



# GUIDANCE

## FOR THE MANDATORY

### INTERNSHIP / PLACEMENT\*

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## I. Aims

The primary aim of the internship / placement is to deepen and develop the knowledge and competences acquired at the university in a real business environment, and to thus further enhance the students' professional competences and improve their appeal on the job-market.

## II. Skills to be acquired in the frame of the internship / placement

1) In the frame of the internship / placement, the student must develop and reinforce the skills and knowledge acquired in the course of his/her studies

2) In the course of the internship, an emphasis must be placed on the

- development of the student's ability for problem-solving skills
- development of the student's capacity and competence for team-work
- development of the student's capacity and ability for individual work
- use of foreign languages in a work environment
- development of the student's ability to prepare for work-related decisions

## III. Timing and duration

1) The internship / placement can be started at the earliest after the **successful completion of 6 active academic semesters of studies**. Students cannot be exempt from fulfilling the mandatory one semester internship under any circumstances.

2) The duration of the internship is 12 uninterrupted weeks (one semester) in the frame of which the student must achieve a total of 480 work hours. The duration of the work week cannot exceed 40 hours, however, the prescribed number of hours must be completed in the course of the internship.

3) The 12 week internship / placement can be completed in the following ways:

- a) without interruption after the 6<sup>th</sup> active semester of studies outside of the academic period (in the summer)
- b) in the 7<sup>th</sup> or any subsequent semester during or outside of the academic period.

Please note that if the internship is achieved to any extent (even a single day) during the academic period, students will be allowed to register for max. two subjects and the thesis consultation course only upon submitting the prior written approval of the mentor at the company - on the relevant official form - stating that the student will be allowed to attend all classes.

**The internship cannot be completed during a passive academic semester or in the summer following a passive semester.**

**IMPORTANT** – the total duration of the uninterrupted internship must be completed at the same institution or company and must cover a total of 480 hours.

If you do your internship abroad make sure that the cooperation agreement covers the 480 hours (NB: the internship must exceed 12 weeks where the number of work hours per week is less than 40 hours/week – in such cases PRIOR approval is required from the program director and CBS's Internship Office (Main Building, 1<sup>st</sup> Floor, Room: 146). If you are doing your internship abroad, please send the supervisor's filled-in, signed and stamped evaluation and your internship report scanned via e-mail to your program coordinator first and then submit them in hard copy, as well.

## **IV. The role of the internship / placement in the academic program**

1) The internship / placement is worth 20 ECTS credits. The internship / placement forms an integral part of the bachelor program. Obtaining the 20 credits for in-practice training (i.e. internship) is a prerequisite for completing the program and submitting and defending the Thesis Work. **Students who have not completed the internship, whose internship report is not accepted and do not submit the revised version in time, or those who do not submit the required documents by the officially given deadlines will have to repeat the internship.**

## **V. Requirements to be met when choosing the appropriate institution for the internship / placement**

1) The institution chosen must be able to meet the aims and requirements of the internship / placement as set out under points I. and II.

2) The internship / placement can take place at any of the following institutions: small- and middle-sized enterprises, large enterprises, trans- or multinational companies, ministries, local government offices, governmental institutions, chambers (e.g. Chamber of Commerce), foreign representations (embassies, consulates), international organizations, research institutes, non-governmental organizations. **It is not possible to do the internship in your own company or a student organization.** If you find your internship through an intermediary organization (e.g.: a student work company), the Agreement of Cooperation is to be signed by the intermediary company, but the Internship Report should cover the actual place where the internship was achieved.

3) The institution where the internship/placement takes place must

- have the student work in a field / area that fits into the student's program
- provide the place, tools, and appropriate professional supervision (a mentor) and guidance required for the completion of the internship / placement Professional and work guidance
- provide a labor safety training for the student prior to the start of the internship / placement
- ensure that the student not work more than 8 hours per day
- reimburse the student for the duration of the internship / placement.

4) Upon completion of the internship / placement the mentor will evaluate the student's work in writing. Should the internship / placement be terminated at any point in time before its official end, the institution will certify the time spent there by the student and will notify both the university and the student in writing of the reasons for the termination. The internship / placement is certified by the mentor who must sign and stamp the student's Internship report and who must also fill in, sign and

stamp 2 original copies of the “Internship Evaluation Form” on the student’s performance. One original evaluation form must be submitted directly to the ISP Office (BCE, GTK ISP, 1093 Budapest, Fővám tér 8.), while the second original must be submitted to CBS’s Internship Office (Main Building, 1<sup>st</sup> floor, room 146.) within 8 calendar days of the completion of the internship.

