Contract number:

COOPERATION FRAMEWORK AGREEMENT

on securing continuous internship periods

to be accomplished abroad

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| concluded by and between the following parties |  |
| Corvinus University of Budapest |  |
| registered address: | 1093 Budapest, Fővám tér 8. |
| tax number: | 19156972-2-44 |
| institution ID: | FI43814 |
| statistical code: | 19156972 8542 599 01 |
| name and position of legal representative: | Dr. Lajos György Szabó, Acting Rector |
| name and position of representative in this agreement: | Judit Veszprémi Team leader responsible for internship and Eszter Stári internship coordinator |
| as university (hereinafter referred to as **Corvinus**), and | |

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| --- | --- |
| name: |  |
| registered address: |  |
| tax number: |  |
| corporate registration number: |  |
| single statistical code: |  |
| name and position of legal representative: |  |
| name and position of representative in this agreement: |  |
| as Professional Training Facility (hereinafter referred to as **Professional Training Facility**), | |
| Corvinus and the Professional Training Facility will hereinafter be referred to as Parties, entered at the place and on the day the Parties signed it. | |

1. Justification of the Agreement

As a basic activity, CORVINUS is entitled to launch practice-intensive BA/BSc trainings and MA/MSc trainings. On practice-intensive majors, the student is required to do professional practice according to the training and leaving requirements. The internship is a partly independent activity to be completed by the student at an external/CORVINUS internship venue (hereinafter referred to as: internship).

1. Subject of the cooperation agreement
   1. According to the present cooperation agreement the Professional Training Facility undertakes to organise and provide professional practice to a number of CORVINUS students, with the number set in this agreement, meeting professional requirements as specified by the CORVINUS training programme. In line with the above, the Professional Training Facility promotes the competence the interns will need on the labour market to unfold by providing opportunities to partake in activities. At the same time, CORVINUS undertakes to attain official authorisation for the cooperation, tracks students' participation in the internship, cooperates in the assessment of the internship programmes, and do data processing (cf. Act CCIV/2011 on national higher education - hereinafter referred to as: Nftv - and Governmental Decree 87/2015. (IV. 9.) on the execution of Act CCIV/2011 on national higher education (hereinafter referred to as Vhr.) Governmental Decree 230/2012 (VIII. 28.)- hereinafter referred to as R. regarding data transfer requirements.
   2. The Professional Training Facility will receive CORVINUS student(s) for internship as follows:

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| student name, contact data (tel. number or e-mail address) | training level | name of training | work schedule | language of training | date of internship |
|  |  |  |  |  |  |

1. Internship venue

The Professional Training Facility is entitled and obliged to provide professional practice in its premises, a subsidiary's premises, at an external site or at a branch site.

1. On the remuneration of internship participants
   1. The Professional Training Facility declares that students will be remunerated for their work after an uninterrupted period of six weeks or more. In such a case, the student will be paid HUF ..............................................
   2. The remuneration sum specified in 4.1. will be paid to the student directly, as set in the work contract (or any other official document the Professional Training Facility makes out). Payment will be implemented according to the Professional Training Facility's effective regulations.
   3. CORVINUS takes no responsibility for students not receiving any payment or receiving partial payment (cf. 4.1).
2. Internship management staff
   1. The Parties appoint coordinators to oversee the execution of present cooperation agreement, such as:
      1. on behalf of CORVINUS:

university level strategic correspondent: competent dean

professional correspondent for each training:………………………..

administrative coordinator: Eszter Stári

e-mail address: [bce.szakmaigyakorlat@uni-corvinus.hu](mailto:bce.szakmaigyakorlat@uni-corvinus.hu)

* + 1. On behalf of the Professional Training Facility:

professional coordinator:

e-mail address:

administrative coordinator:

e-mail address:

* 1. The tasks formulated in the present cooperation agreement will be implemented by the coordinators. However, the authorised representative of CORVINUS to sign the present cooperation agreement reserves the exclusive right to modify and terminate it.
  2. All notifications and statements regarding the present agreement are to be made in writing and sent to the coordinator's address as it appears in the present cooperation agreement. Unless the present cooperation agreement provides otherwise, the Parties agree that statements submitted electronically (via e-mail) will also be accepted as hard copies. However, e-mails are not suitable for statements that concern the drafting, modification, or the termination of a cooperation agreement. Nor can an e-mail be used for certifying completion, giving up or acknowledging a certain right, undertaking obligation, or making an agreement.
  3. Changes in the persona and contact details of coordinators have to be reported to one another immediately. The Parties take full responsibility for the consequences of failing to do so.

1. The parties further rights and obligations
   1. Rights and obligations of CORVINUS:
      1. CORVINUS takes responsibility for the training of its students. A specific part thereof is the designation of an internship framework and the cooperation with Professional Training Facility.
      2. CORVINUS provides data and information necessary for professional practice to the Professional Training Facility.
      3. CORVINUS defines the basic assessment principles of the internship and sends them to the Professional Training Facility.
      4. CORVINUS reserves the right to check the conditions and the circumstances of the professional practice without prior notification sent to the Professional Training Facility.
      5. CORVINUS assesses students' competences gained during professional practice based on the written assessment of the Professional Training Facility.
      6. comply with its data supply obligation pursuant to Nftv.
   2. Rights and obligations of the Professional Training Facility:
      1. The Professional Training Facility learns and enforces the professional framework designated by CORVINUS for the whole duration of the internship.
      2. The Professional Training Facility specifies the principles of selecting students for the internship and decides on the persona of interns.
      3. For the full duration of the internship period, the Professional Training Facility continuously monitors the student and undertakes to transmit all the professional knowledge specified in the training requirements of the programme. It employs the student in jobs the student is qualified at and keeps the professional practice activities under control.
      4. For the duration of the internship, the Professional Training Facility appoints professional instructors with adequate qualifications, professional experience and no criminal record.
      5. concludes a work contract with the student[[1]](#footnote-1) in compliance with the regulations effective at the Professional Training Facility;
      6. If the internship is temporarily organised outside the premises, the Professional Training Facility takes on all transportation fares.
      7. For the full duration of the internship, the Professional Training Facility has to provide the intern safe and healthy working conditions that are the same as those provided to normal employees, and makes knowledge, services, utensils and equipment available to the intern as required by law and the regulations of the Professional Training Facility to be necessary for the particular job the intern does.
      8. As for daily training time schedule and recesses, respective provisions of the Professional Training Facility's regulations apply.
      9. The Professional Training Facility makes an assessment in writing of the intern's professional skills and competences by filling out a questionnaire compiled by CORVINUS, to be submitted on the last day of the internship period.
      10. Any change in Professional Training Facility details has to be reported to CORVINUS as specified in 10.
2. Damages

