

ANNEX 1
Cooperation Agreement Format
for In-Company Internship

COOPERATION AGREEMENT FOR IN-COMPANY INTERNSHIP;

This Agreement is concluded between

Name: University of Szeged

Address: H-6720 Szeged, Dugonics tér 13.

Represented by Prof. Dr. Gábor Szabó, Rector

Name of the Organisational Unit within the University involved in the professional implementation of in-company internship during this Agreement; Name and title of representative on behalf of the Unit: University of Szeged, Faculty of Economics and Business Administration; Dr. Márton Vilmányi, Dean

Address of the Organisational Unit: H-6722 Szeged, Kálvária sgt. 1.

Tax Number: 15329815-2-06

Statistical Code: 15329815-8542-312-06

University Identification Number: FI 62198

Person responsible for in-company internship on behalf of the University: Dr. Zsófia Kürtösi, Vice Dean for Education

Contact Address: H-6722 Szeged, Kálvária sgt. 1.

Telephone Number: +36 62 544 146

E-mail Address: zsofia.kurtosi@eco.u-szeged.hu

(hereinafter referred to as the “**Training Institution**”)

And

Name:

Address:

Represented by

Tax Number:

Statistical Code:

PIR registration number (if applicable):

Person responsible for in-company internship on behalf of the Business Organisation:

Contact Address:

Telephone Number:

E-mail Address:

(as the place of in-company practical training, hereinafter referred to as the “**Hosting Organisation**”), hereinafter jointly referred to as the Parties, today, with the following terms and conditions:

1 Aim and Subject of the Cooperation Agreement

The aim and subject of this Agreement is the organisation and management of the obligatory in-company internship for all students at the Faculty of Economics and Business Administration of the University of Szeged (hereinafter referred to as ‘in-company internship’) as specified in the training programme and outcome requirements of the major or field of studies concerned pursuant to Act CCIV of 2011 on Higher Education (hereinafter referred to as ‘Nftv.’) and Government Decree No. 230/2012 (28 August) on Higher

education vocational training and certain issues concerning internship in connection with training in higher education (hereinafter referred to as 'Decree').

2 Aim of In-Company Internship

The aim of in-company internship is to link theoretical principles to practice at a workplace that best suits the student's needs, improve the core competencies for employees of the profession through working processes, improve the student's understanding of the theoretical principles and the practical know-how of Material Tool Technology; furthermore, to develop his/her inter-personal and collaboration skills through the working processes, to develop his/her evaluating and self-evaluating behavioural skills and innovation skills through solving tasks.

3 Form of Cooperation and Framework of In-Company Internship

3.1 Place of in-company internship: the registered office of business *and/or* establishment of the Hosting Organisation; in case of budgetary organisations: the registered office of the budgetary organisation *and/or* the establishment of its administration authorities, district offices or district administration authorities.

3.2 Duration of in-company internship: for undergraduate students, this period is a minimum of 14 weeks; in higher educational vocational training, for full-time students, this period is the same period as one term of study: a minimum of 560 hours, which shall mean a continuous, uninterrupted practical training. In higher educational vocational training, in evening and distance learning programmes, the period of in-company internship is 6 weeks, i.e. a minimum of 240 hours, which shall include a three-week continuous, uninterrupted practical training.

3.3 The Hosting Organisation shall declare their intent to admit a student as an intern by filling in the "*Declaration of Acceptance for In-Company Internship*" form.

3.4 The Cooperation Agreement shall be applied in the following majors or fields of studies:

- Full-time undergraduate (BA) training programme in Business Administration and Management;
- Distance learning undergraduate (BA) training programme in Business Administration and Management;
- Full-time undergraduate (BA) training programme in Commerce and Marketing;
- Full-time undergraduate (BA) training programme in Finances and Accounting;
- Full-time higher educational vocational training programme in Business Administration and Management;
- Full-time higher educational vocational training programme in Commerce and Marketing;
- Full-time higher educational vocational training programme in Finances and Accounting;

4 Duration of the Agreement

The Parties hereto agree to conclude this Agreement for an unlimited period of time. This Agreement shall come into effect upon signature by both parties.

5 Duties and Responsibilities of the Training Institution

5.1 The Training Institution shall be responsible for the complete training of the students, and, as part of this duty, shall organise with the institutions or business organisations offering practical training the students' compulsory in-company internships as is stipulated in their training programmes.

5.2 The Training Institution shall send the Hosting Organisation all information and data, in particular, the curriculum, the requirements and the personal and material conditions necessary for the in-company internship in due time and in writing.

