

Internship

The schedule for licensing the internship is available below:

The internship manager responsible for International Management (BA) and International Business (BA) courses is Barbara Jenes (barbara.jenes@uni-corvinus.hu), who checks and approves the content of your internship and its compliance with the requirements of the course.

The internship officer at the Career Office is Gábor Vankó (gabor.vanko@uni-corvinus.hu) who administers the traineeship. You must provide him with the contracts and annexes required for the traineeship.

Administration of the International Management Center is headed by Rita Fehérpatáky.

PROCEDURE FOR THE AUTHORIZATION OF INTERN PRACTICE

1. The permit form is available on the website. Please fill in the parts of the file that apply to you. (<http://uni-corvinus.hu/index.php?id=52883>) Save the document as a PDF and name it as follows:

NAME_NEPTUN_CODE_ProfessionalProcessingPlaceLICENSE
SAMPLE_MITL_AAA111_ProfessionalPracticalLocation

2. Send the completed document as an e-mail attachment to the following addresses

barbara.jenes@uni-corvinus.hu

corvinus.ngk.szakmai gyakorlat@gmail.com (Cc-cooked)

3. Barbara Jenes will reply to you by email within 3 working days as to whether the proposed location of professional intern practice provides suitable training. This reply is also sent to Gábor Vankó (gabor.vanko@uni-corvinus.hu) for a professional practice report. If your contact member of teaching staff is on secondment, he/she will be notified in an automatic reply message as to when internship permission is required.

4. Contact your Career Advisor at the Career Office by printing and stapling your internship permit and email along with the contract documents.

5. We are unable to accept a document that is incomplete or which does not comply with formal requirements, or which is filled in manually and not saved as a PDF file!

6. The head of the internship department only checks the content of the internship and the compliance with the requirements of the NG program. He cannot help with other administrative matters.

DOCUMENTS TO BE SUBMITTED DURING THE INTERNSHIP:

I. Workplace management evaluation:

- One original copy in the traineeship office within 8 calendar days of the end of the traineeship (Building I / 146),
- One copy at the Center for International Management within 14 calendar days of the end of the traineeship.

II. Professional practical report: to be submitted only at the International Business Center within 14 calendar days of the end of the traineeship.

Content requirements:

- o Presentation of internship
- o Motivation, justification for choosing a company or other organization
- o Brief description of the sector concerned, competitors
- o Presentation of the company (business organization)
- o Description of assigned tasks.

- o Work completed and results

- o Evaluation of experience gained in the internship

- o Suggestions and comments to improve the effectiveness of internships

- Formal requirements:
 - o Mandatory structural elements: Cover page, table of contents, page numbers, chapter numbers, reference list

 - o Size: 9-10 pages + appendices

 - o Times New Roman 12 pt, 1.5 line spacing

PLEASE NOTE THAT IT IS NOT POSSIBLE TO RECORD THE FINAL INTERNSHIP EVALUATION IN NEPTUNE MORE THAN SIX MONTHS AFTER THE END OF THE PLACEMENT

Important professional practical information and necessary forms are available on the following website: <http://gazdalkodastudomany.uni-corvinus.hu/index.php...>

Please make sure you pay attention to this information and follow deadlines accordingly in order to complete your internship smoothly!