## **VI. The students’ responsibilities and rights as regards the internship**

- 1) Students taking part in the internship / placement shall be paid a weekly compensation amounting to 15% of the monthly minimum wage by the internship / placement institution.
- 2) Students doing their internship / placement are eligible for all the rights and representation of interest as set out in the Statute-Book for the Employed ([Munka Törvénykönyv](#)). The regulations of labor safety shall be applied to all students doing their internship / placement. In order to ensure the student’s requirements and needs as regards the internship / placement, the student may initiate a litigation in keeping with the regulations for work related litigation. In applying these regulations, the “employee” is the student, the “employer” is the institution providing the internship / placement, and the “work relationship” is the student’s legal status as a student.
- 3) It is the responsibility of the student to achieve the work set for him/her to the best of his/her ability.
- 4) The student is obliged to keep to the legal regulations in effect and to keep to the given institution’s internal regulations as regards conduct (e.g. work hours, place of work, attire, safety regulations, etc.)
- 5) The student is expected to act as a “representative” of Corvinus Business School, Corvinus University of Budapest in keeping with the code of conduct of the university.

## **VII. Arranging the internship / placement**

All internship related documents and information are available on the ISP website (<http://isp.uni-corvinus.hu>) under Current Students / Internship)

- 1) The program director or the person specifically appointed by him/her is responsible for overseeing the internships / placements.
- 2) Students can find internships in two ways:
  - a) Through the university’s own institutional contacts: <http://gazdalkodastudomany.uni-corvinus.hu/index.php?id=karrier>, <https://uni-corvinus.higheredtalent.org/Login>, Erasmus+ internship program : <http://www.uni-corvinus.hu/index.php?id=65793>
  - b) Students find an internship / placement possibility on their own

The internship / placement institution must be preapproved by the program director or the person designated by him/her on the relevant form.

### Documents to be prepared and submitted before the internship

- a) **BA in Business and Management:** the Approval for Internship form in two original copies– signed by the program director or the designated person (one copy to CBS’s Internship Office and one copy to your program coordinator) – to be prepared prior to or together with the cooperation agreement

**BA in International Business:** send the approval for internship to Dr. Barbara Jenes ([barbara.jenes@uni-corvinus.hu](mailto:barbara.jenes@uni-corvinus.hu)) and to [corvinus.ngk.szakmai\\_gyakorlat@gmail.com](mailto:corvinus.ngk.szakmai_gyakorlat@gmail.com) via e-mail with the name of the attached **pdf document** given as:

NAME\_NEPTUN-CODE\_Approval for Internship  
e.g. LOPEZ\_JENNIFER\_NCV1K\_Approval for Internship

When you have received approval for the internship via e-mail from Dr. Barbara Jenes, submit one copy each of the printed e-mail and the printed Approval for Internship form to: the Internship Office (E.1.146) and to Ms. Emese Boros (E.1.134)

- b) the Hungarian cooperation agreement in two original copies **signed and stamped by the employer** together with two original copies each of the Appendices
- c) Please use the English version of the cooperation agreement only if you achieve the internship abroad. Two original copies need to be submitted.

### Deadlines for starting the internship

**If you achieve the internship in Hungary:** submit all required documents no later than at least 15 calendar days prior to the actual start of the internship.

**If you achieve the internship outside of Hungary:** submit all required documents no later than at least 30 calendar days prior to the actual start of the internship.

## VIII. Neptun registration and payment of the internship fee

After you have submitted all the required documents before the internship and your internship place and position have been approved by the university, your program coordinator will register you for the internship after the official course registration period. If, for any reason you do not start the internship after the Agreement of Cooperation has been signed, notify your program coordinator and CBS’s Internship Office **in writing**.

The fee for the internship is equal to one semester’s tuition fee and foreign language training fee, i.e. for Hungarian and EEA tuition-fee paying students: 690.000 HUF, for non-EEA students: 2900 EUR. State-financed students pay the amount of their one semester foreign language training fee (340.000 HUF). From their 8<sup>th</sup> active semester, students pay on a per credit basis.

The internship fee must be paid and fulfilled in Neptun within 8 workdays after the amount is entered in the Neptun system.

## IX. Evaluation form & Internship Report

1) **The student is obliged to submit an internship/placement evaluation form within 8 calendar days from the last day of the internship and an essay-like report on his/her experiences** in regard to the internship / placement **within 14 calendar days from the last day of the internship**. Both the evaluation form (in 2 original copies) and the Internship report (1 original copy) must be signed and stamped by the mentor.

