



Annex 5 of Student Requirements System of Óbuda University

Regulations on Cooperative Education at Óbuda University

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Preamble

The purpose of cooperative education at Óbuda University (hereinafter referred to as "the University") is to provide students participating in this form of education with practical experience in real economic conditions in order to facilitate their workplace integration. By implementing cooperative education, students can build their careers more effectively, workplace socialization becomes easier, and the employment rate improves at the national level. The widespread adoption of this form of practical training is in line with the practices of developed countries and meets the requirements set by educational policy objectives.

Part One

CHARACTERISTICS OF COOPERATIVE EDUCATION

Definition of cooperative education

1. § (1) Cooperative education is a voluntary, supplementary practical module associated with the University's full-time undergraduate or graduate programs, in which the University and an economic company, corporation, or institution (hereinafter referred to collectively as "cooperating partner") collaborate to provide students with professional practical experience in accordance with the educational objectives.
 - (2) Students who have earned at least 120 credits in their undergraduate studies or at least 30 credits in their graduate studies are eligible to participate in cooperative education.
 - (3) The cooperative education module is an additional component of the daytime curriculum, which takes place over one or two semesters and can be extended by agreement of the parties during the summer break. Cooperative education is organized by the faculties in collaboration with the educational and organizational units.
 - (4) The application requirements for cooperative education are defined in the cooperative curriculum of the respective fields of study. Admission is based on individual assessment (taking into account how missing credits can be completed without violating the requirements of cooperative education) and is authorized by the Deputy Dean of Education after considering the proposal of the institute responsible for organizing cooperative education. The opinion of the cooperating partner must also be taken into account when granting authorization.
 - (5) During the cooperative education period, in addition to acquiring professional practical experience, students have the opportunity to work on their thesis at the cooperating partner's organization, participate in additional specialized training organized by the University, take exams, prepare for the final examination, and acquire other professional knowledge.

Application for participation in cooperative education

2. § (1) Students may voluntarily apply for practical training aimed at preparing them for participation in the business world, and they can obtain it through a competitive application process.

(2) The calls for applications are issued and published within the faculty by the heads of educational organizational units, indicating the list of cooperating partners compiled by the organizational unit, taking into account the students' suggestions, as well as the application requirements and submission deadline.

(3) The applications are evaluated by the responsible person for cooperative education within the faculty, in collaboration with the cooperating partners, and the students are notified of the outcome.

(4) Students who have successfully obtained cooperative education through the application process must enroll at the relevant academic department according to the University's semester schedule, and they should also register their courses in the Neptun system.

(5) The rules and regulations regarding the final examination following cooperative education (requirements, subjects, process, etc.) are in accordance with the qualification requirements specified by the respective study program.

Conditions of cooperative education

3. § (1) The faculty and the cooperating partner shall specify the conditions of cooperative education and designate the contact persons in a contract.

(2) The cooperating partner, according to the conditions specified in the contract, shall:

- a) undertake to employ the student participating in cooperative education during the practical training period, according to the conditions specified in the contract,
- b) propose or may propose a topic for the thesis, in which case they shall provide the necessary work conditions for the completion of the thesis, including arranging for an external professional consultant,
- c) cover the costs of practical training and other expenses as stipulated in the contract.

(3) In relation to the implementation of cooperative education, the faculty shall undertake, according to the conditions specified in the contract:

- a) the organization and execution of cooperative education,
- b) handling the student's matters related to cooperative education,
- c) compiling and developing the curriculum content specified in the syllabus.

Part Two

ORGANIZING COOPERATIVE EDUCATION

Selection of the cooperating partner

4. § (1) The responsible leader for education within the organizational unit selects the cooperating partner based on partner applications, student suggestions, etc. The cooperating partner and the faculty enter into a contract regarding the conditions of cooperative practical training.

(2) Based on an agreement between the dean of the faculty and the leader of the organizational unit, the University, independent organizational units, and institute of the faculties may also accept students for professional training. The faculties cover the training costs of these students from their own cooperative

education resources. In this case, only the scholarship according to the agreement with the student burdens the organizational unit.

The curriculum requirements of cooperative education

- 5. §** (1) Cooperative education consists of practical and theoretical training. The credit values for the educational components are as follows: in the case of 4 days of practical training and 1 day of theoretical instruction, the practical training is worth 20 credits and the theoretical training is worth 10 credits; in the case of 3 days or 2 days of practical training, the credits for practical training and theoretical education are adjusted proportionally to the previously determined extent.
- (2) The total (gross) duration of theoretical instruction and practical training must be defined in the contract specified in subsection (1) of section 3.
- (3) The theoretical component of cooperative education can also be completed at the cooperating partner's organization if the necessary conditions are provided.
- (4) The subjects of cooperative modules are proposed by the institute directors with the approval of the Institute Council responsible for the respective subject matter, and they are submitted to the Faculty Council for acceptance.
- (5) The subjects of cooperative modules are approved by the Faculty Council.
- (6) The practical component of cooperative education must be evaluated with a midterm grade, the credit value of which is determined by the curriculum. The cooperating partner provides a recommendation for the midterm grade, including a written evaluation, which is entered into the Neptun system by the responsible representative of the cooperating institute.

