

# Internship information for the 2022/23/2 spring semester

## INTERNATIONAL STUDIES BACHELOR-LEVEL 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 stud programme, as specified in the programme and outcome requirements. Study programmes including extensive practice shall be any study programme whose programme and outcome requirements contain a practice period of at least six (6) weeks. Practice periods are not only prescribed in study programmes including extensive practice, but in other study programmes as well. In their case the practice period is shorter than six (6) weeks.

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

### 2. Purpose of the practice period

„(1) The purpose of the practice 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 practice period the student shall further develop and deepen the skills and knowledge acquired during his/her studies so far, thus the practice 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 Submission form. 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 must work at a **company or institution**.

3. **Cannot be completed in a passive semester or in the summer period following or preceding a passive semester.**

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
International Studies study programme	120 hours	6th semester, or after the completion of 2nd semester

#### 4. Deadlines

You must complete the mandatory internship within the **official internship period**. This period is the same for all students on the same study programme, regardless of whether you take your final exams in this semester.

The **start date** of the official internship period means the **earliest date you can start** your internship this semester and the **end date** means **you need to finish the internship before this date**. You may submit the documents required to start your internship before the start of the official internship period, if you wish to start on the earliest possible date than you must submit the documents before the start.

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**;

-it must **not extend beyond the official internship period**;

- it must **not extend into the following semester**;

-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).

120 hours internship	Start of the official internship period	End of the official internship period	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	
	2023.02.13.	2023.05.19.	at least <b>15 days before the start</b> of the internship	at least <b>30 days before the start</b> of the internship	<b>after the end of the internship within 5 working days</b>

## 5. How to choose a company?

- You find an internship place on your own.
- You can choose from the list in the Neptun request (list of companies recommended by the teacher responsible for the internship).
- 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 Internship Office or the teacher responsible for the internship.

Bachelor-level study programme	Teacher responsible for the internship
International Studies study programme	<b>Kőváriné dr. Ignáth Éva</b>

### 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 3§ (4))

## 6. What's the next step?

1. *Contact the company of your choice.*
2. *Download the necessary documents from the website.*
3. *Get the necessary documents from the company (see point 8).*
4. *Submit the Neptun application request and attach the Submission form to the request.*
5. *The internship course will be registered in Neptun by your program coordinator after the submission of the Submission form and the submission and acceptance of the Neptun request.*

## 7. How can you submit the documents?

You can attach a digital version of the Submission form to your Neptun request, you do not need to submit a paper version.

We also accept the Submission form and the Evaluation form in scanned form or with a digital signature.

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

1. *Neptun request*
2. *Submission form*

### **Important:**

**The Neptun request must be submitted to Neptun at least 15 calendar days (30 calendar days in the case of internships abroad) before the start of the internship with the Submission form attached to it (see the dates indicated in the table in point 4).**

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

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

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

## 8.2. Submission form (required in all cases!)

The Submission form must be filled out and signed by the company and the student and attached to the Neptun request. Signatures can be digital or traditional handwritten. The application form is also accepted in scanned format.

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

1. *Neptun request*
2. *Evaluation form*
3. *Internship report*

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

1. submit the **Neptun request** to complete the internship via Neptun and upload the above documents as attachments (max. 500 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.**

### **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).**

**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.**

## 10. If you have previous work experience gained during your studies

If the internship lasts less than 6 weeks, it is possible to request the acceptance of the internship in Neptun with the Credit Acceptance request. Consult the teacher responsible for the internship before submitting your request in order to ensure a successful application.

You must attach the following documents to your request:

- **Evaluation form;**
- **Internship report;**
- **Employer's certificate.**

The attachment of the listed documents to the request is a prerequisite for the submission of the application; incomplete or incorrectly completed attachments will not be accepted.

- The **Evaluation form** can be found on the Corvinus website: <https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-degree-program-students/internship/?lang=en>

- The requirements for the **Internship report** are:

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.**

- The **Employer's Certificate** is issued by the company in its own format.

### **The credit acceptance procedure:**

- has a fee (the 4% of the current minimum wage),
- the form is available in the Neptun under "administration/requests"
- from **2022.02.13. to 2022.02.26.** for the semester 2022/23/2 (spring).

Wishing you a successful and rewarding internship,

**Student Services, Internship Office**

1093 Budapest, Fővám tér 8. E 157.

[Do It Online!](#)