5.3 The Training Institution, as part of the complex development process of the student's professional skills and capabilities, shall evaluate the student's practical competencies on the basis of the evaluation given by the Hosting Organisation.

5.4 The Training Institution, through the person responsible for the in-company internship on behalf of the Training Institution, shall be entitled to check that the provisions of the curriculum and those of this Agreement are met in full, that the suitable training conditions are provided, and that the legal provisions for student status are adhered to during the period of the in-company practical training.

5.5 The Training Institution shall inform the Hosting Organisation if the intern's student status is suspended or terminated.

5.6 The Training Institution shall initiate the amendment of any data registered with the Educational Authority (Oktatási Hivatal) if there is a change of data about the place of in-company practical internship and if this Agreement concluded with the Hosting Organisation is terminated.

5.7 The Training Institution shall assist the Hosting Organisation in the supply of experts with its career planning, guidance and counselling services.

5.8 The Parties hereto agree that it is not a breach of any provisions of this Agreement if the students of the Training Institution do not fulfil their in-company internship requirements at the Hosting Organisation.

6 Duties and Responsibilities of the Hosting Organisation

6.1 The Hosting Organisation shall host the students' in-company internship with adherence to all of the terms and conditions of this Agreement.

6.2 The Hosting Organisation shall provide the necessary personal and material help to aid the in-company internship. The Hosting Organisation shall provide the place and the tools necessary for the in-company internship.

6.3 The Hosting Organisation shall not provide any remuneration for or charge any costs on the Training Institution in return for the completion of the tasks of this Agreement.

6.4 The Parties hereby agree that, pursuant to Section 44 (3a) of the Nftv., the student shall be entitled to receive remuneration for the in-company internship or practical training in the cases set out under Section 44 (3) in the event of continuous, uninterrupted practical training reaching a duration of 6 weeks. As part of the training programme, the in-company internship at a budgetary organisation may also be conducted without remuneration. However, the student fulfilling his/her in-company internship in this way shall also be entitled to all rights as provided for all employees under the Labour Code of Hungary.

6.5 The Hosting Organisation shall employ the student in a position that best suits his/her field of studies.

6.6 The Hosting Organisation shall appoint a person on-site (hereinafter referred to as the on-site supervisor) who shall be responsible for supervising and guiding the in-company internship, and for preparing the rules of in-company internship. The Hosting Organisation shall check through the on-site supervisor if the student fulfils his/her in-company internship requirements. Furthermore, in order to aid the in-company internship, the Hosting Organisation shall designate a duly-qualified mentor who is aware of the terms and conditions of the fulfilment of the in-company internship.

6.7 The Hosting Organisation shall make sure that the intern student understand the substantive issues and learn the ways of solving tasks within the scope of tasks/activities assigned to him/her. The Hosting Organisation shall make sure that the in-company internship help the student gain a wide spectrum of knowledge and experience. The Hosting Organisation shall help the student in his/her preparation of the thesis work, offers consultation if it is possible and if it is relevant to the chosen topic of the intern student's thesis work.

6.8 On completion of the in-company internship, the on-site supervisor, on behalf of the Hosting Organisation, shall evaluate and qualify the intern student's performance (the professional knowledge and competencies gained) by filling in the form "*Detailed Evaluation Sheet*" provided by the Training Institution for this purpose, and shall certify the completion of the internship by filling in the form "*Certificate of Completion of In-Company Internship*" which form the student shall submit to the Training Institution.

6.9 If the intern student breaches and seriously violates any of his/her obligations ensuing from his/her status as a student during the course of the in-company internship at the Hosting Organisation, the Hosting Organisation shall inform the person responsible for the in-company internship on behalf of the Training Institution immediately.

6.10 The Hosting Organisation shall perform the provisions of this Agreement to the best of their knowledge, at high standards, with due care and diligence, and in compliance with the professional rules and requirements.

7 Remuneration of the Student

7.1 In accordance with Section 44 (3) of Act CCIV of 2011 on Higher Education, if a continuous, uninterrupted in-company internship placement reaches the duration of six weeks, the student shall be entitled to receive remuneration, the weekly rate of which shall at least amount to fifteen per cent of the monthly statutory minimum wage (minimum wage). As part of the training programme, the in-company internship at a budgetary organisation may also be conducted without remuneration.

8 Contact and Cooperation

8.1 Upon mutual consent, the Parties hereto undertake to continuously cooperate in order to meet the provisions of this Agreement in full, and to inform each other about the tasks to be performed and the possible experiences to be gained under this Agreement.