The Parties acknowledge that damages inflicted by the intern to the Professional Training Facility, or damages inflicted by the Professional Training Facility to the intern within the time frame of the internship should be settled as specified by Nftv. 56. §. The Professional Training Facility has jurisdiction over the process.

1. Agreement time frame

The cooperation agreement enters into force on the day it bears the signature of both Parties for a set period of ................... years.

1. Modification and termination of the cooperation agreement
   1. The cooperation agreement may be modified by common accord anytime in writing.
   2. This cooperation agreement terminates
      1. - beyond the specified time frame
      2. - if the Parties are wound up without legal successors
      3. - if the Parties terminate it by common accord
      4. - if any of the Parties terminates it
   3. The Parties agree that both parties have the right to terminate the cooperation agreement with notice to the last day of the ongoing semester (effective date of termination). The termination statement has to be sent by registered mail no later than thirty (30) days before the effective date.
   4. The Parties agree that both Parties have the right to terminate the cooperation agreement without notice, provided that the other Party has severely or repeatedly breached the obligations undertaken in the cooperation agreement. Termination without notice enters into force upon declaration. termination without notice has to be justified in detail and the justification statement sent by registered mail.
2. Data processing, data transfer, altered data
   1. CORVINUS processes the data of the Professional Training Facility in the form, with the content and for the period specified in Nftv, Vhr and R. The Educational Authority registers the Professional Training Facility and the cooperation agreement based on the data supplied by CORVINUS.
   2. With regard to 10.1, the Professional Training Facility is obliged to report any data change immediately to CORVINUS.
   3. The Professional Training Facility acknowledges that the contents of the present cooperation agreement are public (cf. Act CXII/2011 on the right of information self-determination and te freedom of information - hereinafter referred to as: Infotv.) Should there be a request that the contents be disclosed, CORVINUS is to react according to the relevant provisions of Infotv.
3. Further provisions
   1. The Parties declare that the agreements concluded between them earlier in the subject of the present cooperation agreement will lose effect at the same time the present agreement becomes effective, however, effective internship contracts drafted according to earlier agreements will remain in effect.
   2. In the course of implementation, the Parties will cooperate. They promise to settle disputes by way of negotiations whenever possible.
   3. In questions not regulated in the cooperation agreement, or not regulated to adequate detail, especially concerning the professional practice of students, the provisions of e.g. Nftv, Vhr., R., professional training regulations in tertiary education apply, as well as the "Training and outcome requirements for higher education vocational training, bachelor's and master's degree programmes and religious training" published in accordance with § 16/A of the Nftv. and the labour regulations of the Professional Training Facility.
   4. This cooperation agreement was printed in two (2) original copies, out of which, one (1) original copy is given to each party.

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| Date: …………………………………….. | Date: …………………………………….. |
| ……………………………………..  Judit Veszprémi  Team leader responsible for internship | ……………………………………..  (name)  (position)  (Name of Professional Training Facility) |
| Date: ……………………………………….. |  |
| ……………………………………..  Eszter Stári  Internship coordinator |  |

1. In particular, the student's working contract contains:*a)* the data of the Professional Training Facility (name, address, contact details, tax number, statistical code, corporate registration number or entrepreneurial registration number, the name of its authorised representative); *b)* the student's personal details (name, name at birth, birthplace, date of birth, mother's maiden name, residential address, student registration number, contact details, tax identification number, social security number, bank account number; for foreign students, also nationality and address); *c)* the data of the higher education institution the student is in status with (name, address, contact details, institutional registration number, name of authorised representative); *d)* in compliance with the training and leaving requirements, profession and training time,; *e)* the job the student undertakes; *f)* the internship venue (workplace), the internship period (start and end date), its phases if applicable, the working hours per day; the payment the student is eligible for according to [Nftv. 44. § (3) *a)* p](https://uj.jogtar.hu/) ,or, if there is no remuneration, please indicate ; *g)* the name of the university's institutional coordinator to the internship and the name of the Professional Training Facility 's professional coordinator; *h)* if there are benefits and discounts above the mandatory benefits and discounts being provided as required by legal regulations: specification, amount and conditions to become eligible. (2) The work contract concluded with the student contains a clause in which the Professional Training Facility promises to provide the student professional practice, matching the training programme and the curriculum thereof, at a workplace that complies with both safety and health requirements. (3) The work contract concluded with the student contains a clause in which the student promises to *a)* keep to the training schedule of the Professional Training Facility and complete the internship, meeting all its requirements; *b)* do his/her best to learn the professional skills relevant to the internship; *c)* keep safety, health and labour safety regulations; *d)*  behave so as not to jeopardise the rightful economic interests of the Professional Training Facility. [↑](#footnote-ref-1)