

# Internship information for 2023 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 practice period

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 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?

Bachelor-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
International Studies study programme	120 hours	6th semester, or after the completion of 2nd semester

The optimal/expected duration of the internship is a minimum of 4 consistent weeks, during which a minimum of 120 hours of work is mandatory.

### 4. Deadlines

You must complete the compulsory internship within the **official internship period**. This period is the same for all students on the same study programme.

The **start date** of the official internship period means the **earliest date you can start** your internship this semester and the **end date** means **you need to finish the internship before this date**. You may submit the documents required to start your internship before the start of the official internship period, if you wish to start on the earliest possible date than you have to submit the documents before the start.

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 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 your internship falls outside the deadlines which have been posted for the current semester or summer, you can submit the **“Request for Recognition of Informal Knowledge, Work Experience”** after completing your internship, see point 11 for more information.

120 hours internship	Start of the official internship period	End 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	
	2023.05.22.	2023.09.04.	at least <b>15 days before the start</b> of the internship	at least <b>30 days before the start</b> of the internship	<b>after the end</b> of the internship <b>within 5 working days</b>

## 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	<b>Kőváriné dr. Ignáth Éva</b>

**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. What's the next step?

1. *Contact the institution of your choice.*
2. *Download the necessary documents from the website.*
3. *Get the necessary documents from the institution (see point 8).*
4. *Submit the Neptun application 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. 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.

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

1. *Neptun request*
2. *"**Submission form**"*

### **Important:**

**The Neptun 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 (see the dates indicated in the table in point 4).**

### 8.1. Neptun request (required in all cases!)

In your request, you ask for approval of your chosen internship place, 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.

## 8.2. “Submission form” (required in all cases!)

The “**Submission form**” must be filled out and signed by the company and the student and attached to the Neptun request. Signatures can be digital or traditional handwritten. The application form is also accepted in scanned format.

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

1. *Neptun request*
2. “**Evaluation form**”
3. “**Internship report**”

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.**

**You can find the form for the professional report at this link:**

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

**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 internship shall be repeated.**

## 10. 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.**

**You can find the form for the professional report at this link:**

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

- 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.

Wishing you a successful and rewarding internship

**Student Services, Internship Office**

1093 Budapest, Fővám tér 8. E 157.

[Do It Online!](#)