Internship information for 2023 summer

BUSINESS INFORMATICS MSC

STUDY PROGRAMME

1. The mandatory internship

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 out-of-university, external internship shall be any study programme whose programme and outcome requirements contain a internship period of at least six (6) weeks. Internship periods are not only prescribed in study programmes including external internship, but in other study programmes as well. In this case the internship period is shorter than six (6) weeks.

If an internship period is compulsory during the completion of the study programme, the internship period shall be completed as a curriculum requirement for acquiring the absolutorium. (Study and Examination Regulations 58.§ (1)-(2))

2. Purpose of the internship

The purpose of the internship 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 internship period the students shall further develop and deepen their skills and knowledge acquired during their studies so far, thus the internship 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 Appendix Nr. 2 1 § (1))

Important:

1. **The internship must be continuous, i.e. it cannot be completed in several shorter periods** *(sick leave, holidays do not count as interruptions, but the number of hours of* compulsory *work must fit into the internship period as defined in the cooperation agreement. You should plan a few extra days for this when you determine the start and end dates of the internship with the company).*

2. **You must work at a company or institution.**

3. **Cannot be completed in a passive semester or in the summer period following or preceding a passive semester.**

4. Full-time students may not have previous work experience accepted **as mandatory internship.**

3. How many hours do you need to complete and when can you start the internship?

Master-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Business Informatics study programme	240 hours	Without preconditions

4. Deadlines

You must complete the compulsory internship within the **official internship period**. This period is the same for all students on the same study programme.

The **start date** of the official internship period means the **earliest date you can start** your internship this semester and the **end date** means **you need to finish the internship before this date**. You may submit the documents required to start your internship before the start of the official internship period, if you wish to start on the earliest possible date than you have to submit the documents before the start.

You may complete the internship with as many working hours per week as you wish in accordance with the conditions set out below:

- it must be continuous;
- a student may take a maximum of 42 credits per semester. This rule may be departed from
  in the cases of taking the compulsory internship in case the
  bachelor student intends:
    - to complete the compulsory internship in a semester other than the
      semester specified in the curriculum;
    - during the summer following the conclusion of the
      6th semester and the practice period does not overlap with the study period of
      the subsequent autumn semester;

- you can only work for a **weekly maximum of working hours allowed by the law** (your HR or lawyer colleague at the internship company or student's agency will be able to help you with this).

	Start of the official internship period	End of the official internship period	Deadline for submission of documents before the start of the internship		Deadline for submission of documents after completing the internship
240 hours internship			For internships completed in Hungary	For internships completed abroad	
	2023.05.22.	**2023.09.04.**	at least **15 days before the start** of the internship	at least **30 days before the start** of the internship	**after the end** of the internship **within 5 working days**

5. How to choose a company?

a. You find an internship place on your own.

b. You can choose from the list in the Neptun request (list of companies recommended by the teacher responsible for the internship).

c. Browse the career opportunities on the Corvinus website: https://www.uni-corvinus.hu/main-page/life-at-corvinus/jobs-for-students/?lang=en

d. For guidance, you can ask for professional help from the Internship Office or the teacher responsible for the internship.

Master-level study programme	Teacher responsible for the internship
Business Informatics study programme	**Dr. Szabó Zoltán**

Important:

 "The student cannot be his/her own employer (own business) and the internship company cannot be majority owned by a close relative of the student. The internship supervisor at the company cannot be a close relative of the student, nor a person who cannot be expected to make an objective assessment of the internship." (Study and Examination Regulations Appendix Nr. 2 3§ (4))

6. What's the next step?

1. *Contact the company of your choice.*

2. *Download the necessary documents from the website.*

3. *Get the necessary documents from the company (see point 7).*

4. *Submit the documents to the Internship Office and submit the Neptun application.*

5. *The internship course will be registered in Neptun by your program coordinator after the submission of the complete documentation and the submission and acceptance of the Neptun request.*

7. What documents do you need to submit before the internship?

1. *Neptun request*

2. *Cooperation Agreement*

3. *Annex 1.*

4. *Annex 2.*

Important:
The documents required for the start of the internship must be received by the Internship Office (E. 157) and the application must be submitted to Neptun at least 15 calendar days (30 calendar days in the case of internships abroad) before the start of the internship (see the dates indicated in the table in point 4).

