

Information on the mandatory internship for full-time students

2022 summer

I. PURPOSE OF THE PRACTICE PERIOD

„(1) The practice period is a student activity, defined jointly by the University and the workplace, to be performed partly independently at a workplace outside or within the higher education institution during the completion of a bachelor or master programme - planned, organised and assessed in accordance with the curriculum of the study programme, as specified in the programme and outcome requirements. Study programmes including extensive practice shall be any study programme whose programme and outcome requirements contain a practice period of at least six (6) weeks. Practice periods are not only prescribed in study programmes including extensive practice, but in other study programmes as well. In their case the practice period is shorter than six (6) weeks.

(2) If a practice period is compulsory during the completion of the study programme, the practice period shall be completed as a curriculum requirement for acquiring the absolutorium.”

(Study and Examination Regulations, Effective date: 01.09.2021.

Version number: 00. 52. p. Article 58)

„(1) The purpose of the practice period is to deepen and further develop the knowledge and skills acquired at the University in a genuine economic environment, to develop the professional skills of students participating in bachelor and master programmes and to increase their appeal to the labour market. During the practice period the student shall further develop and deepen the skills and knowledge acquired during his/her studies so far, thus the practice period serves to develop the following competences required by the labour market:

- a) independent problem-solving competences;
- b) strengthening participation in teamwork;
- c) developing the competence to work independently;
- d) developing communication skills, practising a foreign language/foreign languages;
- e) developing decision-making.”

(Study and Examination Regulations, Effective date: 01.09.2021.

Version number: 00. 99. p. Annex 2. Article 2.)

II. OPTIONS FOR THE SUMMER INTERNSHIP PERIOD

The documents required to start of the internship must be submitted to the Internship Office (E. 157) **at least 15 calendar days - 30 calendar days for internships abroad - before the start** of the internship. This also applies to the **approval request**, which must be submitted via **Neptun**. You can find the request under the Administration/Requests menu, the name of the request is either *Kötelező szakmai gyakorlat engedélyezési kérvény* or *Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén*.

First possible start date: **2022.05.16.***

Last possible end date: **2022.09.05.***

** If the student starts the internship in the summer and the duration of the summer internship does not overlap with the academic term of the following autumn semester.*

12-week internship	Start of the internship	End of the internship	Deadline for submitting the documents	Deadline for submitting the documents (for internships abroad)
First possible internship period (40 hours per week)	2022.05.16.	2022.08.08.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
Last possible internship period (40 hours per week)	2022.06.13.	2022.09.05.	2022.05.29. (Sunday midnight)	2022.05.14. (Saturday midnight)

For Bachelor's degree in Business Informatics (320 hours)	Start of the internship	End of the internship	Deadline for submitting the documents	Deadline for submitting the documents (for internships abroad)
The only possible internship period for 20 hours per week (16 weeks)**	2022.05.16.	2022.09.05.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
First possible internship period for 30 hours per week (11 weeks)	2022.05.16.	2022.08.01.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
First possible internship period for 40 hours per week (8 weeks)	2022.05.16.	2022.07.11.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
Last possible internship period for 30 hours per week (11 weeks)	2022.06.20.	2022.09.05.	2022.06.05. (Sunday midnight)	2022.05.21. (Saturday midnight)
Last possible internship period for 40 hours per week (8 weeks)	2022.07.11.	2022.09.05.	2022.06.26. (Sunday midnight)	2022.06.11. (Saturday midnight)

***For bachelor's degree in Business Informatics the 20 hours per week internship can only be completed during the indicated period.*

