

Mandatory internship guidance
2024/2025 academic year I. and II.
semester

Table of contents

| | | |
|-----|---|----|
| 1. | The mandatory internship | 3 |
| 2. | Purpose of the mandatory internship | 3 |
| 3. | The process of authorisation of the mandatory internship - in brief..... | 3 |
| 4. | General rules for completing the internship | 4 |
| 5. | The internship's length and its place in the study programme | 6 |
| 6. | Deadlines | 9 |
| 7. | Options for choosing internship company | 10 |
| 8. | Documents related to the completion of the internship | 11 |
| 9. | Acceptance of previous work experience as mandatory internship | 15 |
| 10. | Teachers responsible for internships | 17 |
| 11. | Majors which have special rules/requirements regarding the Mandatory Internship | 19 |

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 mandatory 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))

3. The process of authorisation of the mandatory internship - in brief

1. Contacting the company of your choice.
2. Submission of Neptun request E101/102/103.¹

¹ E101: E101-Request for authorisation of mandatory internship - **full-time studies, mandatory internships of 6 weeks and longer than 6 weeks**

E102: E102- Application for authorisation of compulsory internship - Part-time, evening studies - **for part-time and evening studies**

E103: E103-Application for authorisation of a compulsory internship of less than 6 weeks - **full-time studies, mandatory internships of less than 6 weeks**

3. Downloading of the necessary documents from the website, **consulting** with the representative of the internship place, **getting the documents signed by the representative of the internship place.**

For internships of 6 weeks and longer than 6 weeks, the submission of the relevant documents is mandatory (see section 8), for internships of less than 6 weeks, only if the company requires them.

<https://www.uni-corvinus.hu/ind/international-and-administrative-student-services/mandatory-internship/?lang=en>

4. Submission of the filled out and signed documents to the Internship Office within the deadlines.

For internships of 6 weeks and longer than 6 weeks, the submission of the relevant documents is mandatory (see section 8), for internships of less than 6 weeks, only if the company requires them.

5. Registration for the internship subject in Neptun (before the registration period ends).

4. General rules for completing the internship

- The mandatory internship must be completed **in the semester specified in the training program description or in the Study and Examination Regulations, or in a later semester** (see section 5 for the rules specific to each study programme).
- The internship **must be continuous**, it cannot be completed in several shorter periods (sick leave, holidays do not count as interruptions, but the number of hours of mandatory internship must fit into the internship period defined in the cooperation agreement. You should plan ahead for such cases, and calculate a few extra days for them when the start and end dates of the internship are discussed with the company.)
- The internship **must not start earlier or extend beyond the official internship period** (see section 6).
- It must be completed **at one internship company**.
- Students may work up to the maximum number of hours per week allowed by law; **the working hours may not exceed 40 hours per week**, but the mandatory internship must reach the total number of hours required by the curriculum.
- Internships cannot be completed in a **passive semester or in the summer period following or preceding a passive semester**.
- **To the acceptance of previous work experience** as a mandatory internship:
 - for **full-time** students completing 6 weeks or longer than 6 weeks internship, there is **no possibility**,
 - **for full-time students, completing an internship of less than 6 weeks it is possible, as specified in section 9,**
 - **for part-time and evening students** it is possible, **as specified in section 9.**

- The request for authorization of the internship must be submitted in Neptun and the documents must be submitted on paper in person (or electronically) at the Internship Office (see sections 7-9). **The internship can only start after both the request and the documents have been accepted.** For internships of less than 6 weeks, no documents other than the request are required, only if the company requires them.
- A maximum of 42 credits can be taken in one semester! **The 42 credits include the credit value of the internship subject too** (Study and Examination Regulations § 47 (13))
- **Students must register for the internship course during the course registration period of the semester in which the internship is planned to be completed.** If the subject is not registered, the internship cannot be completed in the semester. Of course, in addition to the registration for the course, the other conditions for the internship must be met as well. For the registration for the internship subject also applies the Study and Examination Regulations § 49 (2), that determines the **maximum number of times a student is allowed to register for a course.**
- If the internship company wishes to apply **changes to the cooperation agreement** or wishes to **use their own specific agreement**, other than the cooperation agreement Corvinus provides, they have to notify the Internship Office of this no later than **30 days before the start of the internship, or 60 days in the case of internships abroad, by sending a draft version of the agreement via e-mail**, because the changes always require a consultation with our legal team and their permission. (Study and Examination Regulations Appendix Nr. 2. 5. § (3))
- Students must submit the request **"E201-Request for ending the mandatory internship" in Neptun within 5 working days after the end of the internship**, attaching the internship report and the evaluation form to the request (Study and Examination Regulations Appendix Nr. 2. 6. § (3)) The end date of the internship is specified in the request for authorization of the internship. In case of 6 weeks or longer than 6 weeks internships, the submitted documents also include the end date. **The ending documents and request must not be submitted earlier than the predetermined end date of the internship!**
- **If the student wishes to finish their studies in the semester of the internship**, the "E201-Request for ending the mandatory internship" request must be submitted with the attached internship report and evaluation form no later than **20 working days before the first day of the final examination period!** (Study and Examination Regulations, Appendix Nr. 2. 6. § (3))