Students have an **additional 5 workdays** to submit the internship report after the 14 calendar days have expired, however, this **entails the payment of an administrative late fee. Once the above two deadlines have passed, the internship report will not be accepted**, the student will be considered to have not completed the internship/placement requirement and shall have to repeat the internship (with all the administrative and financial consequences).

If (and only if) the internship is achieved during the academic semester when you graduate and it extends until mid-November or mid-May, the report must be submitted no later than 20 calendar days prior to the first day of the semester's Thesis Defense week to the relevant program coordinator in the ISP Office.

2) The internship / placement report should be written in a well-structured manner. Please include all the information as given below (the use of subtitles is highly recommended).

- a) Presentation of the institution,
- b) A short overview of the sector and the company in question,
- c) The task set by the institution for the student,
- d) The work achieved by the student and the results,
- e) Evaluation of the student's experiences
- f) Suggestions and comments that can assist in ensuring the success of the internship / placement program.

3) The requirement as regards content is in keeping with those set out under X.2. in this guidance. The formal requirements for the internship / placement report are as follows:

BA in Business and Management: 5-6 full pages in length (not including the title page, the table of contents and the references), A4 format, 1,5-spacing, *Arial* 11 pt or equivalent letter-size, approx. 30-35 rows per page, margins: 2,5 cm

BA in International Business: 8-10 full pages in length (not including the title page, the table of contents and the references), A4 format, 1,5-spacing, *Arial* 11 pt letter-size, approx. 30-35 rows per page, margins: 2,5 cm

4) The internship / placement report will be evaluated by the Thesis Work supervisor (BA in International Business) or the Program Director (BA in Business and Management). The internship report must be submitted in printed format. The evaluator's original signature and stamp are required. Electronic copies cannot be accepted.

5) The overall grade received for the internship will be the mathematical average of the grade(s) given by the mentor at the place of internship (on the evaluation form) and the grade(s) given by the relevant evaluator at the university. The average of the grades will be calculated to 2 decimal points with the final grade value as given below:

excellent (5), if the grade average is:	4.5-5.0
good (4), if the grade average is:	3.5-4.4
satisfactory (3), if the grade average is	2.5-3.4
low pass (2), if the grade average is	2.0-2.4
fail (1) if the grade average is below	2.00

6) If – based on the internship / placement report – it becomes obvious that the student did not complete the requirements of the internship / placement or did not complete it in keeping with the requirements (e.g. duration, task), the internship / placement will have to be repeated. If the internship / placement report does comply with the set requirements, the student will be obliged to submit a revised version within seven calendar days.

7) Students may defend their Thesis Work only if they have successfully completed all the requirements of the internship / placement.

## **X. Documents to be submitted and deadlines**

### **Before the internship**

**Deadline:** if the internship is achieved in Hungary, at least 15 calendar days before the start of the internship; if the internship is achieved outside of Hungary, at least 30 calendar days before the first day of the internship

- 1) Approval for Internship form signed (or approved by e-mail) by the relevant person (2 original copies)
- 2) Cooperation agreement with appendices (2 original copies)
- 3) Declaration on the internship (2 original copies)
- 4) Employer's permission to attend classes (if applicable) (2 original copies)

### **After the internship:**

- 1) **Mentor's evaluation** of the student's achievement during the internship (2 original copies, signed and sealed by the mentor)

**Deadline:** within 8 calendar days from the end of the internship

- 2) **Internship report** (1 original copy, signed and sealed by the mentor)

**Deadline** - within 14 calendar days from the end of the internship.

NB: If the internship/placement is achieved during the academic period of the semester when the student shall graduate and it extends to mid- to late November (fall semester) or mid- to late May (spring semester), the deadline is no later than 20 calendar days before the first day of the Thesis Defense period.



NB: If you omit to submit the internship report within 14 calendar days from the end of the internship period, you have max. 5 workdays to submit it (administrative late fee is applied). After this time, the internship will have to be repeated (with all the administrative and financial consequences, i.e. submission of all the required documents and payment of the tuition- and foreign language training fee).

## **XI. Quality assurance**

- 1) It is the program director's task and responsibility to ensure the quality of the internship / placement.
- 2) As part of the quality assurance, the program director shall be responsible for continuously ensuring that the internship / placement requirements are in keeping with the program requirements and shall, if required modify the expectations as regards the internship / placement institutions.
- 3) The program director or a person delegated by him/her may do spot checks on the internship / placement institutions and the work set for the students.
- 4) The students' internship reports and the internship / placement institutions' evaluations shall be summarized and assessed.
- 5) Based on the results of the workgroup's discussion, the program director – if needed – shall modify the organization and implementation of the internships / placements.