For Master's degree in Business Informatics (240 hours)	Start of the internship	End of the internship	Deadline for submitting the documents	Deadline for submitting the documents (for internships abroad)
First possible internship period for 20 hours per week (12 weeks)	2022.05.16.	2022.08.08.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
First possible internship period for 30 hours per week (8 weeks)	2022.05.16.	2022.07.11.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
First possible internship period for 40 hours per week (6 weeks)	2022.05.16.	2022.06.27.	2022.05.01. (Sunday midnight)	2022.04.16. (Saturday midnight)
Last possible internship period for 20 hours per week (12 weeks)	2022.06.13.	2022.09.05.	2022.05.29. (Sunday midnight)	2022.05.14. (Saturday midnight)
Last possible internship period for 30 hours per week (8 weeks)	2022.07.11.	2022.09.05.	2022.06.26. (Sunday midnight)	2022.06.11. (Saturday midnight)
Last possible internship period for 40 hours per week (6 weeks)	2022.07.25.	2022.09.05.	2022.07.10. (Sunday midnight)	2022.06.25. (Saturday midnight)

If the duration of the summer internship does not overlap with the academic term of the following autumn semester, the credit value assigned to the internship subject may not count towards the total credit value.

(Study and Examination Regulations, Effective date: 01.09.2021.
Version number: 00. 44. p. Article 47.)

Any internship started or completed during the summer will be **automatically registered** in Neptun for the following autumn semester. You will also be **automatically registered for the Internship/Placement course** in Neptun. The condition for this is to submit the necessary documents and **Neptun requests* before the start and after the end** of the internship, in accordance with the deadlines and formal requirements.

***Before** the start of the internship you need to submit either the *Kötelező szakmai gyakorlat engedélyezési kérvény* request or *Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén* request, and **after** the end of internship the *Szakmai gyakorlat lezárása* request.

III. THE MANDATORY INTERNSHIP'S DURATION AND PLACE IN THE TRAINING

Field of study of Business and Management | bachelor-level

Bachelor-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Business and Management study programme	480 hours (12 weeks)	After the completion of six (6) active semesters.
International Management study programme		

Field of study of Computer Science | master-level

Master-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Business Informatics study programme	240 hours (at least 6 weeks)	without any preconditions

Field of study of Social Sciences | bachelor-level

Bachelor-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Communication and Media Science	at least 80 hours	4th semester (exceptions may be made with the permission of the teacher responsible for the internship)
International Studies study programme	120 hours (at least 4 weeks)	6th semester (exceptions may be made with the permission of the teacher responsible for the internship)

Field of study of Social Sciences | master-level

Master-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Health Policy, Planning and Financing study programme	120 hours	in the study period of the 3rd semester
Communication and Media Science study programme	90 hours	3rd semester (recommended semester)
Sociology study programme	180 hours	4th semester (exceptions may be made with the permission of the teacher responsible for the internship)

IV. LIST OF TEACHERS RESPONSIBLE FOR THE INTERNSHIP

Field of study of Business and Management | bachelor-level

BUSINESS AND MANAGEMENT STUDY PROGRAMME:

- The teacher responsible for the internship - [Nagy Judit](#)

INTERNATIONAL MANAGEMENT STUDY PROGRAMME:

- The teacher responsible for the internship - [Dr. Kacsirek László](#)

Field of study of Computer Science | master-level

BUSINESS INFORMATICS STUDY PROGRAMME:

- The teacher responsible for the internship – [Dr. Szabó Zoltán](#)

Field of study of Social Sciences | bachelor-level

COMMUNICATION AND MEDIA SCIENCE:

- The teacher responsible for the internship - [Dr. Deli Eszter](#)

INTERNATIONAL STUDIES STUDY PROGRAMME:

- The teacher responsible for the internship – [Kőváriné dr. Ignáth Éva](#)

Field of study of Social Sciences | master-level

POLICY, PLANNING AND FINANCING STUDY PROGRAMME:

- The teacher responsible for the internship - [Beretzky Zsuzsanna](#)

COMMUNICATION AND MEDIA SCIENCE:

- The teacher responsible for the internship - [Dr. Deli Eszter](#)

SOCIOLOGY STUDY PROGRAMME:

- The teacher responsible for the internship - [Dr. Nagy Beáta](#)

V. DOCUMENTS REQUIRED TO START THE INTERNSHIP

The documents required to start of the internship must be submitted to the Internship Office (E. 157) **at least 15 calendar days - 30 calendar days for internships abroad - before the start** of the internship. This also applies to the **approval request**, which must be submitted via **Neptun**. You can find the request under the Administration/Requests menu, the name of the request is either *Kötelező szakmai gyakorlat engedélyezési kérvény* or *Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén*.

