

MEMORANDUM OF UNDERSTANDING AND JOB DESCRIPTION FOR THE INTERNSHIP

Host company /institution

Name:

Address:

Telephone number:

E-mail address:

hereinafter: **Internship organizer**.

The present Memorandum of Understanding determines the most fundamental conditions regarding the acceptance of students all of which are developed by the internship organizer on the basis of the current needs, according to the financial and infrastructural background, in the case of each student.

The Memorandum of Understanding applies to the following **Student**:

Student's name:

Neptun code:

Major:

Type of training:

Telephone number:

E-mail address:

1. The aim of the internship is to deepen the Student's theoretical knowledge and to develop the appropriate application of their acquired knowledge under operating (corporate) conditions.
2. The internship is organized at individual workplaces the formation of which is provided by the Internship organizer. Group training sites can also be applied in case of the employment of more students at the same time.
3. The Internship organizer does not claim cost contributions or expenses for providing the conditions of the internship.
4. The Internship organizer undertakes that a mentor will be appointed to supervise the students' work. The mentor must not have a criminal record and must dispose of professional qualifications and at least two years work experience.

Mentor's name:

Position:

Telephone number:

E-mail address:

5. Name of the student's job:
6. Student's direct manager/superior

(The person who directly assigns tasks to the student, and to whom the student is obliged to directly report during the work).

Manager's/Superior's name:

Position:

Telephone number:

E-mail address:

7. Student's duties:

(The exact and detailed definition of certain duties of that post, clear wording of routine tasks, and the more precise outline of individual duties, including the requirements concerning work discipline)

8. Student's competency:

(If the Student has any competencies, please list the elements of the competencies the Student disposes of during the activities belonging to their responsibilities – control, instruction, request, commenting (opinion), proposal, representation, remittance, signature, assigning tasks, reporting, etc.)

9. Student's responsibility:

(Recording Student's personal responsibility which is limited by the duties and the competencies provided for their realization)

10. Student's work relations:

(With whom the Student needs to establish and maintain informative, orientation, cooperative, consultative relationship and the details of these relationships)

11. Duration of the internship and the validity of the job description:

Done

on behalf of the internship organizer

(authorized signature, stamp)

COOPERATION AGREEMENT

This agreement is concluded between

Name: **Széchenyi István Egyetem**

Registered office: **9026 Győr, Egyetem tér 1.**

Telephone number: **96/503-400**

E-mail: **sze@sze.hu**

Tax registration number: **19253079-4-08**

Group tax identification number: **19253079-8542-599-08**

Institution number: **FI38696**

Representative: **Dr Bálint Filep, president, Dr Zsolt Kovács, general and education vice president, Dr. Ferenc Friedler, rector**

The person responsible for the internship is Dr Sándor Remsei, dean at Kautz Gyula Faculty of Economics

(hereinafter: *University*) on the one hand;

and

Name:

Registered office:

Telephone number:

E-mail address:

Tax registration number:

Registration number:

Representative:

(hereinafter: *Internship*) on the other hand, according to the following.

Aim of the cooperation agreement: providing internship for the students of Széchenyi István University according to the regulations of the Government Decree 230/2012 (28 August)

Location of the internship: the headquarters/premises of the internship address:

Duration of the internship:

- a. in case of full-time students of Business Administration and Management, and Commerce and Marketing advanced vocational training: 14 weeks, for correspondence students: 6 weeks (which can be split into 2X3 weeks) The working time of students participating in internships is 40 hours / week.
- b. in case of full-time students of Tourism and catering BA: 6 months, for students of advanced vocational training: 14 weeks (560 hours)

Number of students accepted on internship

Business Administration and Management advanced vocational training	people
Commerce and Marketing advanced vocational training	people
Tourism-catering advanced vocational training	people
Business Administration and Management BSc	people
Commerce and Marketing BSc	people
Tourism-catering BSc	people

People professionally responsible for internships

- On behalf of the University: On behalf of the Internship place:
 - o Dr. Koppány Krisztián, vice-dean of corporate affairs at Kautz Gyula Faculty of Economics

Remuneration

According to Section 44 paragraph (1) point a) of Law CCIV of 2011 (National Higher Education Act) the student is only allowed to carry out work on the basis of the student employment contract concluded with the internship place. It is mandatory to reward the student. The amount of remuneration is 65% of the minimum wage. The remuneration is paid by the training place. The obligation to pay does not apply to higher education institutions maintained by a public interest trust foundation performing a public task at the budget body

Budgetary authority / Non-budgetary authority

The budgetary authority is the specific legal personality type of public finances. The budgetary authority is a legal entity established to provide public duties determined in legislation or in a memorandum. Resulting from their legal personality, the budgetary authority is entitled to any rights and is allowed to make any commitments the acquisition or commitment of which is not prohibited by law.

Rights and duties of the University

The University is responsible for the entire education and training of the students, as well as for the internship constituting a part of the degree course.

The University undertakes

- a. the organization of the internship with the internship place;
- b. to send the data, information necessary for the internship to the internship place;
- c. the evaluation of the practical competencies on the basis of the evaluation of the internship place in the complex development process of professional skills and abilities.

Rights and duties of the internship place

The Internship place undertakes

- a. to draw up a student employment contract with the student accomplishing the internship according to Section 18 of the Government Decree 230/2012 (28 August);
- b. the employment of the students in the field corresponding to their studies;
- c. to provide the place, devices and protective equipment necessary for the internship;
- d. the professional supervision, management of the activities of the internship;
- e. the written evaluation of the students' professional knowledge and skills acquired during the internship, and the transmission of this evaluation to the University

Final provisions

By signing the agreement, the internship place declares that all the details of the company are real, and it undertakes to inform Széchenyi István University about any changes in the company details without delay, but within 30 days of the registration of the change at the latest.

In case the internship as professional, vocational place is struck off by the Hungarian Chamber of Commerce and Industry, Széchenyi István University must be informed without delay, but within 15 days of the cancellation at the latest.

The present agreement is concluded for an unlimited period of time, and it shall enter into force on the day of signature.

The present agreement shall be terminated:

- a. by termination of any of the Parties with a 60 days' notice;
- b. should the Internship place as professional, vocational place is struck off by the Hungarian Chamber of Commerce and Industry;
- c. in case of termination without a legal successor of either party.

Having commonly interpreted the present Agreement, the Parties hereto sign it as a proof of their willing consent thereto.

Done

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On behalf of Széchenyi István University	Name of the person authorized to sign
Dr Sándor Remsei, dean at Kautz Gyula	Position of the person authorized to sign
Faculty of Economics	on behalf of the Internship place
	(authorized signature, stamp)