

Internship information for the 2023/24/1 autumn semester

SOCIOLOGY MASTER-LEVEL 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 Submission form. 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. For internships of less than 6 weeks, it is possible to have previous work experience gained during your studies accepted as compulsory internship (for more information see section 11.).

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 |
|------------------------------|--------------------------------------|--|
| Sociology study programme | 180 hours | In the 4th semester, but it can be completed from the 3rd semester |

4. Deadlines

You can start your mandatory autumn semester internship in the summer, so that it overlaps with the autumn semester.

Please make sure that

1. if you wish to take the **final exams** in the **autumn semester**, you must (in addition to the **5 working** day deadline) submit the "**Request for ending the mandatory internship**" request in Neptun at least twenty (20) working days before the first day of your final exam period, together with the internship report and the " Evaluation Form" (see Annex 2, § 6 (3) of the Rules and Regulations of Corvinus).
2. **if you do not finish your studies in the autumn semester**, you must (in addition to the 5 working days deadline) submit the "**Request for ending the mandatory internship**" request in Neptun by the last day of the semester at the latest, attaching the internship report and the " Evaluation Form" to the request, in order for the internship supervisor to make an evaluation and to be able to enter the internship grade by the end of the grade entry period.

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;
- 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);
- if you want to complete the internship in the autumn semester, but it is completed later than the deadline and you cannot have it accepted in the normal procedure, you can have it accepted by submitting a "**Request for Recognition of Informal**

Knowledge, Work Experience” request after the internship is completed. For more information on this, see point 11.

Important:

Workplaces in this case also must meet the requirements for the internship (see point 5).

| 180 hours internship | Start 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 |
|-------------------------------------|---|--|--|---|
| | | For internships completed in Hungary | For internships completed abroad | |
| For students taking the final exam | 21.08.2023 | 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 and! no later than 20 working days before the final examination period |
| For students not taking final exams | | after the end of the internship within 5 working days and! no later than the end of the semester (17.12.2023) | | |

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 who is responsible for the internship |
| Sociology study programme | Dr. Melegh Attila |

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))

Workplaces in this case also must meet the requirements for the internship (see point 5).

6. What's the next step?

1. *Contact the company of your choice.*
2. *Download the necessary documents from the website (<https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-degree-program-students/internship/?lang=en>).*
3. *Get the necessary documents from the company (see point 7).*
4. *Submit the “Application for authorisation of a compulsory internship of less than 6 weeks” Neptun request and attach the Submission form to the request.*
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 after the period of registration period of the autumn semester.*

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

1. **Neptun request: “Application for authorisation of a compulsory internship of less than 6 weeks”**
2. *Submission form (Attached to the “Application for authorisation of a compulsory internship of less than 6 weeks” request)*

Important:

The “Application for authorisation of a compulsory internship of less than 6 weeks” request 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 with the Submission form attached to it.

8. Neptun request (required in all cases!)

Name of the request: “**Application for authorisation of a compulsory internship of less than 6 weeks**”

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.

9. How can you submit the documents?

You can attach a digital version of the Submission form to your Neptun request, you do not need to submit a paper version.

We also accept the Submission form and the Evaluation form in scanned form or with a digital signature.

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

1. *Neptun request (“**Request for ending the mandatory internship**”)*
2. *Evaluation form*
3. *Internship report (at least **1500 words**)*

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 a digital 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).

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.

11. If you have previous work experience gained during your studies

If you have at least 90 hours long previous work experience gained during your studies, that is relevant to your study programme, you can request the recognition of your work experience with the **Request for Recognition of Informal Knowledge, Work Experience**.

You must attach the following documents to your request:

- **Evaluation form;**
- **Internship report;**
- **Employer's certificate (only issued by the company in the case of an employment contract);**
- **Job description.**

The attachment of the listed documents to the request is a prerequisite for the submission of the application; incomplete or incorrectly completed attachments will not be accepted.

Important:

Documents sent by e-mail will not be accepted. The documents are not required to be submitted in paper format.

- The **Evaluation form** can be found on the Corvinus website: <https://www.uni-corvinus.hu/main-page/life-at-corvinus/international-and-administrative-student-services/for-degree-program-students/internship/?lang=en>

- The requirements for the **Internship report** are:
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.**
- The **Employer's Certificate** and the **Job description** is issued by the company in its own format.

Important:

Employer's certificate can only be issued by the company if you have an employment contract with them. Please make sure you are not employed as a self-employed worker.

The employment contract cannot be accepted instead of the employer's certificate (because it only proves that you have started working, it does not include the number of hours completed).

Documents will only be accepted as an attachment to the **“Request for Recognition of Informal Knowledge, Work Experience” Neptun request** - no additional documents need to or can be submitted by e-mail or on paper. In case of uploading problems, please contact the Internship Office via Do it online!

The Request for Recognition of Informal Knowledge, Work Experience:

- has a fee (the 4% of the current minimum wage),
- the form is available in the Neptun under "administration/requests"
- will be available during the autumn semester during this period:
04.09.2023-17.12.2023

Wishing you a successful and rewarding internship

Student Services, Internship Office

1093 Budapest, Fővám tér 8. E 157.

[Do It Online!](#)