COOPERATION FRAMEWORK AGREEMENT
on securing continuous internship periods
to be accomplished abroad

concluded by and between the following parties:

Corvinus University of Budapest
address: 1093 Budapest, Fővám tér 8.
tax no: 15329743-2-43
PIR: 329749
institution Identifier: FI 43814
single statistical code 15329743-8542-31201
name and position of representative: Dr. András Lánczi, rector
acting department: Faculty of Business Administration

name and position of the person
entrusted to represent the University: Dr. Richárd Szántó, Vice-Dean for Education
hereinafter referred to as CUB, and

address: ..........................................................
tax no: ..........................................................
corporate registration number: ..........................................................
single statistical code: ..........................................................
name and position of representative: ..........................................................
hereinafter referred to as "internship venue", CUB and the internship venue will hereinafter be referred to as Parties, entered at the place and on the day the Parties signed it.

1. JUSTIFICATION OF THE AGREEMENT

1.1. As a basic activity, CUB 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/CUB internship venue (hereinafter referred to as: internship).

2. SUBJECT OF THE COOPERATION AGREEMENT

2.1. According to the present cooperation agreement the internship venue undertakes to organise and provide professional practice to a number of CUB students, with the number set in this agreement, meeting professional requirements as specified by the CUB training programme. In line with the above, the internship venue promotes the competence the interns will need on the labour market to unfold by providing opportunities to partake in activities. At the same time, CUB 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.)

2.2. The internship venue accepts CUB Faculty of Business Administration students from majors and in numbers specified below:
3. **INTERNSHIP VENUE**

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

4. **ON THE REMUNERATION OF INTERNSHIP PARTICIPANTS**

4.1. The internship venue 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.................................

4.2. 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 internship venue makes out). Payment will be implemented according to the internship venue's effective regulations.

4.3. CUB takes no responsibility for students not receiving any payment or receiving partial payment (cf. 4.1).

5. **INTERNSHIP MANAGEMENT STAFF**

5.1. The Parties appoint coordinators to oversee the execution of present cooperation agreement, such as:

5.1.1. On behalf of CUB:

   - university level strategic correspondent: Dr. Richárd Szántó, Vice-Dean for Education
   - e-mail address: richard.szanto@uni-corvinus.hu
   - professional correspondent for each training: .........................
   - administrative coordinator: Réthi Natália
   - e-mail address: gkar.szakmaigyakorlat@uni-corvinus.hu

5.1.2. On behalf of the internship venue:

   - professional coordinator:
   - e-mail address:
   - administrative coordinator:
   - e-mail address:

5.2. The tasks formulated in the present cooperation agreement will be implemented by the coordinators. However, the authorised representative of CUB to sign the present cooperation agreement reserves the exclusive right to modify and terminate it.

5.3. 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.
5.4. 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.

6. THE PARTIES’ FURTHER RIGHTS AND OBLIGATIONS

6.1. Rights and obligations of CUB:

6.1.1. CUB takes responsibility for the training of its students. A specific part thereof is the designation of an internship framework and the cooperation with internship venues.

6.1.2. CUB provides data and information necessary for professional practice to the internship venue.

6.1.3. CUB defines the basic assessment principles of the internship, and sends them to the internship venue.

6.1.4. CUB reserves the right to check the conditions and the circumstances of the professional practice without prior notification sent to the internship venue.

6.1.5. CUB assesses students’ competences gained during professional practice based on the written assessment of the internship venue.

6.1.6. Complies with the provisions Nftv, Vhr and Governmental Decree 230/2012 (VIII. 28.) (hereinafter referred to as R. regarding data transfer requirements. 1

6.2. Rights and obligations of the internship venue:

6.2.1. The internship venue learns and enforces the professional framework designated by CUB for the whole duration of the internship.

6.2.2. The internship venue specifies the principles of selecting students for the internship, and decides on the persona of interns.

6.2.3. For the full duration of the internship period, the internship venue 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.

6.2.4. For the duration of the internship, the internship venue appoints professional instructors with adequate qualifications, professional experience and no criminal record.

6.2.5. Concludes a work contract with the student 2 in compliance with the regulations effective at the internship venue;

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1 According to Governmental Decree 230/2012. (VIII. 28.) 15.§ (5), CUB is required to supply data to the Educational Authority about agreements concluded for periods of at least one year between CUB and internship venues as specified by the Educational Authority with regard to form and content. As a part of the data transfer requirement, changes in the name and address of the internship venue has to be reported.

2 In particular, the student's working contract contains: a) the data of the internship venue (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) e) 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 internship venue's professional coordinator; h) if there are benefits and discounts above the mandatory benefits and discounts being provided as required by
6.2.6. If the internship is temporarily organised outside the premises, the internship venue takes on all transportation fares.

6.2.7. For the full duration of the internship, the internship venue 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 internship venue to be necessary for the particular job the intern does.

6.2.8. As for daily training time schedule and recesses, respective provisions of the internship venue’s regulations apply.

6.2.9. The internship venue makes an assessment in writing of the intern's professional skills and competences by filling out a questionnaire compiled by CUB, to be submitted on the last day of the internship period.

6.2.10. Any change in internship venue details has to be reported to CUB as specified in 10.

7. **DAMAGES**

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

8. **AGREEMENT TIME FRAME**

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

9. **MODIFICATION AND TERMINATION OF THE COOPERATION AGREEMENT**

9.1. The cooperation agreement may be modified by common accord anytime in writing.

9.2. This cooperation agreement terminates

9.2.1.- beyond the specified time frame

9.2.2.- if the Parties are wound up without legal successors

9.2.3.- if the Parties terminate it by common accord

9.2.4.- if any of the Parties terminates it

9.3. 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.
9.4. 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.

10. DATA PROCESSING, DATA TRANSFER, ALTERED DATA

10.1. CUB processes the data of the internship venue in the form, with the content and for the period specified in Nftv, Vhr and R. The Educational Authority registers the internship venue and the cooperation agreement based on the data supplied by CUB (cf. R 15.§ (5)). Data is supplied by CUB in the form and with the content specified by the Educational Authority.

10.2. with regard to 10.1, the internship venue is obliged to report any data change immediately to CUB.

10.3. The internship venue acknowledges that the contents of the present cooperation agreement are public (cf. Act CXII/2011 on the right of information self-determination and the freedom of information - hereinafter referred to as: Infotv.) Should there be a request that the contents be disclosed, CUB is to react according to the relevant provisions of Infotv.

11. FURTHER PROVISIONS

11.1. 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.

11.2. In the course of implementation, the Parties will cooperate. They promise to settle disputes by way of negotiations whenever possible.

11.3. 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 EMMI Decree 8/2013 on training and leaving requirements of BA/BSc trainings and MA/MSc trainings, the common requirements of teacher training and the training and leaving requirements of particular teacher training majors (I. 30.) and EMMI Decree 18/2016 on modification (VIII. 5.) and the labour regulations of the internship venue.

11.4. This cooperation agreement was printed in two (2) original copies, out of which, one (1) original copy is given to each party.

Budapest, … (day) ………….. (month) ……. (year) ………….. (month) ……. (year)

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Dr. Richárd Szántó ........................................... (name)
Vice-Dean for Education ........................................... (position)
Corvinus University of Budapest ........................................... (name of internship venue)
(Seal) .................................................................................................................. (Seal)