8.2 The Parties hereto appoint the following contact persons:

- on behalf of the **Training Institution**: Ms. Judit Rózsa, Career Office of the Faculty of Economics and Business Administration
Telephone Number: +36 62 546 906, +36 62 546 680
E-mail Address: gyakorlat@sztekarrier.hu

- on behalf of the **Hosting Organisation**:
(Telephone Number and E-mail Address:)

9 Termination of the Agreement

9.1 This Agreement may be terminated with immediate effect by either Party by a unilateral, written statement addressed to the other Party in the event of a serious breach of this Agreement. However, when noticing a breach of any of the provisions that would entail an immediate termination or cancellation of this Agreement, the Party who wants to claim breach of the contractual obligations shall first make a written claim to the Party in default with a short warning period and urge them to terminate the breach of the provisions of this Agreement and request them to continue cooperation. Nevertheless, if this warning period shall pass without avail, the right of termination may be exercised.

9.2 The Parties hereto agree that, for Section 9.1 herein, failure to perform the contractual obligations for cooperation that seriously obstructs the organisation and implementation of the in-company internship or makes both the organisation and the implementation unfeasible; furthermore, a repeated violation of any of the provisions of this Agreement shall, in particular but not exclusively, be deemed serious breaches of this Agreement.

9.3 This Agreement may be terminated by either Party with no reason by a unilateral statement written to the other Party, observing a minimum of 90 days' notice period if it is stipulated that, unless otherwise agreed, all in-company internships started before the end of the notice period communicated shall be concluded in accordance with the curriculum.

10 Miscellaneous and Final Provisions

10.1 This Agreement may be amended exclusively in writing, by mutual consent of the Parties hereto. Termination of this Agreement shall be valid exclusively in writing.

10.2 'Written communication' in the course of this Agreement shall, with the exception of statements for the termination or amendment of this Agreement, also mean the electronic communication by the representatives of the Parties hereto or their contact persons appointed in this Agreement.

10.3 In the event of a legal dispute that might arise in connection with this Agreement, the Parties hereto agree to make an attempt at conciliation with each other primarily.

10.4 The provisions of Act V of 2013 on the Civil Code of Hungary shall apply to any matters not governed by this Agreement.

10.5 The Parties hereto agree to respect each other's personality rights, with special attention to the protection of reputation that extends to both natural and legal persons.

10.6 The Parties hereto agree that all personal data learned in the course of this Agreement shall be managed in accordance with the effective legal regulations, and with due regard to the stipulations of Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information.

10.7 The Hosting Organisation shall, upon affixing their signature to this Agreement, also declare that they have all the conditions necessary for performing the provisions of this Agreement.

10.8 The Parties hereto agree that this Agreement shall be re-evaluated annually, and, if necessary, shall be reviewed and amended according to the results of the evaluation process.

10.9 Having commonly interpreted the present Cooperation Agreement of 6 pages, the Parties hereto sign it as proof of their willing consent thereto. This Agreement was written in 3 (three) fully identical original copies. 2 (two) copies shall be due to the Training Institution and 1 (one) copy shall be due to the Hosting Organisation.

Done at, on 2015.

Done at, on 2015.

.....
Dr. Márton Vilmányi
Dean

.....
Representative
Hosting Organisation

.....
Péter Szakál
Financial Countersigner

I, the undersigned hereby certify that the information provided in the form is true. In respect of the in-company internship, I hereby accept the governing rules and regulations of the Faculty of Economics and Business Administration of the University of Szeged (hereinafter referred to as "SZTE GTK") and agree to the processing and storing of the information provided in the form. I further agree that the Career Office of the Faculty of Economics and Business Administration send me career-related messages to the e-mail address given.

I, the undersigned hereby express my intent to host the student named above for the duration of the in-company internship. I hereby certify that the information provided in the form is true. In respect of the in-company internship, I hereby accept the governing rules and regulations of the Faculty of Economics and Business Administration of the University of Szeged (hereinafter referred to as "SZTE GTK") and agree to the processing and storing of the information provided in the form. I further agree that the Career Office of the Faculty of Economics and Business Administration send me career-related messages to the e-mail address given.

Information on the General Rules of In-Company Internship at the Faculty of Economics and Business Administration of the University of Szeged

Any Hungarian or foreign economic organisation (which is registered, legal, and has a tax number) may serve as a place of in-company internship if they have at least two years of operation experience, employ at least one person as staff, their sales revenue or total budget for the previous year exceeded HUF 30 million and they can and are ready to offer an on-site supervisor and/or a mentor with a university or college degree qualification to supervise and help the student at the company to fulfil his/her in-company internship requirements.

