

Internship information for the 2023/24/2 spring semester and summer

COMMUNICATION AND MEDIA

SCIENCE BACHELOR-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. 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 have to complete the internship **at one company/institution**, can't switch to another during the internship.

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?

Bachelor -level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Communication and Media Science study programme	80 hours	4th semester (recommended semester), but <u>may</u> be completed from the 3rd semester

4. Deadlines

“The student shall file a request in the Neptun system for the authorisation of the compulsory practice period within thirty (30) days of the end of the semester preceding the practice period.” (Study and Examination Regulations, Annex 2)

4.1. If you would like to complete your internship in the **spring semester, the **deadline** to submit the *„Application for authorisation of a compulsory internship of less than 6 weeks”* in Neptun is:**

December 29, 2023

If you have not found a internship by the deadline:

You still have to submit your Neptun application by the above date, in which case your application process will take place in two rounds:

1. in the request, select the option that you do not have an internship place yet (you will then need to enter the start and end dates of your internship, which you will have the opportunity to change later), and then submit the request.

2. Once submitted, the request will be sent back to you for correction and you must resubmit it via Neptun, with the details of the internship now filled out ("corrected"), **no later than 15 days before the start of the internship**. If you do not correct your application, it will be automatically rejected at the end of the internship period.

You will be able to start your internship if both steps are completed within the relevant deadlines.

The spring internship period deadlines

80 hours internship	Start of the official internship period	End of the official internship period	The deadline to submit the „Request for authorisation of mandatory internship”	Deadline for correcting the request sent back		Deadline for submission of documents after completing the internship
	February 05, 2024	May 26, 2024	December 29, 2023	For internships completed in Hungary	For internships completed abroad	
				minimum 15 days before the start of the internship		after the end of the internship within 5 working days

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;
- may not exceed the official internship period;
- the weekly working hours cannot exceed 40 hours;
- 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).

The mandatory internship must be completed within the “official internship period”. This period is the same for students of the same study programme. The start date of the official internship period means that the earliest you can start your internship during this period and the end date means that this can be your last internship day. You can submit the documents required to start your internship before the start date of the official internship period, and you need to submit them if you want to start on the earliest possible date.

4.2. If you would like to complete your internship during the **summer**, the **deadline** to submit the „Request for authorisation of mandatory internship” in Neptun is:

May 31, 2024

If you have not found a internship by the deadline:

You still have to submit your Neptun application by the above date, in which case your application process will take place in two rounds:

1. in the request, select the option that you do not have an internship place yet (you will then need to enter the start and end dates of your internship, which you will have the opportunity to change later), and then submit the request.
2. Once submitted, the request will be sent back to you for correction and you must resubmit it via Neptun, with the details of the internship now filled out ("corrected"), **no later than 15 days before the start of the internship**. If you do not correct your application, it will be automatically rejected at the end of the internship period.

You will be able to start your internship if both steps are completed within the relevant deadlines.

The summer internship period deadlines

80 hours internship	Start of the official internship period	End of the official internship period*	The deadline to submit the „Request for authorisation of mandatory internship”	Deadline for correcting the request sent back		Deadline for submission of documents after completing the internship
				For internships completed in Hungary	For internships completed abroad	
	May 27, 2024	August 25, 2024	May 31, 2023	minimum 15 days before the start of the internship		after the end of the internship within 5 working days

*Your summer internship may extend into the autumn semester, but **if you wish to finish your studies in the autumn semester**, you have to submit the "Request for ending the mandatory internship" request in Neptun no later than 20 working days before the first day of

the final examination period, attached to the request the Internship report and the Evaluation form. (Study and Examination Regulations, Annex 2)

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;
- you can take a maximum of 42 credits in a semester, with the exception of summer internships that do not overlap with the autumn semester's academic term;
- the weekly working hours cannot exceed 40 hours;
- 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).

5. How to choose a company?

- 1) You find an internship place on your own.
- 2) Browse the career opportunities on the Corvinus website: <https://www.uni-corvinus.hu/main-page/life-at-corvinus/jobs-for-students/?lang=en>

For guidance, you can ask for professional help from the teacher responsible for the internship.

Bachelor -level study programme	Teacher responsible for the internship
Communication and Media Science study programme	<u>Dr. Szántay Antal</u>

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. *Submit the “Application for authorisation of a compulsory internship of less than 6 weeks” Neptun request within the deadlines.*
3. *The internship course will be registered in Neptun by the Student Services after the submission and acceptance of the complete documentation and the Neptun request*

(for internships completed during the summer, expected to be after the registration period of the autumn semester).

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

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.

If you have not found a internship by the deadline:

You still have to submit your Neptun application by the above date, in which case your application process will take place in two rounds:

1. in the request, select the option that you do not have an internship place yet (you will then need to enter the start and end dates of your internship, which you will have the opportunity to change later), and then submit the request.
2. Once submitted, the request will be sent back to you for correction and you must resubmit it via Neptun, with the details of the internship now filled out ("corrected"), **no later than 15 days before the start of the internship**. If you do not correct your application, it will be automatically rejected at the end of the internship period.

You will be able to start your internship if both steps are completed within the relevant deadlines.

Erasmus+ Internship:

If you are doing your internship abroad within the Erasmus+ Internship programme, 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 the “Application for authorisation of a compulsory internship of less than 6 weeks” request in Neptun is also compulsory in this case, but you only 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 (“**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 “**Request for ending the mandatory internship**” **Neptun request** to complete the internship via Neptun and upload the above documents as attachments (max. 2048 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.

9. 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 (signed by the company)**

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. **We only accept these two documents if they are signed by the company!**

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"
- the deadline for submission of the request is decided by the Credit Transfer Committee each semester, with a maximum of thirty (30) days before the last day of the semester.
- The exact deadline will be communicated to the students via Neptun message after the decision has been made.

Wishing you a successful and rewarding internship

Student Services, Internship Office

1093 Budapest, Fővám tér 8. E 157.

[Do It Online!](#)