7.1. Neptun request (required in all cases!)

In your request, you ask for approval of your chosen internship company, the job and tasks. Approval is not automatic (if in doubt, consult with the teacher responsible for the internship).

By approving the request, the teacher who is responsible for the internship authorises the internship and the position. The internship may start after this authorisation.

If the application is rejected, you should contact the teacher who is responsible for the internship.

7.2. If you are employed via a student agency

-2 original cooperation agreements: required in all cases;

-2 original Annex 1: required in all cases and it is signed by the student agency;

-2 original Annex 2: required in all cases, the host company signs this document;

- Neptun request.

7.3. If you are directly employed by the company

-2 original cooperation agreements: required in all cases!

-2 original Annex 1: it is always required;

- Neptun request.

7.4. If you are employed by Corvinus University through a student agency or directly

The University has two employment options for students:

1. If you are employed through a student agency, you will need to submit the documents listed above for a student agency.

2. If you are directly employed by the University, you must submit the special Submission Form for working at Corvinus as a Corvinus student during the internship.

Important:
You must also submit a Neptun request in these cases.

7.5. If you are doing your internship abroad

-2 original Cooperation Framework Agreement on securing continuous internship periods to be accomplished abroad;

- Neptun request.

Important:
You must submit the documents to the Internship Office 30 days before the start of the internship (see table in point 4) and submit the application in Neptun.

If you are doing your internship abroad within the Erasmus+ Internship programme, you do not need to submit the Cooperation Framework Agreement on securing continuous internship periods to be accomplished abroad, but you must submit the Learning Agreement for the compulsory internship. In any case, please let the Erasmus+ coordinator know if you would like to do the compulsory internship as part of your Erasmus. Submission of an Application for Authorisation of the Internship is also compulsory in this case, but you just need to submit the documentation to the Erasmus Office. You can find out more about the Erasmus+ administrative process at the following link: https://www.uni-corvinus.hu/main-page/programs/international-opportunities/outgoing-students/erasmus-partial-training/?lang=en

8. What documents do you have to submit after the internship?

1. *Neptun request*
2. *Evaluation form*
3. *Internship report*

You must submit this within **5 working days** of the last day of your internship:

1. submit the **Neptun request** to complete the internship via Neptun and upload the above documents as attachments (max. 500 kb/document, multiple documents may be uploaded).

2. You can download the **Evaluation form** from the Corvinus website. Your supervisor (mentor, workplace manager) needs to fill it out and evaluate your work, she/he can authenticate the document with her/his own signature or an electronic signature.

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

   - Presentation of the workplace.

   - Brief presentation of the sector, the competitors.

   - Description of the responsibilities.

   - Work performed and the results achieved.

   - Evaluation of the experience acquired.

The length of the report shall exceed 1500 words.

Important:

If you do not submit the documents required to complete your internship, or submit them late or incompletely, your internship will not be accepted (if you run into this problem, you should contact the teacher who is responsible for your internship beforehand).

If the internship 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.

9. How can you submit the documents?

9.1. In case of paper format documents:

a. In person at the Internship Office (E 157.) **during opening hours** (for current opening hours click here: https://www.uni-corvinus.hu/main-page/life-at-corvinus/student-support-services/?lang=en)

b. Outside opening hours, you can also drop documents in the **mailbox** by the office door. In this case, please indicate your name and Neptun code on the documents.

c. **By post**:
Budapesti Corvinus Egyetem
Hallgatói Szolgáltatások, Szakmai Gyakorlat Iroda E. épület, I. emelet 157.
Budapest
Fővám tér 8.
1093

Important:

We can only accept documents **with an original signature** (with blue ink). Photocopied, scanned, and printed documents, as well as documents signed with a digital signature and then printed are not acceptable.

9.2. In case of digitally signed documents:

Documents can be submitted digitally as well through the platform of Do It Online attached to the message if the company or institution has a digital signature.

Important:

Only the documents authenticated by a kind of digital signature programme of the company can be accepted. Documents with a scanned signature or pasted as an image cannot be accepted!

Wishing you a successful and rewarding internship,

Student Services, Internship Office
1093 Budapest, Fővám tér 8. E 157.
Do It Online!