The duration of the in-company internship for undergraduate students is a minimum of 14 weeks, maximum 40 hours per week; 75 per cent of this period (in any breakdown) shall be spent at the place of work with effective work. The remaining 25 per cent may be spent at the place of work or elsewhere in order to gain further necessary knowledge for work: for data collection, consultation, attending special seminars or lessons, or the preparation of the thesis work. In higher educational vocational training, for full-time students, the duration of in-company internship is the same period as one term of study: a minimum of 560 hours. In evening and distance learning programmes, the period of in-company internship is 6 weeks: a minimum of 240 hours, including a three-week continuous, uninterrupted internship.

The in-company internship shall be continuous, uninterrupted and shall be completed at one organisation unless otherwise specified in the training programme and outcome requirements of the major concerned.

The place of internship can be proposed by the student concerned or may be offered by SZTE GTK. Students who work may fulfil their in-company internship requirements at their workplaces.

SZTE GTK shall conclude a written cooperation agreement with the selected business organisation offering the internship.

In accordance with Section 44 (3) of Act CCIV of 2011 on Higher Education, if a continuous in-company internship placement reaches the duration of six weeks, the student shall be entitled to receive remuneration, the weekly rate of which shall at least amount to fifteen per cent of the monthly statutory minimum wage (minimum wage). As part of the training programme, the in-company internship at a budgetary organisation may also be conducted without remuneration. However, the student fulfilling his/her in-company internship requirements in this way shall also be entitled to all rights as provided for all employees under the Labour Code of Hungary. Having due regard to this activity, in accordance with the terms and conditions of the Government, an agreement shall be concluded with the student in such an in-company internship placement.

During the period of in-company internship, a student's student status shall remain active. Publicly financed students shall be entitled to a monthly grant based on their academic performance in the previous semester, and fee-paying students shall pay a tuition fee.

Responsibilities of the student in connection with the fulfilment of in-company internship requirements:

- The student shall participate in the seeking and selecting of the place for his/her in-company internship;
- The student shall consult in advance with his/her thesis supervisor about the aims of the in-company internship, his/her responsibilities there, and the relevance of this practical training to his/her thesis work;

- The student shall conclude a student employment agreement with the hosting organisation detailing his/her responsibilities and remuneration;
- The student shall cooperate with the hosting organisation during the period of the in-company internship as provided for in his/her student employment agreement;
- The student shall cooperate with his/her thesis supervisor during the period of the in-company internship if it is relevant from the aspect of the chosen topic of his/her thesis work;
- The student shall keep a work log book about his/her in-company internship. If this practical training is conducted in the student's workplace, the student shall keep a simplified log book.

The organisation and management of in-company internships, and the checking of the students' performance at SZTE GTK are provided by the Career Office of the Faculty of Economics and Business Administration. Responsibilities of the Career Office in connection with the in-company internship:

- The Career Office shall seek and publish all in-company internship proposals offered by business organisations via the public communication channel established for this purpose;
- The Career Office shall actively participate and help the students in their selection of an in-company internship;
- The Career Office shall examine the prerequisites for the in-company internship;
- The Career Office shall inform the students about the employment law background of the in-company internship;
- The Career Office shall prepare and manage all agreements between the hosting organisation and SZTE GTK;
- The Career Office shall check the students' performance;
- The Career Office shall certify the completion of the in-company internship;

In order to host a student for in-company internship, apart from other responsibilities, the hosting organisation shall appoint an on-site supervisor (mentor) who will be responsible for the in-company internship. Responsibilities of the on-site supervisor (mentor):

- The on-site supervisor (mentor) shall determine and check the actual task or tasks the student will be responsible for during the period of his/her in-company internship;
- The on-site supervisor (mentor) shall provide professional support for the student in conducting his/her tasks and responsibilities;
- The on-site supervisor (mentor) shall certify the completion of the student's in-company internship;
- The on-site supervisor (mentor) shall evaluate the student's performance during the period of in-company internship;
- The on-site supervisor (mentor) shall verify the student's work log book written on the in-company internship.

Please evaluate the student on each of the following characteristics on a five-grade scale from 1 to 5, where 1 shall mean 'I don't agree at all,' 5 shall mean 'I completely agree,' and 9 shall mean 'I cannot judge.'

