Information on Mandatory Internship

Corvinus University of Budapest
Student Services

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Duration and Semester of Internship

Major	Duration	Semester
Kommunikáció és médiatudomány (BA)	Minimum 80 hours	4th semester
Communication and Media Science (BA)	Minimum 80 hours	4th semester
Kommunikáció és médiatudomány (MA)	Minimum 90 hours	3rd semester
Communication and Media Science (MA)	Minimum 90 hours	3rd semester

Duration and Semester of Internship

Major	Duration	Semester
Nemzetközi tanulmányok (BA)	Minimum 4 weeks in a row (at least 120 hours)	6th semester
International Relations (BA)	Minimum 4 weeks in a row (at least 120 hours)	6th semester
Szociológia (MA)	180 hours	4th semester
Sociology (MA)	180 hours	4th semester

Duration and Semester of Internship

Major	Duration	Semester
Human Rescources	12 weeks (480 hours)	After completing 6 active semesters
Business and Management (BA)	12 weeks (480 hours)	After completing 6 active semesters
Economics and Marketing (BA)	12 weeks (480 hours)	After completing 6 active semesters
International Business Economics (BA)	12 weeks (480 hours)	After completing 6 active semesters
Finance and Accounting (BA)	12 weeks (480 hours)	After completing 6 active semesters
Agricultural and Rural Development Agricultural Engineering / Rural Development Agricultural (BA)	12 weeks (480 hours)	After completing 6 active semesters
Tourism and Hospitality (BA)	12 weeks (480 hours)	After completing 6 active semesters

Duration and Semester of Internship

Major	Duration	Semester
Business IT(BSc)	320 hours	After completing 4 semesters
Business IT (MSc)	240 hours	No specific requirements
Sports Economist (MSc)	60 hours	No specific requirements
Political Sciences (BA)	4 weeks in a row	6th semester

Administration Process - 1

1. Student **selects** the given company, business organization, where he/she would like to complete the internship.

The list of the companies with which the University has an internship agreement can be found here:

Students can also choose a company with which the University does not have an agreement, however, it cannot be a self-owned company. (Examinations Regulations, Faculty of Economics, Annex 7.§ (4))

Administration Process - 2

2. Student writes an official e-mail to the **internship instructor**, **stating** the **location** and **scope of work**. The **instructor** accepts or rejects the plan in an **official e-mail** and/or sends a **form**.

IMPORTANT: THE ADMINISTRATION IS DIFFERENT FOR BUSINESS INFORMATICS AND SOCIAL SCIENCES MAJORS!

Administration Process - 3

3. Once the location of the internsip has been selected, and the instructor has accepted it, all required documents must be filled and sent to bce.szakmaigyakorlat@uni-corvinus.hu and also by regular mail to: Corvinus University of Budapest, Internship Office (E.1.175), 1093 Budapest, Fővám tér 8.

The required documents can be downloaded from here: https://www.uni-corvinus.hu/fooldal/elet-a-corvinuson/hallgatoi-tanulmanyi-ugyek/szakmai-gyakorlat/nappali-munkarendu-kepzeseken/

Administration Process for Business Informatics Majors

For detailed information, please visit the following website:

http://coo.uni-corvinus.hu/coospace/Scene-380

Students majoring in Business Informatics must register on Coospace, and submit the task plan to the instructor. The internship is approved via Coospace.

Administration Process for Social Sciences Majors

In case of **Social Sciences majors**, a cooperation framework agreement is not necessary on an individual basis, provided that the duration of the internship is not longer than 6 weeks.

In their case, an application form must be completed.

Documentation - 1

Documents to be submitted at least 15 days prior to the actual start of the internship (in case of an internship abroad: min. 30 days before) to the Internship Office (E.1.175):

- Permission of the qualified instructor (printed e-mail or form), **in case of Business Informatics Major upload to COOSPACE!**);

- Cooperation framework agreement (2 original copies);

- Annex 1 of the cooperation framework agreement (2 original copies);

- Statement

Documentation - 2

Documents to be handed in after completion of the internship:

- 1 original copy of the workplace mentor's evaluation to the Internship Office and 1 original copy to the relavant department **(Business IT majors have to upload it to COOSPACE)**.

- Internship report: written by the student and approved by the internship mentor.

Students who achieve their internship in the semester of the Thesis Defence are required to finish the internship and hand in the required documents at least 20 days prior to the start of the Thesis Defence period.

ATTENTION: Only documents with the signature and official seal of the company! (If the company does not use a seal, this must be stated clearly by the mentor.)

General Information

How much salary am I entitled to receive during the internship?

At least 65% of the mandatory minimum wage (in 2020, this is 104 650 HUF (gross)). In the case of financial organizations no payment is required.

May I complete the internship in parts at different institutions?

No, the internship can only be completed at a single institution, without interruption.

General Information

How many subjects can I take in addition to my internship?

Students can register for maximum 2 subjects. An exception to this is if the internship was achieved during the summer and ended before the start of the academic semester.

Should my semester be active when I complete the internship?

It is not possible to complete an internship during a passive semester. If the internship is achieved in the summer, it will be registered for the subsequent fall semester, thus the student's fall semester after a summer internship will be „active".

Administration

Student Services

Internship Office

Building E, First floor, Room 175.

Contact:

Mr. Gábor Vankó

Phone: + 36 1 482 5485

E-mail: bce.szakmaigyakorlat@uni-corvinus.hu

Administration during coronavirus epidemic is ONLY via e-mail!

FAQ

I would like to apply through a school cooperative, what should I do?

In case of an internship achieved through a school cooperative, the student must submit the cooperation framework agreement or Annex 1 of the student employment agreement.

What should I do if I run out of the 15-day submission deadline before the internship? Is there a concession if I am unable to submit the required documents in time because of the company? The University cannot accept the delay of a company. In such casese the student can submit a written appeal.

FAQ

Is it possible to do an internship at a self-owned or family business?

No. (Examinations Regulations, Faculty of Economics, Annex 7.§ (4))

Can an existing job be accepted? Can it be without a cooporation framework agreement?

No, full-time students must have a cooperation framework agreement, along with a student employment agreement.

FAQ

Is it possible to take 3 subjects instead of 2 in addition to the internship?

No.

What should I do if the company refuses to pay?

Except for financial organisations, the company must pay in keeping with the terms of the contract.

FAQ

Am I required to register my courses at Neptun System?

If you meet all requirements, and received a permission to complete the internship, your study coordinator will register all the courses.

Can I complete my internship via the ERASMUS+ Internship Programme?

Yes, you can complete your internship in the frame of the Erasmus+. For more information please contact Ms. Zsófia Vattay (Erasmus coordinator) at the Student Mobility office. E-mail: creditmobility@uni-corvinus.hu

Can I stay on at the company after completing the internship?

Yes, you can keep on working at the company, however, you will need to sign a new contract with them.