

Internship Information

For fourth and upper-year Business and Management students (6th semester completed) who are going to do the internship in the 2021/2022/2 spring semester

March 2022

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

During 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

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.

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 it has to be related somehow to the Business and Management programme)
- 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.

Process

- ✓ As of the 2021/2022/2 semester, a new process for internship administration via Neptun has been introduced. A Neptun request is available which substitutes the Approval form. The request is called “Kötelező szakmai gyakorlatengedélyezési kérvény” (KSZGYK) and for the moment it is only available in Hungarian, therefore the Approval form (at the end of this document) can still be used, but only for English speaking students and for internship taking place abroad – regarding the technical details of the Neptun request you can ask the Internship Office (bce.szakmaigyakorlat@uni-corvinus.hu). The Neptun request should not be printed and sent to the Internship Office.
- ✓ **Please do not register for any Internship course in Neptun,** you are going to be registered by your programme coordinator of the Student 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

English: <https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-education-affairs/mandatory-internship/?lang=en>

Hungarian: <https://www.uni-corvinus.hu/fooldal/elet-a-corvinuson/hallgatoi-tanulmanyi-ugyek/szakmai-gyakorlat/>

Important DATES			
	Start date of the internship	Last day of the internship	Deadline to arrange documents BEFORE the start date
The first possible period to do internship	31 Jan 2022	25 April 2022	16 Jan 2022 (midnight)
If you wish to defend your thesis in the 21/22/2 semester (June 2022), this is the last possible period to do internship	21 Feb 2022	16 May 2022	6 Feb 2022 (midnight)
Last possible period to do internship	7 Mar 2022	30 May 2022	20 Feb 2022 (midnight)

You have to complete the internship with the submission of the documents as per indicated in the section called What to do BEFORE and AFTER the internship.

You have 5 working days AFTER the end of the internship, provided that you complete the internship in your last semester, **no later than 20 working days before the first day of the final exam period.**

It is not possible to replace the mandatory documents after the indicated deadline. Non-filled documents shall result in unsuccessful completion of the internship.

What to do BEFORE the internship?

What?	When?	Where/How?
Approval for Internship¹ (signed by you and by Judit Nagy, Programme Director)	📌 get the signature of Dr. Judit Nagy 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 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	<ul style="list-style-type: none"> - Send a note to judit.nagy@uni-corvinus.hu to ask for her signature - Send the signed approval form to bce.szakmaigyakorlat@uni-corvinus.hu - Bring the original 2 copies to the Internship Office (Main building, room 157)
Neptun request (KSZGYK –only available in Hungarian, if you fill in this request, you do not need to send the Approval form, if you do your internship abroad, please do not use this request)	at least 15 days before or earlier the start date of your internship if you do your internship in Hungary at least 30 days before or earlier the start date of your internship if you do it abroad	In Neptun, under Ügyintézés, Kérvények, the request will be available in English as well from the beginning of January 2022
2 original copies of the filled-in, signed and stamped cooperation agreements and two	📌 the signed document needs to be submitted at least 15 days before the start of your internship if	Bring the original 2 copies to the Internship Office (Main building, room 157)

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.

original copies of the appendices ²	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.	
Declaration (1 original copy)	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	Bring the original copy to the Internship Office (Main building, room 157)

What to do **AFTER** the internship?³

What?	When?	Where/How?
Internship Evaluation form - 1 original copies, signed and stamped by the company representative	Within 5 business 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 157) - send via e-mail to judit.nagy@uni-corvinus.hu

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, further information will be provided by the Internship Office.

Internship report - 1 original copy, signed and stamped by the company representative	Within 5 business days after the last day of your internship	- via e-mail to judit.nagy@uni-corvinus.hu
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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.

You have 5 working days AFTER the end of the internship, provided that you complete the internship in the last semester, no later than 20 working days before the first day of the final exam period. **In case of a June 2022 final exam, your last date to submit the documents is 16th May 2022.**

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, judit.nagy@uni-corvinus.hu) within the specified timeline.
- Please decide whether you submit the hard copy of the documents, or you send them electronically, please do not mix the ways of submission
- In case you would like to **submit the documents in person**, please feel free to come to the Internship Office opening hours are: Monday and Wednesday from 13:00 to 16:00, Tuesday and Thursday from 09:00 to 12:00. Or you can simply drop the original copies in the PO boxes of the offices (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 157.
- The Internship report and the Approval for Internship (for requesting the Programme Director's signature) must be anyhow submitted via e-mail. (judit.nagy@uni-corvinus.hu)
- Without a stamp, the Internship Office is unable to accept official documents. If the employer does not have a company seal, a separate mail must be submitted stating this fact.
- E-mailing a scanned copy of a traditionally signed document on paper does not constitute an original and cannot be accepted. The Internship Office cannot accept photocopied and / or scanned copies.

Approval for Internship

Business and Management (BA)

Name of Student & Neptun code:	
Number of completed semesters and credits:	
Name of the employing company (the same as it 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 *business and management* appears in your position.)

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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.

Date:

Signature of the Student

Approval of Programme Director Date:

Signature of Programme Director

Remark: This form is to be submitted together with cooperation agreement (and attachments) in the required number of original copies to the Internship Office 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 (in this case, pls use the English version of the Cooperation Agreement). Please submit a copy of this form to your programme coordinator Krisztina Deák as well.