5. The internship's length and its place in the study programme ²

Bachelor's degree programmes

Field of studies in Economics:

| Bachelor-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|--|---------------------------------|---|--|
| Human Resources study programme Business and Management study programme (in Hungarian and in English) Trade and Marketing study programme International Business Economics study programme (in Hungarian and in English) ³ Finance and Accounting study programme Tourism-hospitality study programme ⁴ | 480 hours (12 weeks) | After the completion of six (6) active semesters. | Internships of 6 weeks and longer than 6 weeks |
| Data Science in Business | 480 hours (12 weeks) | After the completion of seven (7) active semesters. | Internships of 6 weeks and longer than 6 weeks |

² For students who started their studies in 2024/25 autumn semester, the length and the semester(s) of the internship are specified in the training programmes, while for students who started their studies before that date, the Study and Examination Regulations that entered into force on 01.09.2023.

³ In International Business Economics study program, the students who are studying in the 8- semester long training programme (students started their studies after 2020/21/1 semester) can only start their internship after the completion of seven (7) active semesters.

⁴ For students who have started their studies in the semester 2020/21/1 or later: two semesters of internship are mandatory, it can be completed at a company engaged in tourism or hospitality activities or at a restaurant or hotel of the higher education institution, one semester may be a practical training abroad organised within the framework of an agreement between the Hungarian and the foreign higher education institution.

Mandatory internship guidance

Academic year 2024/2025

Release date: 18 November 2024.

Last modified: 18 March 2025.

Vice Rector for Student Affairs

Version number: 01

Field of studies in Informatics:

| Bachelor-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|--------------------------------------|---------------------------------|--|--|
| Business Informatics study programme | 320 hours (at least 8 weeks) | After the completion of four (4) active semesters. | Internships of 6 weeks and longer than 6 weeks |

Field of studies in Agriculture:

| Bachelor-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|--|---------------------------------|---|--|
| Rural Development Engineering/Agrobusiness and Rural Development Engineering | 480 hours (12 weeks) | After the completion of six (6) active semesters. | Internships of 6 weeks and longer than 6 weeks |

Field of studies in Social Sciences:

| Bachelor-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|---|---------------------------------|---|-------------------------------|
| Communication and Media Science study programme (in Hungarian and in English) | at least 80 hours | 4th semester (recommended semester), but may be completed from the 3rd semester | Internships less than 6 weeks |
| International Relations study programme (in Hungarian and in English) | at least 4 weeks | 6th semester, but may be completed after completing the 2nd semester | Internships less than 6 weeks |
| Political Science study programme | 4 weeks | 6th semester, but may be completed from the 3rd semester | Internships less than 6 weeks |

Master's degree programmes

Field of studies in Economics:

| Master-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|--|---------------------------------|---|-------------------------------|
| Sport Economics study programme | 60 hours | without any preconditions | Internships less than 6 weeks |
| Economics of Family Policy and Public Policies for Human Development study programme (in Hungarian and in English) | 60 hours | 4th semester | Internships less than 6 weeks |

Field of studies in Informatics:

| Master-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|--|---------------------------------|---|--|
| Business Informatics study programme (in Hungarian and in English) | 240 hours (at least 6 weeks) | without any preconditions | Internships of 6 weeks and longer than 6 weeks |