Documents required for internships with a duration of **6 weeks or longer***

The Hungarian versions of the documents can be found on our Hungarian page [here](#). The Cooperation Agreement for student agencies and it's Annex 1. and 2. are only available in Hungarian versions.

Name of the Document	Number of Original ones of the paper document	Comments
Cooperation Agreement	2 pieces with original signatures (blue pen recommended)	If you are directly employed by the company.
Annex 1.		
Együttműködési keretmegállapodás hat hetes vagy annál hosszabb szakmai gyakorlat biztosítására iskolaszövetkezettel	2 pieces with original signatures (blue pen recommended)	If you are employed through a student agency.
1. sz. melléklet		
2. sz. melléklet		
Cooperation Agreement abroad	2 pieces with original signatures (blue pen recommended)	Only for internship abroad.
Declaration	1 original, filled and signed by the student (blue pen recommended)	It needs to be submitted in all cases.

* The documents listed in the table are required to start the internship in some bachelor's degree programmes, such as Human Resources, Business Informatics, Farming and Management, Commerce and Marketing, International Management, Finance and Accounting, Tourism and Hospitality, Rural Development Agricultural Engineering/Economic and Rural Development Agricultural Engineering, and Master's Degree in Business Informatics. Details for both English and Hungarian language courses

In addition to the documents listed in the table above, the student is required to submit the request for the approval of the mandatory internship in Neptun. **The Neptun**

request with an approved status is a prerequisite for the start of the student's mandatory internship. The request can be found under the Administration/Requests menu, the name of the request is *Kötelező szakmai gyakorlat engedélyezési kérvény*. If the student does not have the required active semester number to start the internship, the application will not appear in the student's own interface.

Documents required for internships with a duration of less than 6 weeks**

Name of the Document	Number of Original ones of the paper document	Comments
Submission form	1 with original signatures (blue pen recommended)	-

** The document listed in the table is required to start the internship in some bachelor's degree programmes, such as Communication and Media Studies, International Studies, Political Science, and in some master's degree programmes, such as Family and Human Policies, Health Policy Planning and Financing, Communication and Media Studies and Sociology. Details for both English and Hungarian language courses.

In addition to the documents listed in the table above, the student is required to submit the request for the approval of the mandatory internship in Neptun. **The Neptun request with an approved status is a prerequisite for the start of the student's mandatory internship.** The request can be found under the Administration/Requests menu, the name of the request is *Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén*. If the student does not have the required active semester number to start the internship, the application will not appear in the student's own interface.

You can choose from 4 methods to submit your documents to the Internship Office:

1. You can submit the documents in person during the consulting hours. You can find our current opening hours on the Corvinus website (Main page>For students>International and Administrative Student Services>For Degree Program Students>Consulting Hours).
2. Mail us the original paper format of the documents. The paper format documents also can be sent to us by post mail, our address is: *1093 Budapest,*

Fővám tér 8., Budapesti Corvinus Egyetem, Főépület, I. emelet, Hallgatói Szolgáltatások, Szakmai Gyakorlat Iroda (E.157. iroda).

3. Drop the documents in our mailbox. If we are closed, you can also drop the documents in our mailbox, that can be found near our door at Office E 157.
4. The documents can be submitted electronically for all programmes. The same rules apply to the submission of documents with an official electronic signature as for traditional paper documents (except that the 2 pieces of the same documents are not needed, 1 file per document type is enough). If the student submits electronically signed documents, all the documents should be e-signed, and they should be e-mailed in one single message, that includes the student's name and Neptun code and the name of the study programme. The documents need to be sent to the Internship Office's e-mail address: bce.szakmaigyakorlat@uni-corvinus.hu

We do not accept the scanned or copied versions of the documents. Please submit either the paper versions of the documents with original signature or the electronic version signed with an official electronic signature program.

