**Internship Agreement**

Signed between

Name: ………………………………………………………………………………………..…

Birth name: ………………………………………………………………………………..……

Birth place, time: ………………………………………………………………………………..

Mother’s birth name: ……………………………………………………………………………

Citizenship: ……………………………………………………………………………………..

Address: ………………………………………………………………………...………………

residence address for foreign students: …………………………………………………………

Student identification number (NEPTUN code): …………………………………….…………

Tax identification number: …………………………………………………………….………..

TAJ number: ……………………………………………………………………………………

Bank account[[1]](#footnote-1): ………………………………………………………………………….………

Contact data (phone, e-mail): ……………………………………………………………..…….

the **Student** at the International Studies Programme of the Eötvös Loránd University Faculty of Social Sciencesand

Company name: …………………………………………………………………….……. ..…..

Company headquarters (address): ………………………………………………...….…………

Tax number: ………………………………………………………………..…….……..……...

Statistical number: ………………………………………………………………………..…….

Registration number, company register: ……………………………………………………..…

Name and position of representative: ………………………………………………………..…

Contact data (phone, e-mail): …………………………………………………………………..

Name and position of the responsible person in charge of the internship workplace: …………………………………………………………………………………………………..

Contact details (phone, e-mail): ………………………………………………………...………

the **Institution**[[2]](#footnote-2) providing internship position for the student (hereinafter: **Intern**) of the University, under the following conditions.

1. **Objective of the Internship Agreement**

The objective of the Internship Agreement is to provide the Intern with professional practical training. The purpose of the professional practical training is to combine theoretical and practical knowledge at a workplace and position that correspond to the qualification, to develop the employee competences in work processes required for the profession.

1. **Duration, location and other details of internship**
	1. Duration[[3]](#footnote-3) of internship-program: 160 hours - takes less than 6 weeks to complete.
	2. Nature of the work:

[ ]  personal working

[ ]  teleworking

* 1. Place of Internship

[ ]  Hungary

[ ]  Foreign countries:

 [ ]  EU country

 [ ]  Non-EU country

* 1. Place of work, address: ……………………………………………………………………

………………………………………………………………………………………………

2.5. In the framework of this Agreement the Institution employs the Intern under this Agreement in the following position(s): ……………………………………...............................

Intern’s tasks ………....................................................................................................................

………………………………………………………………………………………………

* 1. Intern’s daily working time: ………. hours.
	2. Other details to be recorded in writing[[4]](#footnote-4): ………………………………………………….
1. **Remuneration for work**

[ ]  the internship is unpaid

[ ]  the Intern will be remunerated. The amount of the fee for the Intern is .................. , which is paid by the Institution to the Intern's bank account.

1. **Obligations of the Institution**
* the Institution offers the Intern the opportunity to participate in the daily activities of the Institution, and to acquire professional skills;
* employing the student in a position that corresponds to the student’s studies;
* providing the space, tools, equipment and protective equipment necessary for the student to carry out the internship;
* professional supervision and control of the internship activity;
* the Institution certifies the completion of the internship at the end of the 160-hour period;
* written assessment of the student’s acquired professional knowledge and competences; the Institution provides a written evaluation report of the student’s performance at the end of the 160-hour period.
1. **Obligations of Intern**
* the Intern shall observe the working rules, arrangements and schedule;
* complies with safety, health and occupational safety regulations;
* the Intern shall abide by the instructions of the superior;
* acquire the practical professional skills to the best of their ability;
* does not engage in any conduct which jeopardizes the legitimate economic interests of the Institution;
* the Intern is liable for the damages caused.

If the Intern does not comply with the rules and instructions of the Institution, any of the parties may terminate this agreement with immediate effect, which means the suspension of the internship. In this case the parties shall immediately notify the University.

1. **Rules of Intern employment**
* the Intern can not be ordered extraordinary working hours;
* the daily working time of the Intern shall not exceed eight hours, and in case of applying working time framework, a maximum of one week working time frame may be ordered;
* minimum twelve hours of daily rest time shall be provided for the student;
* no probationary period may be imposed;
* the liability for damages of the student during the internship period shall be governed by Article 56 of Act CCIV of 2011 on National Higher Education.

**7**. **University contact**

The person responsible for mutual communication on behalf of the University:Dr. Natália Dvornyicsenkó(1117-H, ELTE-TÁTK, Budapest, Pázmány Péter sétány 1/A., eutud@tatk.elte.hu), the latter also entitled to sign the certification of completion on behalf of Dr. Balázs Majtényi, Director of the ELTE TÁTK Institute of Political and International Studies.

Parties hereby sign this Agreement in approval, as fully in line with their intentions.

……………………… 202.., Budapest

|  |  |
| --- | --- |
| .................................................................**Intern**/name, signature/ | .................................................................On behalf of the **Institution**/name, signature, stamp/ |

1. to be marked in case of remuneration [↑](#footnote-ref-1)
2. see the criteria for the appropriate internship workplace: https://tatk.elte.hu/en/studies/interba/str?m=345 [↑](#footnote-ref-2)
3. if necessary, the duration of the internship can be completed in more than one workplace [↑](#footnote-ref-3)
4. filling in optional [↑](#footnote-ref-4)