Field of studies in Social Sciences:

| Master-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|---|---------------------------------|--|---|
| Diplomacy | 6 weeks | in the second semester, but can be completed from the second quarter of the first semester | Internships of 6 weeks and longer than 6 weeks |
| Health Policy, Planning and Financing study programme (in English) | 120 hours | in the study period of the 3rd semester (recommended semester) | Internships less than 6 weeks |
| Communication and Media Science study programme (in Hungarian and in English) | 90 hours | 3rd semester (recommended semester) | Internships less than 6 weeks |
| Political Economy | 8 weeks | After the completion of three (3) active semesters. | Internships of 6 weeks and longer than 6 weeks |

| Master-level study programme | Length of continuous internship | Scheduling of internship during the programme | Type of internship |
|--|---------------------------------|--|-------------------------------|
| Sociology study programme (in English) | 180 hours | 4th semester, but may be completed from the 3rd semester | Internships less than 6 weeks |

6. Deadlines

For internships in the autumn semester, the deadline of submission of the „E101/102/103 Request for authorisation of mandatory internship”¹ elöbbit Neptun is:

- a) for internships **less than 6 weeks: 30 days before the start of the internship,**
- b) for internship of **6 weeks or longer: 30 days before the start of the internship, but no later than 13 September 2024.**

Autumn internship period 2024/25/1

| Type | Start of the internship period * | End of the internship period ** | Deadline for submitting the request in Neptun before the start of the internship | Deadline for submission of documents before the start of the internship | | Deadline for submission of documents after the end of the internship |
|--|----------------------------------|---------------------------------|--|---|---|--|
| | | | | For internships completed in Hungary | For internships completed abroad | |
| Internships of 6 weeks and longer than 6 weeks | 08.26.2024 | 12.13.2024 | 30. day before the start of the internship, but no later than 13.09.2024 | minimum 15 days before the start of the internship (in the case of a unique agreement 30 days before) | minimum 15 days before the start of the internship (in the case of a unique agreement 60 days before) | after the end of the internship within 5 working days*** |
| Internships less than 6 weeks | | | 30. day before the start of the internship | | | |

*Earliest start date for internships

** The latest date for finishing the internship.

***If the student wishes to take a final exams in the semester, the deadline is 20 working days before the first day of the final exam period.

For internships in the spring semester, the deadline of submission of the „E101/102/103- Request for authorisation of mandatory internship”¹ in Neptun is:

- a) for internships **less than 6 weeks: 30 days before the start of the internship,**
- b) for internship of **6 weeks or longer: 30 days before the start of the internship, but no later than 21 February 2025.**

Spring internship period 2024/25/2

| Type | Start of the internship period * | End of the internship period ** | Deadline for submitting the request in Neptun before the start of the internship | Deadline for submission of documents before the start of the internship | | Deadline for submission of documents after the end of the internship |
|--|----------------------------------|---------------------------------|--|---|---|--|
| | | | | For internships completed in Hungary | For internships completed abroad | |
| Internships of 6 weeks and longer than 6 weeks | 02.10. 2025 | 05.15. 2025 | 30. day before the start of the internship, but no later than: 02.21. 2025 | minimum 15 days before the start of the internship (in the case of a unique agreement 30 days before) | minimum 15 days before the start of the internship (in the case of a unique agreement 60 days before) | after the end of the internship within 5 working days*** |
| Internships less than 6 weeks | | | 30. day before the start of the internship | | | |

*Earliest start date for internships

** The latest date for finishing the internship.

***If the student wishes to take a final exams in the semester, the deadline is 20 working days before the first day of the final exam period.

7. Options for choosing internship company

- The student chooses from the list in the Neptun request (list of companies recommended by the teacher responsible for the internship - only for internships of 480 hours), or
- choose from the career opportunities on the Corvinus website (<https://www.uni-corvinus.hu/main-page/life-at-corvinus/jobs-for-students/?lang=en>), or
- in other cases, the Student searches for a potential internship company by him/herself.

The suitability of the internship company and the position is approved by the teacher in responsible for the internship, so it is advisable to check with the teacher responsible for the internship in advance whether the chosen internship company and/or position is suitable for the student's training or specialisation.

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))

8. Documents related to the completion of the internship

8.1. Documents to be submitted before the start of the internship (see section 6 for deadlines)

1. E101/102/103- Request for authorisation of mandatory internship¹
2. Cooperation Framework Agreement - for internships of 6 weeks and longer
3. Annex 1 - for internships of 6 weeks and longer
4. Annex 2 (for employment through student agency or temporary staffing agency) - for internships of 6 weeks and longer
5. Submission form (only in case of dual training, according to section 8.1.7)

If there is already a cooperation agreement in force between the University and the internship provider, the relevant annexes to the cooperation agreement must still be submitted within the deadline.

