

# Internship information for the 2024/25/1 autumn semester

## BUSINESS ADMINISTRATION AND MANAGEMENT STUDY PROGRAMME

### 1. The mandatory internship

The practice period is a student activity, defined jointly by the University and the workplace, to be performed partly independently at a workplace outside or within the higher education institution during the completion of a bachelor or master programme - planned, organised and assessed in accordance with the curriculum of the study programme, as specified in the programme and outcome requirements. Study programmes including out-of-university, external internship shall be any study programme whose programme and outcome requirements contain a internship period of at least six (6) weeks. Internship periods are not only prescribed in study programmes including external internship, but in other study programmes as well. In this case the internship period is shorter than six (6) weeks.

If an internship period is compulsory during the completion of the study programme, the internship period shall be completed as a curriculum requirement for acquiring the absolutorium. (Study and Examination Regulations 58.§ (1)-(2))

### 2. Purpose of the internship

The purpose of the internship period is to deepen and further develop the knowledge and skills acquired at the University in a genuine economic environment, to develop the professional skills of students participating in bachelor and master programmes and to increase their appeal to the labour market. During the internship period the students shall further develop and deepen their skills and knowledge acquired during their studies so far, thus the internship period serves to develop the following competences required by the labour market:

- a) independent problem-solving competences;
- b) strengthening participation in teamwork;
- c) developing the competence to work independently;
- d) developing communication skills, practising a foreign language/foreign languages;
- e) developing decision-making.

(Study and Examination Regulations Appendix Nr. 2 1 § (1))

#### Important:

1. The internship must be **continuous**, i.e. it cannot be completed in several shorter periods (*sick leave, holidays do not count as interruptions, but the number of hours of compulsory work must fit into the internship period as defined in the cooperation agreement. You should plan a few extra days for this when you determine the start and end dates of the internship with the company*).

2. You have to complete the internship **at one company/institution**, can't switch to another during the internship.
3. **Cannot be completed in a passive semester or in the summer period following or preceding a passive semester.**
4. **Full-time students may not have previous work experience accepted as compulsory internship.**
5. After you finish your internship, you have **5 working days** to submit the "E201-Request for ending the mandatory internship" in Neptun and attach the evaluation form and internship report to it. But **if you wish to finish your studies in the semester of the internship, you must submit the request at no later than 20 working days before the first day of the final examination period!** (Study and Examination Regulations Appendix Nr. 2 6 § (3))
6. **The maximum number of credits you can have in one semester is 42!** Mind that the Internship/Placement subject might have a credit value too, be careful and calculate your credits in advance.

### 3. How many hours do you need to complete and when can you start the internship?

Bachelor-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
<b>Business Administration and Management study programme</b>	480 hours (12 weeks)	After the completion of six (6) active semesters

### 4. Deadlines

“The student shall file a request in the Neptun system for the authorisation of the compulsory practice period within thirty (30) days of the end of the semester preceding the practice period.” (Study and Examination Regulations, Annex 2)

**4.1. If you would like to complete your internship in the autumn semester, the deadline to submit the „E101-Request for authorisation of mandatory internship” in Neptun is:**

**May 31, 2024**

## The **autumn** internship period deadlines

480 hours internship	Start of the official internship period	End of the official internship period	The deadline to submit the „Request for authorisation of mandatory internship”	Deadline for submission of documents before the start of the internship		Deadline for submission of documents after completing the internship
				For internships completed in Hungary	For internships completed abroad	
	<b>August 26, 2024</b>	<b>December 13, 2024</b>	<b>May 31, 2024</b>	minimum <b>15 days before the start</b> of the internship (in the case of a unique agreement 30 days before)	minimum <b>15 days before the start</b> of the internship (in the case of a unique agreement 60 days before)	after the end of the internship <b>within 5 working days</b>

You may complete the internship with as many working hours per week as you wish in accordance with the conditions set out below:

- it must be continuous;
- may not exceed the official internship period;
- the weekly working hours cannot exceed 40 hours;
- you can only work for a **weekly maximum of working hours allowed by the law** (your HR or lawyer colleague at the internship company or student's agency will be able to help you with this);
- after you finish your internship, you have 5 working days to submit the "E201-Request for ending the mandatory internship" in Neptun and attach the evaluation form and internship report to it. But if you wish to finish your studies in the semester of the internship, you must submit the request at no later than 20 working days before the first day of the final examination period! (Study and Examination Regulations Appendix Nr. 2 6 § (3)).

The mandatory internship must be completed within the “official internship period”. This period is the same for students of the same study programme. The start date of the official internship period means that the earliest you can start your internship during this period and the end date means that this can be your last internship day. You can submit the documents

required to start your internship before the start date of the official internship period, and you need to submit them if you want to start on the earliest possible date.

## 5. How to choose a company?

- a. You find an internship place on your own.
- b. Browse the career opportunities on the Corvinus website: <https://www.uni-corvinus.hu/main-page/life-at-corvinus/jobs-for-students/?lang=en>

For guidance, you can ask for professional help from the teacher responsible for the internship.

Bachelor-level study programme	Teacher responsible for the internship
Business Administration and Management study programme	<a href="#">Dr. Nagy Judit</a>

### **Important:**

**“The student cannot be his/her own employer (own business) and the internship company cannot be majority owned by a close relative of the student. The internship supervisor at the company cannot be a close relative of the student, nor a person who cannot be expected to make an objective assessment of the internship.”** (Study and Examination Regulations Appendix Nr. 2)

## 6. What's the next step?

1. *Contact the company of your choice.*
2. *Download the necessary documents from the website. <https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-degree-program-students/internship/?lang=en>*
3. *Get the necessary documents from the company (see point 7).*
4. *Submit the documents to the Internship Office and submit the Neptun application within the deadlines.*
5. *The internship course will be registered in Neptun by the Student Services after the submission and acceptance of the complete documentation and the Neptun request (for internships completed during the summer, expected to be after the registration period of the autumn semester). (In accordance with the currently in effect Study and Examination Regulations, Appendix Nr. 2 (01.09.2023))*

## 7. What documents do you need to submit before the internship?

1. Neptun request: *E101-Request for authorisation of mandatory internship*
2. *Cooperation Agreement*
3. *Annex 1.*
4. *Annex 2.* (If you are employed via a student agency)

### **Important:**

**The documents required for the start of the internship must be received by the Internship Office (E. 167) at least 15 calendar days (also 15 calendar days in the case of internships abroad) before the start of the internship. But you have to submit the „Request for authorisation of mandatory internship” earlier, please for the deadlines check section 4. above.**

If the internship company wishes to apply changes to the cooperation agreement or wishes to use their own specific agreement, other than the cooperation agreement Corvinus provides, you have to notify the Internship Office of this no later than 30 days before the start of the internship, or 60 days in the case of internships abroad, by sending a draft version of the agreement via e-mail of Do it Online!, because the changes always require a consultation with our legal team and their permission. (Study and Examination Regulations Appendix Nr. 2)

### 7.1. Neptun request (required in all cases!)

Name of the request: **“E101-Request for authorisation of mandatory internship”**

In your request, you ask for approval of your chosen internship company, the job and tasks. Approval is not automatic (if in doubt, consult with the teacher responsible for the internship).

By approving the request, the teacher who is responsible for the internship authorises the internship and the position. The internship may start after this authorisation.