Organization and regulations of education

- 6. §** (1) Cooperative student groups can be organized by program, campus, and specialization.
- (2) The director of the relevant institute appoints the instructor responsible for cooperative education to provide information and carry out educational organizational tasks related to the program.
- (3) The theoretical instruction (lectures, special seminars, etc.) takes place on one day of the week, according to the schedule determined at the respective campus.

Rights and obligations of students

- 7. §** (1) Students participating in cooperative education have a student status with the University.
- (2) The student status remains in effect until the day when a decision is made to remove the student from the student list, or until the last day of the academic year following the acquisition of the final certificate (absolution) for that year.
- (3) Students applying for and awarded cooperative education are entitled to receive a cooperative scholarship. For a semester-long cooperative education, students receive a scholarship for 1x5 months,

and for a two-semester education, they receive it for 2x5 months. In accordance with Section 1(2), the scholarship may also be disbursed during the summer vacation period, as agreed upon by the parties.

(4) Students participating in cooperative education are entitled to a student ID card, and upon request, the University issues a certificate verifying their student status.

(5) The rules and regulations of the Óbuda University Organizational and Operational Regulations, as well as the Óbuda University Student Requirements System, also apply to students participating in cooperative education.

(6) Students participating in cooperative education have the duty to perform their tasks to the best of their knowledge and abilities, to use entrusted or utilized tools properly, and to contribute to the preservation and enhancement of the University's reputation through their behaviour, both within and outside the University.

(7) Students participating in cooperative education have the right to:

- a) Make suggestions on any matter related to the University's affairs and receive substantive responses.
- b) Participate in decision-making processes and the University's governing bodies through representatives.
- c) Be eligible to vote and be elected to functioning bodies of the University.
- d) Attend lectures of other programs, faculties, and higher education institutions.
- e) Utilize the facilities, resources, and equipment of the University.

(8) Students participating in cooperative education can address their appeals against decisions affecting them, taking into account labour, academic, and other internal regulations, to the dean.

(9) Students participating in cooperative education must acquire and apply knowledge on health and safety, and they must report accidents or potential hazards. They must also comply with the workplace's occupational health and safety rules during practical training.

(10) At the beginning of practical training, the cooperating partner is responsible for familiarizing the participating student with internal regulations and providing training on work, fire, and accident safety. Failure to comply with these regulations cannot be demanded from the student, and any responsibility arising from missed education falls on the cooperating partner.

(11) Students participating in cooperative education have the opportunity to engage in international practical training if the University and the cooperating partner reach an agreement regarding this matter.

Compensation (financial) and disciplinary liability

8. § (1) In connection with the continuation of their studies or participation in cooperative practical training, students are liable for compensation for any damages unlawfully caused to the University or the cooperating partner.

(2) If a student suffers damages in connection with the continuation of their studies or during cooperative practical training, the University or the cooperating partner is obliged to compensate for the damages.

Certification of Completion of Cooperative Education

- 9. §** (1) The completion of each semester of cooperative education is certified by the diploma supplement.
- (2) The diploma supplement must include the courses completed during the semester(s) of cooperative education, corresponding to the credit values specified in Section 5(1). The completion of cooperative education must be recorded in point 6.1 of the diploma supplement, indicating at which cooperating partner the student carried it out.

Funding of Students Participating in Cooperative Education

- 10. §** (1) The cooperative scholarship is a form of student benefit provided by the University for the duration of the practical training in cooperative education.
- (2) The source of the cooperative scholarship provided for supporting students applying for and awarded cooperative education is the support paid directly to the University or indirectly through a foundation.
- (3) The scholarship budget for students participating in cooperative practical training is 60% of the support provided by the cooperating partners. The faculty and the institute share 40% of the tuition fee, as specified in Annex 1.
- (4) Planned allocations of faculty and institute shares (revenue) include personnel benefits and contributions, material and accumulation expenses. The utilization plan for the year following the academic year must be prepared by February 28th or May 30th each year. The plans on utilization are submitted by the directors of the institutes to the Dean's Office, which, after summarizing the faculty economic responsibilities, must forward them to the Director General of Finances with the approval of the deans.
- (5) The faculties must ensure the coverage of tuition fees and scholarship in case the cooperating partner does not provide them.
- (6) The minimum monthly amount of support for cooperative education is 100,000 HUF for a 4-day/week practice, and a proportional part of this amount is paid for a shorter duration.
- (7) The unused amount of the tuition fee (cooperative education surplus) provided by the cooperating partner can only be utilized in the pre-planned allocation categories, supported by prior commitments.
- (8) The faculty informs the Director General of Finances in writing about the planned utilization categories of faculty and institute shares (revenue), as well as the framework for the cooperative scholarship.
- (9) The Vice Dean for Education issues instructions to the academic affairs department regarding the authorization of scholarships, which is then co-signed by the faculty's economic representative.

Part Three

Enforcement and Final Provisions

- 11. §** (1) The provisions of this regulation shall enter into force on the day following the adoption by the Senate, regardless of the date of enrolment, for all students.

(2) Simultaneously with the entry into force of this regulation, the Appendix 5 of the Organizational and Operational Regulations of Óbuda University, Student Requirements System, and the version 1.0 of the Cooperative Education Regulations of Óbuda University shall cease to be in effect.