For internships shorter than 6 weeks, only the E103 Application for authorization of a compulsory internship of less than 6 weeks needs to be submitted! No other documents are required because for internships shorter than 6 weeks, it is not mandatory to establish a cooperation framework agreement between the University and the internship company. However, if the internship company insists on it, this must be indicated on the Do it Online! platform. Agreements shorter than 6 weeks always require additional arrangements.

8.1.1. Neptun request – mandatory in all cases!

The name of the request is: „E101/102/103 Request for authorisation of mandatory internship”¹

Upon approval of the request, the teacher responsible for the internship authorizes the internship company and position. **The internship can begin after the request and submitted documents are both accepted.**

Approval is not automatic – in case of any doubts or rejection of the request, it is advisable and necessary to consult with the teacher who is responsible for the internship.

8.1.2. Documents to be submitted in case of employment through **student agency**:

- „E101/102/103 Request for authorisation of mandatory internship”¹ (only in Neptun).
- **2 original cooperation agreements with the student agency:** required in all cases, signed by the student agency; - for internships of 6 weeks and longer
- **2 original Annex 1 with the student agency:** required in all cases, signed by the student agency; - for internships of 6 weeks and longer
- **2 original Annex 2:** required in all cases, signed by the internship company; - for internships of 6 weeks and longer

Important:

In the documents to be filled out, the data of the **student agency** should be entered in the sections related to the **"internship company"**, and the data of the **receiving company** should be entered in the sections related to the **"service recipient"**.

In the Neptun request, **the data of the student agency must be recorded first, followed by the data of the receiving company.**

8.1.3. Documents to be submitted in case of employment not through student agency (employment directly by the internship company):

- „E101/102/103 Request for authorisation of mandatory internship”¹ (only in Neptun)
- **2 original cooperation agreements with the business, budgetary institution:** required in all cases; - for internships of 6 weeks and longer
- **2 original Annex 1 documents with the business, budgetary institution:** required in all cases; - for internships of 6 weeks and longer

8.1.4. If Corvinus University is the employer through a student agency or directly

The University can employ students on internships in two ways:

1. For employment through a student agency, the procedure is the same as for any other internship company (see section 8.1.2)
2. If a unit of the University itself is the employer:
 - „E101/102/103 Request for authorisation of mandatory internship”¹ (only in Neptun)
 - „Submission form for starting the mandatory internship of a student in a student relationship with Corvinus University of Budapest at Corvinus University of Budapest.”

8.1.5. In case of employment through a temporary staffing agency:

- „E101/102/103 Request for authorisation of mandatory internship”¹ (only in Neptun)
- **2 original cooperation agreements with the temporary staffing agency:** - required in all cases, signed by the temporary staffing agency; - for internships of 6 weeks and longer
- **2 original Annex 2 documents with the temporary staffing agency:** required in all cases, signed by the temporary staffing agency; - for internships of 6 weeks and longer
- **2 original Annex 1 documents with the borrowing company:** required in all cases, signed by the borrowing company; - for internships of 6 weeks and longer

8.1.6. In case of an internship to be completed abroad:

- „E101/102/103 Request for authorisation of mandatory internship”¹ (only in Neptun)
- **2 original „Cooperation Framework Agreement on securing continuous internship periods to be accomplished abroad”; - for internships of 6 weeks or longer**

Important:

In the case of an internship abroad, the documents must be submitted to the Internship Office 15 days before the start of the internship, and the request must be submitted in Neptun by the deadline.

If the company wants to make changes to the Cooperation Framework Agreement, the **draft must arrive at the Internship Office in digital format at least 60 days before** the start date of the internship, as it requires separate legal consultation.

8.1.7. Documents to be submitted by students in dual education programs:

- „E101/102/103 Request for authorisation of mandatory internship”¹ (only in Neptun)
- „Submission form for starting mandatory internship in a dual training” document

Important:

The **Submission form** must be attached to the request **submitted only in Neptun**. The Submission form can be accepted either scanned or with a digital signature.

