COOPERATION AGREEMENT

for the Provision of Professional Internship Training

*Concluded by and between on the one part*

**Budapest University of Technology and Economics (BME)
Faculty of Electrical Engineering and Informatics**

Seat: H-1117 Budapest, Magyar tudósok körútja 2

Tax number: 15308799-2-43

Bank account number: 10032000-01425279-00000000

Statistical code: KSH 15308799-8030-312-01

Identification number of the institution: FI 23344

Represented by: Dr. Charaf Hassan, Dean

Contact person: Dr. Sándor László Ress

Hereinafter referred to as **Institute for Higher Education**,

*and on the other part*

**name**

Seat:

Tax number:

Bank account number:

Company registration number/registry number:

Contact person:

Hereinafter referred to as **Business Entity**.

1. **Object of the Cooperation Agreement:**

Pursuant to Act CCIV of 2011 on Higher Education (hereinafter referred to as: HEA) and Act CLV of 2011 on Vocational Training Contributions and Support for the Development of Training Programs (hereinafter referred to as: VTCA), as well as Government Decree No. 230/2012. (VIII. 28.) (on higher vocational education and on certain issues of internship connected to higher education), furthermore based on the modification of 2006 – X. Act, the Business Entity will organize internship training for the students of the Institute for Higher Education.

**Internship training** shallmean any form of education organized as part of the internship training provided within the framework of an undergraduate training requiring practical experience, which will prepare students for acquiring the necessary skills, competencies and knowledge for certain jobs, and which will be acquired by students within or outside the institution in an environment similar to actual work situations, working on similar equipment; the professional and examination requirements as well as the qualification and output requirements shall determine the minimum equipment requirement, and the training will be provided based on training programmes needed for that.

1. **The Form of Cooperation:**

The Business Entity will accept as many BSc and MSc students of the Institute for Higher Education as agreed in advance, in pre-approved periods and groups.

The number of students and the subjects of internship training suggested by the Business Entity will be recorded in writing by the representatives of the parties.

The exact number of students in each group, their personal data and the list of the selected subjects will also be recorded in writing by the representatives of the parties.

1. **The Purpose of the Internship Training** is to integrate theoretical and practical knowledge in a workplace and job matching students’ qualification, to develop employee competencies necessary for practicing a profession through actual work processes, to develop knowledge and practical expertise in materials, equipment and technology, to improve personal relationships and cooperation during work processes, to practice evaluation and self-evaluation skills during the performance of tasks and to develop innovation skills.
2. **Place and Duration of the Internship Program:**

The internship program will take place at the premises of the Business Entity under the direction of professionals of the Business Entity for the duration written in the curriculum of the given degree program and in the corresponding law for higher education.

The annex to this agreement shall specify the duration of the internship program (beginning and ending date), its phases, if any, and their beginning/ending dates, and the number of students participating in the internship program at the internship site, broken down according to faculty, higher vocational education and working schedule.

1. **Obligations of the Institute for Higher Education** in relation to the organization of internship training:
	* select students for the internship training in cooperation with the Business Entity,
	* provide educational - methodological guidance for students,
	* take action to solve any problem that may arise during the internship program.
2. **Duties** **of the Business Entity** in relation to the organization of the internship training:
	* enter into (student) employment contracts with the students, except internships organised by the aid of students cooperation companies,
	* employ students in areas relevant to the student’s studies,
	* provide the place, tools and protective equipment necessary for the execution of the internship training,
	* exercise professional supervision and control over students’ activities during the internship training,
	* give remuneration for students in accordance with Section 44(3) a) of HEA, except internships organised by the aid of students cooperation companies,
	* provide written assessment of the professional knowledge and competencies acquired by students.
3. **Students’ Professional and Other Obligations**

Students shall perform their internship responsibilities in the specified workplace and period, meeting the working schedule of the Business Entity. They shall keep a daily log each day on the tasks performed, and shall prepare a report at the end of the internship program.

Students shall treat all data and fact they had access to as confidential, and shall not disclose them to third persons.

1. **Remuneration for Students**:

Students obliged to take part in internship training may perform work based on a student employment contract concluded with the internship site, or with the students cooperation company in accordance with Section 44(1) a) of the HEA. In this case, students may be entitled to remuneration, and if the duration of the internship program reaches at least six consecutive weeks (240 working hours), student shall be entitled to remuneration. Such remuneration shall amount to minimum sixty-five percent of the statutory minimum wage (national minimum wage) per week, and shall be paid by the internship site or the students cooperation company.

1. **The Conditions of Student Work:**
	* For the purposes of the work done during the internship employee shall mean students, employer shall mean the internship host organization or the students cooperation company, and employment relationship shall mean the employment relationship established by the (student) employment contract.
	* During the employment of students working under student employment contracts

a) night shift and overtime work is prohibited,

b) students’ daily working hours cannot exceed eight hours, and where working time is defined in working time banking, its duration cannot exceed one week,

c) rest period of at least twelve hours/day must be provided for students,

d) probationary period shall not be stipulated,

e) provisions of Section 105(2) and Section 106(3) of the Labour Code shall not be applied.

1. The following persons will coordinate the execution of the cooperation agreement

On behalf of the Institute for Higher Education: Dr. Sándor László Ress

On behalf of the Business Entity (technical issues): …

The appointed representatives will be in charge of the execution of the cooperation regulated by the agreement, however, any amendment and termination of the agreement will belong to the competence of the institutions’ representatives who signed the agreement.

1. This agreement is concluded for an unspecified term and shall remain valid until withdrawal. The agreement shall enter into force when duly signed by the contracting parties, and may be terminated by either party in writing with a 30-day notice. The agreement may be amended by the mutual consent of the parties. The cooperation agreement will cease to exist if the national chamber of economy deletes the internship site from its registry. The Business Entity is obliged to notify the Institute for Higher Education thereof.
2. Legal issues not regulated by this agreement shall be governed by the relevant provisions of Act CLV of 2011 on Vocational Training Contributions and Support for the Development of Training Programs and of the Civil Code, while professional and organizational issues shall be governed by the policy regulating the execution of internship programs, which is published on the website of the Institute for Higher Education ([www.vik.bme.hu](http://www.vik.bme.hu)).
3. If the Business Entity wants to meet its obligation to pay vocational training contribution by providing internship training within the framework of undergraduate training requiring practical experience pursuant to Section 5 c) of Act CLV of 2011, reading as follows: “The obligation to pay vocational training contribution can be met by internship organized within the framework of undergraduate training requiring practical experience, provided that such internship program is executed at an external internship site based on student employment agreements concluded with the students”, then the calculation of deductions will be determined by Government Decree No 280/2011. (XII.20.).

Budapest, 201…

for the Institute for Higher Education: for the Business Entity:

 ……………………………… ………………………………..

 Dr. Charaf Hassan

 Dean …

Proposing department: Department of Electron Devices

 ………………………………

 Dr. András Poppe

 Head of Department

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for the Provision of Professional Internship Training

**Annex 1**

**Internship site:** **…**

Seat:

Tax number:

Bank account number:

Company registration number/registry number:

Contact person:

**Department in charge for internship students: Department of Electron Devices**

**Students participating in the internship program:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name and major of the student | Beginning of the internship program | End of the internship program |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

for the Institute for Higher Education: for the Business Entity:

 ……………………………… ………………………………..

 Dr. András Poppe

 Head of Department …