

**THE PROCEDURE FOR COMPLETING THE INTERNATIONAL  
SEMESTER IN THE BACHELOR-LEVEL STUDY PROGRAMME IN  
INTERNATIONAL BUSINESS ECONOMICS**

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**Purpose of the provisions**

**1.§**

- (1) The purpose of the provisions is to regulate the completion of the international semester in the Bachelor of International Business Economics study programme as defined in the SER, based on the programme and outcome requirements of the study programme.

**Definitions**

**2.§**

- (1) The terms used in these Provisions shall have the meanings given to them in the SER.

**International semester**

**3.§**

- (1) In the bachelor-level study programme in International Business Economics, one international semester is included in the curriculum of the students who commenced their studies in the 2020/2021 academic year or later
- (2) The international semester takes place in the 6th or 7th semester, depending on the subspecialisation chosen, as specified in the educational programme.
- (3) The international semester is designed for the acquisition of international and multicultural experience.

**Modalities of completing the international semester.**

**4.§**

- (1) The international semester can be completed in three ways:
- a) Completing one academic semester at a partner institution abroad (outside Hungary), ("Modality A").
  - b) Performing work abroad (outside Hungary) for a business organisation ("Modality B").
  - c) Performing work in Hungary, in a multicultural organisation (optional in exceptional/extraordinary cases only) (Modality "C").
- (2) Neither paragraph b), nor c) of Section (1) is equivalent to, or may replace the compulsory practice period in the study programme.

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international semester.****5.§**

- (1) Under the option referred to in 4(1)a) (“Modality A”), the student completes his/her international semester abroad at an international higher education partner of the university, in which case the procedure is as follows:
- a) The programme and subjects chosen should fit the profile of the study programme and reflect the student's individual career plan. Formal approval of the study programme leader (or a person designated in writing by the the study programme leader) is required to accept the completion of the subjects taken before a Learning Agreement can be concluded.
  - b) With the partner university where the student will spend the international semester, the University will conclude a Learning Agreement, which will list the subjects the student will take.
  - c) Before doing so, the student must agree the subjects to be studied with the study programme leader or the person designated in writing by the study programme leader (by completing the "Mandatory Annex" to the Learning Agreement and sending it to the study programme leader or the person designated in writing by the study programme leader), who will approve them by his/her signature. In the “Mandatory Annex” all subjects, 30 ECTS in total, must be included and the subject to be recognised must be "VF00088NABB International semester".
  - d) After the Learning Agreement has been signed, the student must send mandatory annex to the study programme leader.
  - e) A student participating in a programme pursuant to Subsection (7) of Section 44 of the SER, if he/she wishes to complete the international semester in the framework of a study abroad programme, shall take the subject “293NSEMA-BROAD Semester abroad” in addition to the subject “VF00088NABB International Semester” in accordance with Subsection (18) of Section 47 of the SER.
  - f) If a student does not take the subject called “VF00088NABB International semester” (in the case of a foreign-language programme, its English-language equivalent), SS shall proceed in accordance with Subsection (18) of Section 47 of the SER.
  - g) The total number of credits to be acquired by a student during a one-semester study abroad is at least 30 ECTS. The length and organisation of the semester will be adapted to the working schedule of the partner university.

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- h) The provisions on recognising, evaluating performance are included in Section 6(1).
- (2) Under the option referred to in 4(1)b (“Modality B”), the student spends his/her international semester abroad, in a business organisation, in this case the procedure is as follows:
- a) The duration of the semester is 12 weeks (480 hours), which must be continuous and the duration of employment must not exceed 40 hours per week.
  - b) In case of a spring semester, the 12 weeks of completion may be started by the student after the end of the examination period of the autumn semester and must be completed by the end of the summer examination period at the latest. For international semesters completed in the autumn semester, the 12 weeks can start from the end of the summer examination period until the end of the autumn semester examination period.
  - c) The nature and level of the job to be filled should be in line with the profile of the Bachelor in International Business Economics and the BA level of the university.
  - d) Formal approval by the study programme leader (or a person designated in writing by the study programme leader) is required before the organisation and the job can be accepted (The student completes the application form "E301-International Business Economics - International Semester", describing the company and the position he/she wishes to fill).
  - e) The provisions on recognising, evaluating performance are included in Section 6(2).
- (3) Under the option referred to in 4(1)c (“Modality C”) the student completes his/her international semester in Hungary in a multicultural environment, in this case the procedure is as follows:
- a) The duration of the semester is 12 weeks (480 hours), which must be continuous and the duration of employment must not exceed 40 hours per week.
  - b) In case of a spring semester, the 12 weeks of completion may be started by the student after the end of the examination period of the autumn semester and must be completed by the end of the summer examination period at the latest. For international semesters completed in the autumn semester, the 12 weeks can start from the end of the summer examination period until the end of the autumn semester examination period.
  - c) The nature and level of the job to be filled should be in line with the profile of the bachelor-level study programme in International Business Economics and the BA level of the university.