VI. DOCUMENTS REQUIRED TO COMPLETE THE INTERNSHIP

The documents required to complete the internship are the same for all programmes. The student must submit the *Szakmai gyakorlat lezárása kérvény* request in Neptun **within 5 working days** of the last day of the internship and attach the **Evaluation form for mentor-supervisor** and the **internship report** documents to the request (500 kb/document and multiple documents can be uploaded) to complete the internship.

The **Evaluation form for mentor-supervisor** form is available in English, and the Hungarian version also can be downloaded from the Corvinus website. It is filled and evaluated by the student's workplace supervisor (mentor, workplace manager), who can validate it with a formal signature or electronic signature.

The written **internship report** prepared by the student shall include the following:

- a) Presentation of the workplace.

- b) Brief presentation of the sector, the competitors.
- c) Description of the responsibilities.
- d) Work performed and the results achieved.
- e) Evaluation of the experience acquired.
- f) The length of the report shall exceed 1500 words.

If the report does not meet the requirements, the student shall submit a revised version within five (5) working days of the rejection. If the report is rejected for a second time, the practice period shall be repeated.

*(Study and Examination Regulations, Effective date: 01.09.2021.
Version number: 00. 104. p. Annex 2. Article 7.)*

The failure to submit the documents required to complete the internship within the deadlines and in the required format may constitute the failure to complete the internship.

VII. FAQ (FREQUENTLY ASKED QUESTIONS)

FAQ1	What happens if I cannot submit the documents needed to start the internship 15 (or 30 in the case of an internship abroad) calendar days before the internship starts?
<p>The deadlines before the start of the traineeship are part of the Rules and Regulations of the University. If a student is unable to submit the necessary documents by the deadline set before the start of the traineeship, he/she may not be allowed to start the internship and may have to change the duration of it.</p>	
FAQ2	If I have previous work experience, can I have it accepted as mandatory internship?
<p>For full-time students, no previous work experience can be accepted as mandatory internship experience.</p>	
FAQ3	Can I split the duration of my internship into two parts?
<p>The duration of the traineeship is continuous, i.e. uninterrupted.</p>	
FAQ4	Should a contract be concluded between Corvinus and the company in case of mandatory internships of less than six weeks?
<p>For internships of less than six weeks, a cooperation agreement for the duration of the internship is not required, unless the company wishes to conclude an ad hoc agreement.</p>	
FAQ5	How do I receive the company's copy of the signed cooperation agreement?
<p>The documents can be collected in person at the Internship Office during office hours, or sent by post. You can contact us for appointment: bce.szakmaigyakorlat@uni-corvinus.hu</p>	
FAQ6	Who should I contact if I have a technical problem with my <i>Kötelező szakmai gyakorlat engedélyezési kérvény</i> or <i>Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén</i> Neptun request?

<p>If the request's submission runs into an error, you can report the problem by sending an e-mail to bce.szakmaigyakorlat@uni-corvinus.hu. Please include screenshots of the error message.</p>	
FAQ7	<p>What happens if I cannot submit the documents needed to complete the internship within 5 working days?</p>
<p>Late submission is not possible, if the documents required to complete the internship are not submitted by the deadline specified, the internship may be considered incomplete.</p>	
FAQ8	<p>As a student, do I have to register for the internship course?</p>
<p>If you submit the documents in time and in the right form, the internship course will be added to your Neptun automatically.</p>	
FAQ9	<p>I'm not sure if my chosen company and job position are right for my study programme, who can I contact?</p>
<p>In this case, you can contact the teacher who is responsible for the internship in your study programme.</p>	
FAQ10	<p>How many subjects can I take in parallel with the mandatory internship?</p>
<p>The maximum number of credits for students who started their studies before semester 2021/22/1 are 50 credits. The maximum number of credits for students who started their studies in semester 2021/22/1 or after are 40 credits. Exceptions are the internships completed during the summer internship period.</p>	
FAQ11	<p>Is it possible to submit part of the documents after the deadline?</p>
<p>The documents required for starting and completing the internship must be submitted in full; incomplete documentation will not be accepted.</p>	
FAQ12	<p>Can I only submit one of the documents within the deadline, and can I submit the other documents later?</p>
<p>All documents must be submitted within deadlines.</p>	
FAQ13	<p>What can I do if the place where I do my internship does not have a tax or company registration number?</p>

