

Internship Information

For fourth and upper-year International Business students who are going to do the internship in the 2020/2021/2 spring semester

February 2021

Introduction

Aim of the Internship

The primary aim of the internship 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.

The internship is worth 20 ECTS credits. The internship 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.

Skills to be acquired during the internship

In the course of the internship, an emphasis must be placed on the development of the student's:

- ✓ ability for problem-solving skills
- ✓ capacity and competence for team-work
- ✓ capacity and ability for individual work
- ✓ foreign languages usage in a work environment
- ✓ work-related decision making

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 6th active semester of studies outside of the academic period (in the summer)

b) in the 7th or any subsequent semester during or outside of the academic period.

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

Requirements to be met when choosing the appropriate institution for the internship

1. 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.
2. The institution where the internship/placement takes place must
 - have the student work in a field / area that fits into your international business programme (that is it has to be related to international business or policy-making)
 - provide the place, tools, and appropriate professional supervision (a mentor) and guidance required for the completion of the internship / placement
 - provide a labour safety training for the student prior to the start of the internship / placement

- ensure that the student does not work more than 8 hours per day
- reimburse the student for the duration of the internship / placement.

To sum up: you must complete your internship at an organisation that has an international business or policy activity and you must actively participate in that activity.

Process

- ✓ 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 in the 20/21/2 semester

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 . Submission date of the papers BEFORE the internship 15th February 2021 .

What to Do **BEFORE** the Internship?

What?	When?	Where/How?
<p>Approval for Internship¹ (signed by you and by László Kacsirek)</p>	<p>get the approval of László Kacsirek at least a week before you plan to submit your internship documents at the Internship Office the signed document needs to be submitted at least 15 days before the start of the internship if you do your internship in Hungary the signed document needs to be submitted at least 30 days before the start of your internship if you do it abroad</p>	<ul style="list-style-type: none"> - Send a note to laszlo.kacsirek@uni-corvinus.hu to ask for approval (please copy on the mail krisztina.deak@uni-corvinus.hu) - Send the approval form together with the approval to bce.szakmaigyakorlat@uni-corvinus.hu - Bring the original 2 copies to the Internship Office (Main building, room 175)
<p>2 original copies of the filled-in, signed and stamped cooperation agreements and two original copies of the appendices²</p>	<ul style="list-style-type: none"> - the signed document needs to be submitted at least 15 days before the start of your internship if you do your internship in Hungary - 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. 	<ul style="list-style-type: none"> - Bring the original 2 copies to the Internship Office (Main building, room 175)

¹Available 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 relevant approver.

² Even though the International Business 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).

What to Do **AFTER** the Internship?³

What?	When?	Where/How?
Internship Evaluation form - 2 original copies, signed and stamped by the company representative	Within 5 calendar days from the end of the internship	<ul style="list-style-type: none"> - bce.szakmaigyakorlat@uni-corvinus.hu - Bring 1 original 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
Internship report - 1 original copy, signed and stamped by the company representative	Within 5 calendar days after the last day of your internship	<ul style="list-style-type: none"> - TO YOUR THESIS CONSULTANT - krisztina.deak@uni-corvinus.hu - Room 385 (or PO Box) in the main building

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

1. 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
- Suggestions and comments to improve the effectiveness of internships

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

2. 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

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 of the employer as well to the relevant e-mail addresses (bce.szakmaigyakorlat@uni-corvinus.hu, krisztina.deak@uni-corvinus.hu, corvinus.ngk.szakmaigyakorlat@gmail.com) 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 175 and next to room 385).
- You can send the required original 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 László Kacsirek's approval) must be anyhow submitted via e-mail. (laszlo.kacsirek@uni-corvinus, krisztina.deak@uni-corvinus.hu)

Internship Fee

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

Approval for Internship

International Business (BA)

Name of Student & Neptun code:	
Number of completed semesters and credits:	
Name of the employing company (the same as appears in the contractual agreement):	
Address and central phone number of the employing company:	
Venue of the internship: (Department, division, etc.):	
Mentor's/ supervisor's name, title, phone number and email address:	
First and last day of the internship:	From: To:

Describe the activity of the employing company.

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Name of the position and detailed scope of activities during the internship.

(Please make sure to specify how the *international business* aspect of the planned internship appears in your position.)

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<p>I hereby declare that I have read and am fully aware of the contents of the Internship Guidance and the Study and Exam Regulations regarding the internship and I have successfully completed 4 academic semesters.</p>	
Date:	
	Signature of the Student
Date:	
	Signature of the Programme Director (approval email from him is equivalent with his signature)

Remark: Please fill in this form, sign it and scan it. Name it as NAME_NEPTUN-CODE_Approval for Internship, e.g. LOPEZ_JENNIFER_NCV1K_Approval for Internship and send it to László Kacsirek (laszlo.kacsirek@uni-corvinus.hu) AND krisztina.deak@uni-corvinus.hu for approval. After you have received Professor Kacsirek's approval, please print it and submit it together with cooperation agreement (and attachments) in two copies to the Internship Office (bce.szakmaigyakorlat@uni-corvinus.hu, room E. 1.175, Main Building) at least 15 days in advance of the actual start of the internship if it will take place in Hungary, and at least 30 days in advance for internships to be achieved abroad. Please submit a copy of this form to your programme coordinator (krisztina.deak@uni-corvinus.hu, room E. 3.385, Main Building).