**COOPERATION AGREEMENT**

to perform professional practical training tasks

which was created on the one hand

**Obuda University (OE)**

Headquarters: 1034 Budapest, Bécsi street 96/B.

Availability:

Tax number: 19308760-2-41

Bank account number: MBH Bank Nyrt. 10300002-13268139-00014901

Institution ID: FI 12904

Name of affected organizational unit: Keleti Károly Faculty of Business and Management

Address of organizational unit: 1084 Budapest, Tavaszmező street 17.

Entitled to representation: Prof. Dr. Mónika Garai-Fodor, dean

hereinafter: **Higher Education Institution,**

On the other hand,

Professional Training Place: **x**

Headquarters: x

Tax number: x

Company registration number: x

Entitled to representation: X, name of the position,

Availability: XX

hereinafter: Professional Training Place jointly: between the Parties.

1. **Subject and content of the cooperation agreement:**

The Parties agree that the Higher Education Institution and the Professional Training Place intend to conclude a cooperation agreement (hereinafter: contract) with each other in order to ensure the internship of students of the Higher Education Institution. Based on Government Decree CCIV of 2011 on National Higher Education (hereinafter: Nftv.) and Government Decree No 230/2012 (VIII. 28) on vocational training in higher education and certain issues of professional practice related to higher education training (hereinafter: Government Decree), the Higher Education Institution organizes practical training for its students.

An internship is that part of the training that provides an opportunity to apply the acquired knowledge and practical skills together, to connect theoretical and practical knowledge, to get to know the workplace and work processes, and to practice professional competences in higher education vocational training, bachelor's, master's and undivided programmes, in the workplace and in the job corresponding to the vocational qualification for the period specified in its vocational training requirements.

Practical training is any form of education organised as part of practical training within the framework of a practical initial training programme which prepares students to acquire the skills, competences and knowledge required for the performance of a job and which students acquire on the necessary equipment inside or outside the institution under conditions comparable to those of work, provided that the minimum means required are determined by vocational and examination requirements, the training and output requirements and is conducted on the basis of the training programmes required for this.

1. **Method of cooperation:**

The Professional Training Place accepts the students participating in the courses offered by the Higher Education Institutionduring the pre-agreed period according to Annex No. 1 and provides them with a continuous professional internship.

The representatives of the Parties will also record in writing the list containing the exact numbers of students after the classification, the data of the students and the chosen topics.

1. **The purpose of the professional training**

Through the internship,the connection of theoretical and practical knowledge in the workplace and job role corresponding to the qualification, the development of the employee competencies necessary for the practice of the profession in the work processes, the knowledge and practical skills of material technology, as well as the personal relationships and cooperation in the work processes, the evaluation and self-evaluation behavior in task solutions, the innovation skill development.

1. **Duration, modification, termination of the contract**

This Agreement is signed by the Parties (the appropriate part must be underlined)

* **bound for an indefinite period of time** , or
* **is bound for a definite period lasting at least one year, the duration of which is: …… year …………. lasts from month ………….day x year ……….. month …….. day** ,

which enters into force upon the signature of the Parties.

Either party has the right to terminate this Agreement 1 year after the Agreement enters into force - subject to a 30-day notice period - by ordinary notice, so that students completing/starting their internship in the given semester can complete their internship within the limits and scope of this Agreement. The Agreement can be amended with the agreement of the parties. The Contract will also be terminated if the place of the internship is deleted from its register by the national chamber of commerce. Professional Training Place must notify the Higher Education Institution about this.

The parties agree that, in the event of a serious breach of contract by the other party, they may terminate this Agreement with immediate effect in writing, providing reasons. A Higher Education Institution may terminate this Agreement with immediate effect only in the event that the Professional Training Place repeatedly violates its employment obligations set forth in this Agreement, or despite written notice. In other respects, the Parties agree that it will be considered a serious breach of contract if the Higher Education Institution seriously and/or repeatedly violates its essential obligations arising from this Agreement, is repeatedly late in fulfilling its obligations, or otherwise exhibits behavior that precludes further cooperation.

The parties agree that the Professional Training Place will immediately and in writing notify the Higher Education Institution in the event that it is forced to terminate the student's employment with a student on a professional internship, because the student in question intentionally or seriously violates an essential obligation arising from the relationship with the Professional Training Place negligently violates to a significant extent, or otherwise exhibits behavior that makes it impossible to maintain cooperation during the internship. The Parties agree that in the event of the termination of this Agreement for any reason, the Parties are also obliged to cooperate in connection with the termination of this Agreement.

1. **Place and duration of the internship:**

The internship takes place at the headquarters of the Professional Training Place or at one of its locations under the supervision and management of the professionals of the Professional Training Place. In all cases, the duration of the professional training is the same as the duration included in the training program. The duration of the internship (starting and ending dates), any stages, their starting and ending dates, as well as the number of students participating in the internship at the internship location per major, higher education vocational training, and work schedule are contained in the annex to this contract.

