

# Internship information for 2023 summer

## HEALTH POLICY, PLANNING AND FINANCING 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.

### 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
<b>Health policy, planning and financing study programme</b>	120 hours	In the study period of the 3 <sup>rd</sup> semester

### 4. Summer internship

Due to the requirement that the internship must be completed in the academic term of the 3rd semester, internships completed in the summer can only be accepted by submitting a request for acceptance of informal knowledge and work experience, see more in section 6. The request can be submitted during the academic term of the autumn semester.

### 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
Health policy, planning and financing study programme	Beretzky Zsuzsanna

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

If you have previous work experience gained during your studies 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;**
- **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.

- 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.

The employment contract cannot be accepted instead of the employer's certificate.

Documents will only be accepted as an attachment to the 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, the exact deadline for submitting the request will be specified in the autumn internship information.

**Important:**

If your 3rd semester will be the following fall semester and you do not wish to complete your internship in the summer and submit an Informal Knowledge, Work Experience Acceptance request, please check our website at the end of the summer for our Fall semester information guide including deadlines and the process for completing the internship, or contact us via Do It Online!

Wishing you a successful and rewarding internship  
**Student Services, Internship Office**  
1093 Budapest, Fővám tér 8. E 157.  
[Do It Online!](#)