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- d) Formal approval by the study programme leader (or a person designated in writing by the study programme leader) is required before the organisation and the position can be accepted (The student completes the application form "E301-International Business Economics - International Semester", describing the company and the position he/she wishes to fill).
  - e) The provisions on recognising, evaluating performance are included in Section 6(3).
- (4) In the cases referred to in paragraphs b) and c) of Subsection (1) of Section 4, the student shall, at least two months before the beginning of the international semester, consult the study programme leader or the person designated in writing by the study programme leader about the place of performance of the international semester (business organisation) and his/her job, and provide information.
- (5) The application "E301- International Business Economics -International Semester" shall be submitted in Neptun. Access to the application form is continuous throughout the semester.

**Evaluating the international semester and recognising performance.****6.§**

- (1) *Under the option referred to in 4(1)a) ("Modality A"):*
- a) The "transcript of records (TOR)" is proof of completion of the subjects. The decision on the recognition of the completion of the international semester (International Semester subject) and the conversion of the grades is taken by the competent CTC (Credit Transfer Committee) in consultation with the study programme leader.
  - b) The conversion of grades obtained abroad is based on Sectio. 53 of the SER. Completed subjects will be accepted in one block (as a single aggregate exam grade) with 30 credits.
  - c) The grade for the "International Semester" is calculated on the basis of the credit-weighted average of the subjects completed. If the student does not complete all subjects, but subjects worth at least 30 credits, the international semester may still be accepted. In this case, however, the grade for the international semester must be calculated in such a way that the average is calculated by including in the denominator the number of all subjects included in the Learning Agreement, but in the numerator only those completed. In such cases too, however, 12 credits need to be completed. If the student fails to complete at least 21 credits, the international semester will not be accepted and must be repeated.

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- d) During the repeated international semester, the student is free to choose between the three modalities.
- (2) *Under the option referred to in 4(1)b) (“Modality B”):*
- a) Upon completing the semester, the student will prepare a professional report summarising his/her international experience.
  - b) His/her supervisor on the job will assess his/her performance against a set of criteria. The content and format requirements of the report and of the on-the-job evaluation by the manager are determined by the study programme leader and published on the study programme’s website.
  - c) Within fifteen (15) working days of completing the international semester, simultaneously with filing the “E302-International Business Economics - Closure of International Semester” form, the student shall upload to Neptun the professional report and the evaluation written by the on-the-job supervisor. The assessment is then carried out by the study programme leader, taking into account the two documents mentioned above.
  - d) The definitive grade of the international semester shall be the arithmetic average of the grades given for the evaluation by the on-the-job supervisor and the grade given for the professional report (rounded to one decimal place)  
The grading of the international semester shall be defined within the following limits:
    - a) excellent if the average is 4.5–5.0
    - b) good if the average is 3.5–4.4
    - c) satisfactory if the average is 2.5–3.4
    - d) pass if the average is 2.0–2.4
    - e) fail if the average is below 2.00
- (3) *Under the option referred to in 4(1)c) (“Modality C”):*
- a) Upon completing the semester, the student will prepare a professional report summarising his/her international experience.
  - b) His/her supervisor on the job will assess his/her performance against a set of criteria. The content and format requirements of the report and of the on-the-job evaluation by the manager are determined by the study programme leader and published on the study programme’s website.
  - c) Within fifteen (15) working days of completing the international semester, simultaneously with filing the “Closure of International Semester” form, the student shall upload to Neptun the professional report and the evaluation written by the on-the-job supervisor. The assessment is then carried out by



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the study programme leader, taking into account the two documents mentioned above.

- d) The definitive grade of the international semester shall be the arithmetic average of the grades given for the evaluation by the on-the-job supervisor and the grade given for the professional report (rounded to one decimal place)  
The grading of the international semester shall be defined within the following limits:
- a) excellent if the average is 4.5–5.0
  - b) good if the average is 3.5–4.4
  - c) satisfactory if the average is 2.5–3.4
  - d) pass if the average is 2.0–2.4
  - e) fail if the average is below 2.00
- (4) The application “E302- International Business Economics - Closure of International Semester” shall be submitted in Neptun. Access to the application form is continuous throughout the semester.

**The relationship between the receiving organisation and the University****7.§**

- (1) In the cases referred to in paragraphs b) and c) of Section 4(1), the business organisation (receiving institution), the University and the student shall conclude a (tripartite) cooperation agreement. The contract should include a commitment by the receiving institution to provide the student with an international and multicultural experience.
- (2) The cooperation agreement should be concluded on the basis of a standard model contract, where possible, otherwise an individual contract will be concluded.

**The relationship between an international semester and a study abroad programme****8.§**

- (1) An international semester is not the same as a study abroad programme (e.g. Erasmus), it is not part of it, but it is possible to combine the two, where possible while maintaining the professional requirements.
- (2) In the case of 4 (1) a) and b), the costs of the outward journey and the semester spent abroad may be partly financed by means of a scholarship for study abroad.

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**Final provisions**

**9.8**

- (1) The present Provisions shall enter into force on the day following their publication.