<p>If the company does not have a tax or company registration number, it is possible to submit the <i>Kötelező szakmai gyakorlat engedélyezési kérvény</i> or <i>Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén</i> Neptun request by entering the numbers "0" or "9" instead of the tax and registration number.</p>	
FAQ14	<p>I want to do my internship abroad, but I can't find the cooperation agreement, what can I do? You can c</p>
<p>You can contact us: bce.szakmaigyakorlat@uni-corvinus.hu and we will send you the English version of the cooperation agreement.</p>	
FAQ15	<p>I would like to request a list of partners who have a contract with the University, who can I contact?</p>
<p>Currently the partner list is not available.</p>	
FAQ16	<p>I don't know who is the teacher responsible for the internship at my study programme, who can I contact?</p>
<p>A list of the teachers responsible for the internship can be found on the website or in the internship information leaflet.</p>	
FAQ17	<p>I need to interrupt my internship for unexpected reasons, what can I do?</p>
<p>If the student is unable to complete the internship, he/she must notify the Internship Office immediately. The internship coordinator will then inform the student of the necessary steps to be taken.</p>	
FAQ18	<p>I do not have the number of active semesters needed to complete my internship, but can I still complete it?</p>
<p>You can start your internship earliest the summer after the number of active semesters needed. Exceptions to this rule are courses where the place of the internship is indicated as a recommended semester in the programme.</p>	
FAQ19	<p>If I complete the internship during the summer, when will the course be added to my Neptun?</p>
<p>The internship completed in the summer will be recorded in the following autumn semester in Neptun.</p>	
FAQ20	<p>Is it possible to keep my job at the company after the mandatory internship period?</p>

Employment after completion of the mandatory internship period is not the responsibility of the Internship Office. The student may, of course, continue to be employed by the organization.

FAQ21 Can I work for free during my internship?

Only if your internship lasts less than six weeks, or you take the internships at a government-financed institution.

FAQ22 What is the minimum salary during the mandatory internship?

For internships that are longer than six weeks, the 65% of the minimum guaranteed salaries must be paid to students, exceptions are the government-financed institutions.

FAQ23 I have not found a place to take my mandatory internship, who can I contact for help?

Students must find their internship company on their own. You can check the Corvinus [Career Office's page](#) for opportunities.
 (Főoldal>Hallgatóknak>Álláslehetőségek hallgatóknak>Állás és szakmai gyakorlati lehetőségek).

FAQ24 Can I do the internship at my own or at my family's business?

The student may not become his/her own employer (own business) and the workplace may not be owned by a close relative of the student. The training principal designated by the workplace may not be the student's close relative pursuant to the Ptk., nor may he/she be a person who may not be expected to assess the practice period objectively.

FAQ25 Can I work more than 40 hours a week?

The working hours during the internship may not exceed 40 hours per week.

FAQ26 Can I complete my internship with a mobility program?

Mandatory internship abroad can be completed within mobility programs such as Erasmus.

FAQ27 How is an internship abroad different from one in Hungary?

If the student completes his/her practice period abroad, legislation in force in the country of jurisdiction of the workplace may be taken into account with regard to legal conditions. The practice period, however, shall have to meet the criteria defined for the practice period and the workplace.