The student's attitude to work is appropriate.	1	2	3	4	5	9
The student is reliable.	1	2	3	4	5	9
The student is painstaking.	1	2	3	4	5	9
The student is able to make decisions.	1	2	3	4	5	9
The student is able to work individually.	1	2	3	4	5	9
The student is able to work on a team.	1	2	3	4	5	9
The student is able to conceptualise creative ideas.	1	2	3	4	5	9
The student is ready to learn and is able to acquire new knowledge within a short space of time.	1	2	3	4	5	9
The student has excellent verbal communication skills (with clients, staff members and partners).	1	2	3	4	5	9
The student has excellent written communication skills (for example, writing e-mails or official letters).	1	2	3	4	5	9
The student has excellent presentation skills.	1	2	3	4	5	9
The student is a competent user of IT and office tools.	1	2	3	4	5	9

Please evaluate the student on each of the following characteristics on a five-grade scale from 1 to 5, where 1 shall mean 'I don't agree at all,' 5 shall mean 'I completely agree,' and 9 shall mean 'I cannot judge.'

The student who participated in the in-company internship knows, understands and is able to participate actively in the followings:

the planning and organising of certain processes within the business organisation;	1	2	3	4	5	9
the processes related to the preparation of decisions and administrative processes within the business organisation;	1	2	3	4	5	9
the processes of business analysis (e.g. cost analysis), and to fulfil this task, the student collects data;	1	2	3	4	5	9
the communication with corporate partners and clients;	1	2	3	4	5	9
the marketing activity of the business organisation, and the shaping of its image and PR activities;	1	2	3	4	5	9
the student understands the principles and methods of the processes of project writing and accounting;	1	2	3	4	5	9
the planning and managing of projects;	1	2	3	4	5	9

Would you employ the student if you could?	Yes	No
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If you have any other comments related to the student's work during the period of in-company internship, please share your thoughts with us.

STUDENT EMPLOYMENT AGREEMENT
for in-company internship

*Details of the **Business Organisation Offering In-Company Internship***

Name of Organisation:

Address:

Tax Number:

Statistical Code:

Company Registration Number:

Registration Number of Self-Employed Entrepreneur (in case of self-employed entrepreneurs):

Name and Position of Representative:

Contacting Details (Telephone Number and E-mail Address):

Name and Position of the Person Responsible for In-Company Internship:

Contacting Details (Telephone Number and E-mail Address):

*Details of the **Student***

Name of Student:

Name at Birth:

Place and Date of Birth:

Mother's Name at Birth:

Permanent Address:

Student Identification Number (EHA code):

Tax Identification Code:

Social Security Number:

Bank Account Number:

Nationality and Residential Address (in case of foreign students):

Contacting Details (Telephone Number and E-mail Address):

*Details of the **Higher Education Institution** where the student has an active student status*

Name of Institution: University of Szeged

Address: H-6720 Szeged, Dugonics tér 13.

University Identification Number: FI 62198

Represented by (Dean): Dr. Márton Vilmányi

Contacting Details: +36 62 544 486

Major/Field of Studies:

Duration of Training Programme:

Name of Person Responsible for In-Company Internship: Dr. Zsófia Kürtösi, Vice Dean for Education

Contacting Details (Telephone Number and E-mail Address): +36 62 544 146; zsofia.kurtosi@eco.u-szeged.hu

1 The Hosting Organisation as place of in-company internship shall employ the student for the position of

2 Place of in-company internship (place of work):

Period of in-company internship: Starting date: Closing date:

Work hours of student: hours

In accordance with Section 44 (3) of Act CCIV of 2011 on Higher Education, the student shall receive remuneration in the amount of

HUF per month, or the student shall receive no remuneration.¹

3 Types, Amount and Terms and Conditions of Awarding Other Student Bursaries and Benefits:

4 The Hosting Organisation shall undertake to provide the student with in-company internship training that is in line with the higher educational vocational training programme or the curriculum; furthermore, it shall ensure that the workplace is in a safe environment in terms of both health protection and occupational safety.

5 The Student shall undertake

- a) to observe the rules of and to meet the requirements of the in-company internship;
- b) to learn to his/her best ability the practical knowledge gained;
- c) to observe the rules and regulations of security, health protection and occupational safety;
- d) to refrain from any behaviour that would hazard the legitimate economic interests of the hosting organisation.

The Parties hereto shall apply the provisions of Act CCIV of 2011 on Higher Education, Government Decree No. 230/2012 (28 August) on Higher education vocational training and certain issues concerning internship in connection with training in higher education and Act I of 2012 on the Labour Code to any rights and responsibilities that might arise in connection with the employment relationship not governed by this Agreement.

¹ If the student shall not receive any remuneration, please underline “no remuneration.”

Done at _____, on _____.

.....
Student

.....
Hosting Organisation