**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:

1. Name of the student’s job:
2. 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:

1. 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)*

1. 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.)*

1. Student’s responsibility:

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

1. Student’s work relations:

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

1. 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 Bálint, president, Dr Zsolt Kovács, chancellor, Dr Ferenc Friedler, rector**

The person responsible for the internship

Is Dr. Horváth Zoltán, dean at the Faculty of Mechanical Engineering, Informatics and Electrical Engineering

(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:***

1. in case of students of Mechanical Engineering BSc, Mechatronics Engineering BSc, Computer Science Engineering BSc, Electrical Engineering BSc - 6 weeks, Business Information Technology BSc- 8 weeks.
2. in case of students of Business Information Technology MSc, Mechatronics Engineering MSc, Mechanical Engineering MSc, Electrical Engineering MSc - 6 weeks The working time of students participating in internships is 40 hours / week.

***Number of students accepted on internship***

Business Information Technology BSc ….people

Mechanical Engineering BSc ….people

Mechatronics Engineering BSc ….people

Electrical Engineering BSc ….people

Business Information Technology MSc ….people

Mechatronics Engineering MSc ….people

Business Information Technology MSc ….people

Mechanical Engineering MSc ….people

Electrical Engineering MSc ….people

Computer Science MSc ….people

Computer Science Engineering MSc ….people

***People professionally responsible for internships***

* On behalf of the University: On behalf of the Internship place:
  + Dr. Horváth Zoltán, dean at the Faculty of Mechanical Engineering, Informatics and Electrical Engineering

***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 compulsory to give the student remuneration if they have completed contiguous internship for at least six weeks. In this case the remuneration is at least 65% of the minimum wage per month.

***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

1. the organization of the internship with the internship place;
2. to send the data, information necessary for the internship to the internship place;
3. 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

1. 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);
2. the employment of the students in the field corresponding to their studies;
3. to provide the place, devices and protective equipment necessary for the internship;
4. the professional supervision, management of the activities of the internship;
5. 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 internhip 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:

1. by termination of any of the Parties with a 60 days’ notice;
2. should the Internship place as professional, vocational place is struck off by the Hungarian Chamber of Commerce and Industry;
3. 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

| ……………………………………………………  On behalf of Széchenyi István University  Dr. Horváth Zoltán, dean at the  Faculty of Mechanical Engineering,  Informatics and Electrical Engineering | ……………………………………………………  Name of the person authorized to sign  Position of the person authorized to sign  on behalf of the Internship place  (authorized signature, stamp) |
| --- | --- |