FAQ28	Where can I find the rules and regulations of the mandatory internships?
<p>Under the provisions of Paragraph (5) of Article 58 of the Study and Examination Regulations, the rules on commencing, completing the practice period and having it recognised are set out in the 2. Annex of the Study and Examination Regulations.</p>	
FAQ29	If the company wants to modify the cooperation agreement, what should I do?
<p>Should the workplace wish to apply an individual cooperation agreement other than the model cooperation agreement, this shall be indicated by the student to Student Services not later than thirty (30) days, in the case of a workplace abroad, sixty (60) days. The student shall at the same time send the draft of the agreement to the Internship Office.</p>	
FAQ30	If I am a student in my last semester, when is the latest date for me to complete the internship?
<p>At the latest 20 working days before the first day of the final examination period, you must submit the <i>Szakmai gyakorlat lezárása</i> request in Neptun and attach the Evaluation form and the internship report to it. In addition, the rule of submitting the documents within 5 working days after the end of the internship period applies too.</p>	
FAQ31	I started my studies before the 2017/2018 academic year, do different rules apply to me for completing the internship?
<p>The provisions of the Regulations on Student Fees and Benefits shall be applicable to students who commenced their studies before the autumn semester of the 2017/2018 academic year.</p>	
FAQ32	In the <i>Kötelező szakmai gyakorlat engedélyezési kérvény</i> or <i>Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén</i> Neptun request I would like to choose a company outside the partner list, what should I do?
<p>In the <i>Kötelező szakmai gyakorlat engedélyezési kérvény</i> or <i>Kötelező szakmai gyakorlat engedélyezési kérvény 6 hétnél rövidebb gyakorlatok esetén</i> Neptun request for the question "Would you like to choose a specific training place?" you should choose „igen” and write in the name of the company. The teacher who is responsible for the internship will decide if the company fits for your study programme.</p>	

FAQ33	Can I complete my internship at more than one company?
<p>The internship must be completed at one company, but you can work at the same company group's different offices.</p>	
FAQ34	I already completed a mandatory internship at another university. Is it possible to get my previous internship experience accepted?
<p>A practice period completed in the framework of a programme pursued at another higher education institution or another programme of the University shall not be accepted.</p>	
FAQ35	I would like to request an exemption from the internship for is this possible?
<p>Exemption from completing the practice period may not be granted.</p>	
FAQ36	Can I be exempted from attending classes during my internship?
<p>The completion of the practice period may not exempt the student from his/her obligation to attend classes, furthermore it may not be used to justify any other exemption or concession. Dean's equity or rector's equity may not be granted in this respect.</p>	
FAQ37	Can I do the internship in a passive semester?
<p>A practice period may not be completed during a passive semester or the summer period following a passive semester.</p>	

FAQ38	I would like to complete my internship of more than six weeks directly in the employment of the company (not through a student's agency), what documents do I need to submit if the company already has a cooperation agreement with Corvinus?
<ol style="list-style-type: none"> 1. Cooperation Agreement: 2 pieces with original signatures (blue pen recommended) 2. Annex 1.: 2 pieces with original signatures (blue pen recommended) 3. Declaration: 1 original, filled and signed by the student (blue pen recommended) 4. <i>Kötelező szakmai gyakorlat engedélyezési kérvény</i> request in Neptun 	
FAQ39	I would like to complete my internship of more than six weeks through a student's agency what documents do I need to submit if the student's agency already has a cooperation agreement with Corvinus, but the company doesn't have an agreement with the University?
<ol style="list-style-type: none"> 1. Együttműködési keretmegállapodás hat hetes vagy annál hosszabb szakmai gyakorlat biztosítására vállalkozással, költségvetési szervvel: 2 pieces with original signatures (blue pen recommended) 2. 1. sz. melléklet: 2 pieces with original signatures (blue pen recommended) 3. 2. sz. melléklet: 2 pieces with original signatures (blue pen recommended) 4. Declaration: 1 original, filled and signed by the student (blue pen recommended) 5. <i>Kötelező szakmai gyakorlat engedélyezési kérvény</i> request in Neptun 	

This information is intended for full-time undergraduate and master's students who wish to complete a mandatory internship during the summer of 2022, without overlapping with the autumn semester. The prospectus may contain in several places quotations, references from the Study and Examination Regulations, its Annex 2, in force from 1. September 2021, or other provisions and regulations related to the completion of the internship. In order to keep track of any changes affecting the internship in the meantime, students are requested to follow the official University communication channels.

BUDAPEST, 2022. MARCH