8.2. The method of submitting the documents

8.2.1. For paper format documents

- In person** (also through an authorized representative) at the **Internship Office (E 167) during office hours** (current times can be found here: <https://www.uni-corvinus.hu/ind/international-and-administrative-student-services/study-administration/?lang=en>)
- Outside office hours**, documents can also be dropped into the **mailbox next to the Office door**. In this case, please include the **NAME** and **Neptun code** on the documents.
- By mail:**
Budapesti Corvinus Egyetem
Tanulmányi Ügyek, Szakmai Gyakorlat Iroda E épület, I. emelet 167.
Budapest, Fővám tér 8. 1093

Important:

Only documents with original (blue) signatures are accepted; photocopied, scanned and printed, or electronically signed and then printed documents are not valid.

8.2.2. For electronically signed documents

If the internship company has an official electronic signature, the documents can also be submitted digitally by attaching them to the message on the Do it Online! platform.

Important:

- Only documents authenticated by the partner using an electronic signature program are accepted – documents signed on a tablet, scanned, or with a signature inserted as an image are not considered electronically signed documents and are therefore invalid.
- If the submitted documents do not comply with the electronic signature rules during the verification process, the staff of the Internship Office will indicate the further steps to be taken.

8.3. Documents to be submitted after the completion of the internship (within 5 working days after the end of the internship)

- *E201 Neptun request ("E201-Request for ending the mandatory internship")*: **through the Neptun interface**, the E201 request, and the following documents as attachments (max. 2048 kB document; multiple documents can be uploaded – in **pdf** format);
- Evaluation form: can be downloaded from Neptun (Administration/General forms/"Evaluation Form for Mentors/Supervisors"), filled out and evaluated by the direct supervisor (mentor, workplace supervisor) at the internship company, and authenticated with their own signature or electronic signature.
- *Professional internship report (**minimum 1500 words – or more if the teacher responsible for the internship requests a more detailed report based on the internship requirements**)*

Required content:

- Introduction of the internship company
- Brief introduction of the relevant sector and competitors
- Description of the tasks received
- Work performed and results achieved
- Evaluation of the experience gained

The teacher responsible for the internship decides on the grading and acceptance of the internship based on the content of the Evaluation form and the professional internship report. In the case of an internship, the workplace manager/supervisor provides a grade in the Evaluation form, which the teacher responsible for the internship accepts or revises based on the professional internship report. (Study and Examination Regulations, Appendix Nr. 2. 6. § (5)-(6))

Important:

Failing to submit the documents required for the completion of the internship, submitting them late, or submitting them incompletely will result in the internship not being accepted (if such a problem arises, it is advisable to contact the teacher responsible for the internship beforehand).

If the professional internship report does not meet the prescribed requirements, the E201 request will be rejected. The request must be resubmitted – corrected – within 5 working days following the rejection.

In the case of a report rejected for the second time, the entire internship must be repeated!

9. Acceptance of previous work experience as mandatory internship

Students in **full-time** programmes cannot have their **work experience accepted** if the study programme requires an **internship of 6 weeks or longer!**

In **full-time** programmes that require an internship **shorter than 6 weeks**, and also for students in **part-time/evening programs**, **work experience can be accepted** as described in this section.

If the student has relevant work experience of **at least the duration required by the study programme**, which was acquired during their studies, they can **submit** the **"I301-Request for recognition of informal knowledge, work experience"** **through Neptun** to have the previous work experience accepted as mandatory internship that their study programme requires.

The following documents must be attached to the *"I301-Request for recognition of informal knowledge, work experience"* in Neptun:

- Evaluation form: can be downloaded from Neptun (Administration/General forms/"Evaluation Form for Mentors/Supervisors"), filled out and evaluated by the direct supervisor (mentor, workplace supervisor) at the internship company, and authenticated with their own signature or electronic signature.
- Internship report

Required content:

- Introduction of the internship company
- Brief introduction of the relevant sector and competitors
- Description of the tasks received
- Work performed and results achieved
- Evaluation of the experience gained

The length of the report: **minimum 1 500 words.**

- Certificate of Employment (only issued by the company in the case of an employment contract, commission contract not accepted);
- Job description signed by the internship company (employment contract cannot replace it!)

Attaching the listed documents to the request is a mandatory requirement for submitting the request. Incomplete or incorrectly submitted attachments will result in the request being returned by the Internship Office for correction. Requests not corrected by the given deadline will not be accepted.

The returned request can be corrected in Neptun under *"Returned for correction"* requests by clicking on Details at the end of the request line.

