's name, year, type of the course, name of the programme, the beginning and the end of the internship, the responsible teacher nominated by the University) at least two weeks prior to the commencement of the internship The Employer shall be considered to have accepted a student for an internship provided they have given a written confirmation.

V.2. It is the responsibility of the University to provide students with academic and methodological guidance. For this purpose, the University shall appoint practical instructors for them to monitor their activities.

V.3. The University shall recognise the internship completed at the Employer's as professional internship.

**VI. Amendment of the Agreement**

Any amendments to the present Agreement shall only be valid if they are done in writing upon the mutual will of the Parties.

**VII. The Scope and Termination of the Agreement**

VII.1. The present Agreement shall enter into force on the date it is signed by both Parties and shall remain in force for the period of time specified in paragraph II.3.

VII.2. The present Agreement shall be deemed as terminated before the expiry of the fixed period of time defined in paragraph II.3.:

a) by mutual consent (paragraph VII.2.1.),

b) by ordinary termination by either Party (paragraph VII.2.2.)

c) by extraordinary termination by the Employer (paragraph VII.2.3.)

VII.2.1. The Parties have the right to terminate the Agreement for the future at any time by mutual consent.

VII.2.2. The Parties have the right to terminate the present Agreement at any time with a thirty (30) days’ notice. However, the Employer shall be obliged to provide the internships already undertaken.

VII.2.3. The Employer has the right to terminate the present Agreement with immediate effect if the University commits a breach of contract or if – during the internship – any student of the University engages in conduct that makes it impossible to maintain the Agreement.

**VIII. Final Provisions**

VIII.1. All declarations required under the present Agreement shall be given by the Parties in writing (via postal or electronic mail). Statements of breach of contract or termination of the Agreement shall be delivered exclusively via post. Written declarations under the present Agreement shall also be deemed as duly delivered even if the addressee has refused to receive them or has not sought the letter at the post within the given term. In such cases, the date of the delivery shall be the day of the refusal of receipt or the day written on the post certificate on the unsuccessful attempt of the delivery.

VIII.2. The Parties are obliged to settle their disputes in a peaceful manner in all good faith and by cooperating with each other.

VIII.3. The Parties shall keep any data obtained during the establishment and performance of the present Agreement confidential and as trade secret. If the Parties gain access to, or become in possession of classified data during the performance of this Agreement, they are obliged to comply with the provisions of Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information.

VIII.4. The Parties shall protect and guard the data, information and documents received in the course of the performance of the present Agreement and shall make every effort to ensure their appropriate protection. In particular, the Parties shall ensure that their employees and all those who have access to confidential data related to the performance of the Agreement also act in compliance with the prevailing rules and regulations on data protection. The Parties shall ensure that such data will be accessible only to those who have the right to access and use them.

VIII.5. The following Annexes shall form an integral part of this Agreement:

Annex 1: Specimen signature of the Employer’s representative

Annex 2: A document certifying the right of the University’s representative to sign on behalf of the University

The University has verified the effective data of the Employer registered in the Company Register (provided the Employer is registered there) by consulting the website www.e-cegjegyzek.hu. The Annexes to this Agreement shall form an integral part of the Agreement. The present Agreement shall be valid and can be interpreted only together with its Annexes. If any Annex contains a provision contrary to the present Agreement in a topic governed by the Agreement, the terms set in the Agreement shall take precedence over the content of the annex during the interpretation of the Agreement.

VIII.6. In matters not regulated in the present Agreement, the provisions of Nftv. and Act V of 2013 on the Civil Code shall apply.

The Parties sign the present Agreement after reading and understanding it as it fully corresponds to their will.

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| Date: ………………………………….. | | Date: ………………………………………. |
| ………………  Dr. Zoltán Horváth  (Dean) | ………………..  Dr. Anna Krebsz  (Vice-Dean for Education) | ………………..  (title) |
| On behalf of the University | | On behalf of the Employer |

Financial countersignature on behalf of the University:

Date:

………………………………………… (Marietta Salamon-Molnár, Countersigning Officer)