

Introduction

- ✓ As of the 2020/2021/2 semester, a new process for internship administration via Neptun is planned – regarding these technical details you can ask the Internship Office (bce.szakmaigyakorlat@uni-corvinus.hu).
- ✓ You are going to be registered for the Internship course by the colleagues of the Student Services Office.
- ✓ Make sure you read the Internship Guidance for detailed information, which you can find on the website. All internship-related documents are available on the website of the Internship Office.
(<https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-education-affairs/mandatory-internship/?lang=en>)

Important **DATES** to remember

1st February 2021	The first possible date to start your internship, in this case you must finish your internship on April 23, 2021
1st March 2021	If you wish to defend your thesis work in the spring semester of 2021 , this is the last possible day to start your 12-week internship, in this case you must finish your internship on May 21, 2021 .

What to do **BEFORE** the internship?

What?	When?	Where/How?
Approval for Internship¹ (signed by you and by Marta Aranyossy, Program Director)	<p>📌 get the signature of Dr. Márta Aranyossy at least a week before you plan to submit your internship documents at the Internship Office</p> <p>📌 the signed document needs to be submitted at least 15 days before the start of your internship if</p>	<ul style="list-style-type: none"> - Send a note to marta.aranyossy@uni-corvinus.hu to ask for her signature - Send the signed approval form to bce.szakmaigyakorlat@uni-corvinus.hu

¹ Available at the end of this document. The process might change when the new Neptun-based process is introduced, but it will not include more paperwork for you, but will also include the necessary approval by the Programme Director.

	<p>you do your internship in Hungary</p> <p>📌 the signed document needs to be submitted at least 30 days before the start of your internship if you do it abroad</p>	<p>- Bring the original 2 copies to the Internship Office (Main building, room 175)</p>
<p>2 original copies of the filled-in, signed and stamped cooperation agreements and two original copies of the appendices²</p>	<p>📌 the signed document needs to be submitted at least 15 days before the start of your internship if you do your internship in Hungary</p> <p>📌 the signed document needs to be submitted at least 30 days before the start of your internship if you do it abroad (If you do your internship abroad, only the two original copies of the filled-in, signed and stamped English-language cooperation agreement must be submitted, no appendices are required).</p>	<p>Bring the original 2 copies to the Internship Office (Main building, room 175)</p>

What to do **AFTER** the internship?³

What?	When?	Where/How?
<p>Internship Evaluation form - 2 original copies, signed and stamped by the company representative</p>	<p>Within 5 calendar days from the end of the internship</p>	<ul style="list-style-type: none"> - bce.szakmaigyakorlat@uni-corvinus.hu - Bring the original 1 copy to the Internship Office (Main building, room 175) - krisztina.deak@uni-corvinus.hu - bring the other original copy to room 385 (or PO Box) in the main building

² Even though the Business and Management Programme is an English language programme, if you do your internship in Hungary, feel free to use the Hungarian version of the agreement (called "Együttműködési keretmegállapodás" and its appendices).

³ The process might change when the new Neptun-based process is introduced

Internship report - 1 original copy, signed and stamped by the company representative	Within 5 workdays after the last day of your internship	<ul style="list-style-type: none"> - marta.aranyossy@uni-corvinus.hu - krisztina.deak@uni-corvinus.hu - Room 385 (or PO Box) in the main building
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If you do the internship abroad, please send a scanned version of your signed and stamped internship report and mentor's evaluation before you send the documents by post to the Internship Office.

Other Information

Guidelines for Writing the Internship Report

Content requirements:

- ✓ Presentation of internship
- ✓ Motivation, justification for choosing a company or other organization
- ✓ Brief description of the sector concerned, competitors
- ✓ Presentation of the company (business organization)
- ✓ Description of assigned tasks.
- ✓ Work completed and results
- ✓ Evaluation of experience gained in the internship
- ✓ Suggestion and comments to improve the effectiveness of internships

Formal requirements:

- ✓ Mandatory structural elements: Cover page, table of contents, page numbers, chapter numbers, reference list
- ✓ Size: 9-10 pages + appendices
- ✓ Times New Roman 12 pt, 1.5 line spacing

Internship Fee

Regarding the tuition fee/foreign language training fee pertaining to the internship, please check the Corvinus website or ask the Internship Office.

Document Submission

- In case **you cannot have signature and stamp on any of the above-mentioned documents**, you can submit documents with official electronic signature as well to the relevant e-mail addresses (bce.szakmaigyakorlat@uni-corvinus.hu, krisztina.deak@uni-corvinus.hu) within the specified timeline.
- In case you would like to **submit the documents in person**, please feel free to use [the online booking system](#) to book consultation hour with the Internship Office. Or you can simply drop the original copies in the PO boxes of the offices (next to room, next to room 385).
- You can send the required documents **by post** as well: Corvinus University, Internship Office, 1093 Budapest, Hungary, Fővám tér 8., E. building, room 175.
- The Internship report and the Approval for Internship (for requesting the Programme Director's signature) must be anyhow submitted via e-mail. (marta.aranyossy@uni-corvinus.hu, krisztina.deak@uni-corvinus.hu)