

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

## **INTERNATIONAL STUDIES 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 practice period is to deepen and further develop the knowledge and skills acquired at the University in a genuine working environment, to develop the professional skills of students participating in bachelor and master programmes and to increase their appeal to the labour market (Study and Examination Regulations Appendix Nr. 2 1 § (1)) to experience the professional work of the host institution (international organisation, NGO, company, public institution etc.) relevant to their studies or specialisation, to become involved in the day-to-day work, to carry out independently the tasks assigned to them by their supervisor and to gain experience for future employment.

The internship is an opportunity to develop the following general and professional competences required by the job market:

- a) “independent problem-solving competences [...] developing decision-making.” (Study and Examination Regulations Appendix Nr. 2 1 § (1))
- b) to work precisely and on deadlines, either independently or in a team, depending on the nature of the tasks;
- c) the ability to communicate fluently in written and oral form in the chosen foreign language, in accordance with the terminology of the profession;
- d) knowledge and use of international economic, business, legal, political and social concepts, terminology, theories and relevant methods.

The prerequisite for the acceptance of the internship is the existence of the competences that can be acquired and/or developed during the internship and the Bachelor's (BA) studies, and

their verification by the work place (this is done by filling out the "Evaluation form" document).

**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
International Studies study programme	120 hours (at least 4 weeks)	6th semester, but may be completed after completing the 2nd 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

120 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**

120 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?

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

Any organisation or institution which has an international or multicultural environment, either in Hungary or abroad, and which agrees in writing to host the student for an internship ("**Submission form**") and to provide a brief evaluation of its activities at the end of the internship ("**Evaluation form**") is considered as a suitable external internship workplace. Host institutions may carry out their activities in any of the following areas:

- the public sector (e.g. the Ministry of Foreign Affairs [Ministry of Foreign Affairs and Trade in Hungary]; the departments of public institutions responsible for international and European relations); embassies and consulates in Hungary and abroad;
- foreign or local representations of intergovernmental and non-governmental international organisations;
- the business sector (e.g. multinational companies, TNCs; local companies with international and/or regional links);
- a professionally recognised journal (print, electronic) focusing on reporting and journalism on international politics;
- non-profit sector, NGOs (which raise awareness of cross-border global or regional issues such as the environment, human rights, humanitarian issues, international development, etc.);
- academic, research (internships in research institutes are recommended for those who consider a future in higher education or the academic sector);
- the Corvinus University of Budapest's own departments (e.g. units dealing with international relations, international applications).

The chosen internship organisation may ask for certificates with different professional content and legal status from the student applying for the internship. The most common ones and the difference between them:

- A **“Letter of Institutional Support”** issued by the Department of International Relations, responsible for International Studies, will provide information about the programme the student is studying and can help the student to find a location for the internship. The letter of support can be requested by e-mail, including the following information:
  - name, Neptun code
  - programme, year
  - internship place (and name and position of the responsible supervisor)
- A classic, personalised "Letter of Recommendation" should be requested from a teacher who knows enough about the student's academic knowledge, professional competences, personality, future career plans - and the chosen internship place - to be able to verify the student's suitability for the internship by signing it.
- A document called " Certificate of enrolment", which serves various purposes and certifies the student's enrolment and status, can be requested from the academic administrators via the Do it online! interface.

The Institutional Support Letter can be requested during the reception hours of the teacher responsible for the internship during the semester, and can be requested by e-mail outside the semester.

You can check the office hours of the lecturer in the MyCorvinus app. Office hours of the lecturer are not valid during the exam period and the summer holiday. In case of questions, please contact the lecturer via e-mail or Teams.

All students are kindly requested to ensure that they allow sufficient time for the administration.

Bachelor -level study programme	Teacher responsible for the internship
International Studies study programme	<a href="#">Kőváriné dr. Ignáth Éva</a>

### **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**, signed by the company and the student, use the required form on the link above)*

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.**

**The “Internship Report” can only be accepted if the document is signed by the student's work supervisor and the student.**

**You can find the form for the professional report at this link, the report can only be accepted if you use this format:**

[https://www.uni-corvinus.hu/contents/uploads/2023/04/Internat\\_studies\\_Professional\\_internship\\_report\\_template.15c.docx](https://www.uni-corvinus.hu/contents/uploads/2023/04/Internat_studies_Professional_internship_report_template.15c.docx)

### **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** (*at least 1500 words, signed by the company and the student, use the required form on the link above*);
- **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 “Internship Report” can only be accepted if the document is signed by the student's work supervisor and the student.
  - You can find the form for the professional report at this link, the report can only be accepted if you use this format: [https://www.uni-corvinus.hu/contents/uploads/2023/04/Internat\\_studies\\_Professional\\_internship\\_report\\_template.15c.docx](https://www.uni-corvinus.hu/contents/uploads/2023/04/Internat_studies_Professional_internship_report_template.15c.docx)
- 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!](#)