1. **Obligations of the Higher Education Institution:**
2. the selection of students participating in the professional training in cooperation with the Professional Training Place,
3. sending the data and information necessary for the professional training to the Professional Training Place,
4. methodological management of the students,
5. measures to solve problems arising during training,
6. in the complex development process of professional skills and abilities, the evaluation of practical competencies based on the evaluation of the Professional Training Place.
7. **Obligations of the Professional Training Place:**
8. concluding the student employment contract with the student, the Nftv . taking into account section 44 (3b),
9. employment in a field appropriate to the student's studies,
10. provision of space, equipment and protective equipment necessary for carrying out the internship,
11. professional supervision and management of professional training activities,
12. as far as possible, employs the student in a field corresponding to his studies,
13. provide work, fire and accident prevention training to students prior to the start of the internship,
14. remuneration of students pursuant to Section 44 (3) of the Act on Civil Liberties
15. written evaluation of students' acquired professional knowledge and competences.
16. **Professional and other obligations of students:**

During the internship, the students complete the internship task at the workplace assigned to them accordint to the work schedule of the Professional Training Place.

They keep a daily breakdown of the work done, and prepare a report at the end of the internship.

1. **Remuneration of students**

Students obliged to undertake an internship may work on the basis of a student employment contract concluded with a Professional Training Place pursuant to Section 44 (1) (a) of the Act on Professional Training. In the case of continuous internships lasting six weeks, the student is entitled to remuneration at least sixty-five percent of the mandatory minimum wage (minimum wage) per month. The fee is paid by the Professional Training Place.

1. **Conditions for student work:**
2. When working on a professional internship, the employee should be understood as the student, the employer as the Professional Training Place, and the employment relationship as the employment relationship established on the basis of the student contract.
3. During the employment of a student working under a student employment contract
4. night work and extraordinary working hours cannot be ordered,
5. the student's daily working time may not exceed eight hours, in the case of a working time frame, a maximum of one weekly working time frame may be ordered,
6. the student must be provided with a daily rest period of at least twelve hours,
7. a trial period cannot be set,
8. the provisions of Section 105 (2) and Section 106 (3) of Act I of 2012 on the Labor Code (hereinafter: Labor Code) are not applicable.
9. **Contact persons, notification provisions**

The Parties agree that all written notices required by this Agreement must be sent to the address of the Parties' current headquarters. The notification sent to the post office as registered delivery with return receipt to this address must be considered delivered on the 5th (fifth) working day after the attempted delivery, even if, according to the return receipt, the delivery was unsuccessful because the addressee is unknows or moved to an unknown place, the document was not accepted or the addressee refused acceptance.

The parties agree that any relevant information related to their mutual cooperation shall be communicated immediately in writing (by e-mail) in a verifiable manner (in the case of delivery by post, with a deposit slip and return receipt; in the case of personal delivery, with an acknowledgment of receipt, which contains the legible name and signature of the recipient and the date of receipt ) are obliged to notify the other Party.

The parties agree that the contact persons for this Agreement are recorded below. The Parties agree that they will notify each other in writing of a change in contact persons, this does not constitute an amendment to the Agreement.

Institutional manager of the Higher Education Institution:

name: Anita Daragó

phone: 1/666-5204

e-mail: szakmaigyakorlat@kgk.uni-obuda.hu

The professional responsible for the Professional Training Place:

name:

phone:

e-mail:

**Final provisions**

The parties agree that disputes arising under this Agreement will primarily be resolved through negotiation. If this does not lead to results, the Parties shall refer to Article CXXX of 2016 on the Code of Civil Procedure and act according to the general powers and jurisdiction rules of the Act.

In matters not regulated in this Agreement, Act V of 2013 on the Civil Code, as well as the provisions of the Mt., the Nftv, and the Government Decree shall govern. It is fixed by the parties, the annex forms an inseparable part of the Agreement.

After reading and interpreting this Agreement, the Parties sign it in 2 original copies, of which 1 copy belong to the Higher Education Institution, and 1 copy to the Professional Training Place, as a company, through their representatives authorized to sign.

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| --- | --- |
| Budapest, 2025. ……….…………………………………………………….**Obuda University**Keleti Károly Faculty of Business and ManagementProf. Dr. Mónika Garai-Fodor, deanUniversity | Budapest, 2025. ……….…………………………………………………….xxx**Professional Training Place** |
|  |  |

**COOPERATION AGREEMENT**

To carry out professional practical training tasks

1. **Annex**

**Professional Training Place:**

Headquarters:

Availability:

Tax number:

Bank account number:

Statistical number:

Company registration number/registration number:

Contact person:

**Location:**

**Student(s) participating in professional practice:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Student’s name,Neptun code, specialty,contact details | Beginning of the training period | End of the training period | Exercise topic |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

 On behalf of the Higher Education Institution: On behalf of the Professional Training Place:

 Prof. Dr. Mónika Garai-Fodor, dean name, title, stamp