

## Acceptance of relevant work experience as a mandatory internship

If you have previous work experience gained during your studies and the mandatory internship in your study programme is less than 6 weeks, you can request recognition of your work experience with the **Request for Recognition of Informal Knowledge, Work Experience 2022/23/2**.

You can do so if you are studying one of the following study programmes:

For mandatory internships of less than 6 weeks:

- Master of Health Policy, Planning and Financing
- Master of Communication and Media Science
- Bachelor of Communication and Media Science
- Bachelor of International Studies
- Master of Sociology

You must attach the following documents to the the **Request for Recognition of Informal Knowledge, Work Experience 2022/23/2**:

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

The attachment can be attached in pdf format. Multi-page documents must be attached as one file. Document attached as annexes must be clearly labelled.

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** and the **Job description** are issued by the company in its own format.

The employment contract cannot be accepted instead of the employer's certificate.

Documents will only be accepted as an attachment to the Neptun request - no additional documents need to or can be submitted by e-mail or on paper. In case of uploading problems, please contact the Internship Office via Do it online!

The **Request for Recognition of Informal Knowledge, Work Experience:**

- has a fee (the 4% of the current minimum wage),
- the form is available in the Neptun under "administration/requests"
- can be submitted until the last day of the spring semester 2022/23/2 in case of acceptance of relevant work experience as a mandatory internship

Wishing you a successful and rewarding internship,

Student Services, Internship Office

1093 Budapest, Fővám tér 8. E 157.

[Do It Online!](#)