*If the application is rejected, you should contact the teacher who is responsible for the internship.*

### 7.2. If you are employed via a student agency

- 2 **original cooperation agreements:** required in all cases;
- 2 **original Annex 1:** required in all cases and it is signed by the student agency;
- 2 **original Annex 2:** required in all cases, the host company signs this document;
- **Neptun request.**

### **7.3. If you are directly employed by the company**

- 2 **original cooperation agreements:** required in all cases!
- 2 **original Annex 1:** it is always required;
- **Neptun request.**

### **7.4. If you are employed by Corvinus University through a student agency or directly**

The University has two employment options for students:

1. If you are employed through a student agency, you will need to submit the documents listed above for a student agencies.
2. If you are directly employed by the University, you must submit the special Submission Form for working at Corvinus as a Corvinus student during the internship.
3. Neptun request.

#### **Important:**

**You must also submit the “E101-Request for authorisation of mandatory internship”**

### **7.5. If you are doing your internship abroad**

- 2 **original Cooperation Framework Agreement on securing continuous internship periods to be accomplished abroad;**
- **Neptun request.**

#### **Important:**

**You must submit the documents to the Internship Office 15 days before the start of the internship and submit the request in Neptun (see table in section 4).**

## **8. How can you submit the documents?**

### **8.1. In case of paper format documents:**

- a. In person at the Internship Office (E 167.) **during opening hours** (for current opening hours click here: <https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-support-services/?lang=en> )
- b. Outside opening hours, you can also drop documents in the **mailbox** by the office door. In this case, please indicate your name and Neptun code on the documents.
- c. **By post:**  
*Budapesti Corvinus Egyetem*  
*Hallgatói Szolgáltatások, Szakmai Gyakorlat Iroda E. épület, I. emelet 167.*  
*Budapest*  
*Fővám tér 8.*  
*1093*

### **Important:**

We can only accept documents **with an original signature** (with blue ink). Photocopied, scanned, and printed documents, as well as documents signed with a digital signature and then printed are not acceptable.

## **8.2. In case of digitally signed documents:**

Documents can be submitted digitally as well through the platform of Do It Online attached to the message if the company or institution has a digital signature.

### **Important:**

**Only the documents authenticated by a kind of digital signature programme of the company can be accepted.**

#### **We cannot accept:**

- **documents with a scanned signature;**
- **when the signature is a scanned image inserted in the document;**
- **documents that are hand-signed on PC, tablet or mobile phone.**

**Please note that not all digital signatures are acceptable to the University! In all cases, if the documents sent to us do not meet the requirements, we will inform you and discuss what further action should be taken.**

## **9. What documents do you have to submit after the internship?**

1. *Neptun request (“E201-Request for ending the mandatory internship”)*
2. *Evaluation form*

### 3. *Internship report*

You must submit this within **5 working days** of the last day of your internship:

1. submit the “**E201-Request for ending the mandatory internship**” **Neptun request** to complete the internship via Neptun and upload the above documents as attachments (max. 2048 kb/document, multiple documents may be uploaded).
2. You can download the **Evaluation form** from the Corvinus website. Your supervisor (mentor, workplace manager) needs to fill it out and evaluate your work, she/he can authenticate the document with her/his own signature or a digital signature.
3. The written **internship report** prepared by the student shall include the following:
  - Presentation of the workplace.
  - Brief presentation of the sector, the competitors.
  - Description of the responsibilities.
  - Work performed and the results achieved.
  - Evaluation of the experience acquired.

**The length of the report shall exceed 1500 words.**

If you wish to finish your studies in the semester of the internship, you must submit the request at no later than 20 working days before the first day of the final examination period! (Study and Examination Regulations Appendix Nr. 2 6 § (3))

#### **Important:**

**If you do not submit the documents required to complete your internship, or submit them late or incompletely, your internship will not be accepted (if you run into this problem, you should contact the teacher who is responsible for your internship beforehand).**

**If the internship report does not meet the requirements, the student shall submit a revised version within five (5) working days of the rejection. If the report is rejected for a second time, the practice period shall be repeated.**

Wishing you a successful and rewarding internship,

**Student Services, Internship Office**

1093 Budapest, Fővám tér 8. E 167.

[Do It Online!](#)