Important:

Documents attached to the I301 request need to be submitted in scanned format or with an electronic signature, in pdf format.

The documents **do not need to be submitted in paper format.**

The documents **can not be accepted** sent by email or through the Do it Online! platform.

The employment contract cannot be accepted in place of the Certificate of Employment.

The Certificate of Employment is only issued by the company in the case of an **employment contract!**

“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))

The **„I301-Request for recognition of informal knowledge, work experience”**:

- **has a fee**, the fee is the 4% of the current minimum wage,
- **can be accessed in Neptun** under "administration/requests/fill out request",
- **The request can only be submitted if the student has not yet completed the internship subject in the given study programme and has registered for it in the semester when the request is being submitted** (Study and Examination Regulations 53.§ (2)). The deadline for submitting the request is determined by the Credit Transfer Committee each semester, with the deadline being no later than thirty (30) days before the last day of the study period (Study and Examination Regulations

56. § (2)). The exact deadline can be found in Neptun in the details of the request validity.

10. Teachers responsible for internships

| Training | Specialization | Teacher responsible for internships |
|--|---|---|
| Bachelor's degree programmes | | |
| Human Resources study programme (full-time and part-time) | - | Kiss Csaba |
| Business and Management study programme (in Hungarian and in English) | Differentiated Professional Knowledge Block / Human Resource Development Specialization | Kiss Csaba |
| | DSG Specialization | Dr. Huszák Loretta |
| | Small Business Specialization | Mihalkovné Dr. Szakács Katalin |
| | Environmental Management Specialization | Marjainé Dr. Szerényi Zsuzsanna |
| | Management Theory Specialization | Dr. Kajos Attila |
| | Business Communication Specialization | Hubert József |
| | Data-Driven HR Systems Specialization | Szóts-Kováts Klaudia |
| | Agrobusiness Specialization | Balogh Jeremiás Máté |
| | Digital Marketing Specialization | Hubert József |
| | Experience Design in Tourism Specialization | Dr. Keller Krisztina |
| | Value-Creating Process Management Specialization | Jámbor Zsófia |
| | Sustainability Management Specialization | Marjainé Dr. Szerényi Zsuzsanna |
| | Economic Law | Dr. Bán Dániel |
| | Management of Public and Nonprofit Organizations | Dr. Révész Éva Erika |
| | Marketing Management | Dr. Gáti Mirkó György |
| | Strategic analysis | Dr. Stocker Miklós György |
| | Talent Management | Juhászné Dr. Klér Andrea |
| | Tourism Services Management | Dr. Keller Krisztina |
| | Business Digitalization | Borbásné Szabó Ildikó |

Mandatory internship guidance

Academic year 2024/2025

Release date: 18 November 2024.

Last modified: 18 March 2025.

Vice Rector for Student Affairs

Version number: 01

| Training | Specialization | Teacher responsible for internships |
|--|--|--|
| | Corporate and Economic Analysis | Dr. Kajos Attila |
| | Entrepreneurship | Mihalkovné Dr. Szakács Katalin |
| | Small Business Specialization (Székesfehérvár) | Kerékgyártó Gábor |
| | Sports Economics Specialization | Dr. Kajos Attila |
| | English study programme | Vaszkun Balázs György |
| | Part-time study programme | Vaszkun Balázs György |
| Business Informatics study programme (full-time and part-time) | - | Dr. Szabó Zoltán |
| Trade and Marketing study programme (full-time and part-time) | - | Dr. Ásványi Katalin |
| Communication and Media Science study programme | - | Dr. Szántay Antal |
| International Business Economics study programme (in Hungarian and in English) | - | Dr. Kacsirek László |
| International Studies study programme | - | Kőváriné dr. Ignáth Éva |
| Finance and Accounting study programme | Finance Specialization | Víg Attila András |
| | Accounting Specialization | Kissné Becsei Annamária |
| Political Science study programme | - | Dr. Várnagy Réka |
| Tourism-hospitality study programme | - | Dr. Keller Krisztina |
| Master's degree programmes | | |
| Health Policy, Planning and Financing study programme | - | Beretzky Zsuzsanna |
| Business Informatics study programme (in Hungarian and in English, full-time and evening) | - | Dr. Szabó Zoltán |
| Communication and Media Science study programme | - | Dr. Szántay Antal |
| Sport Economics study programme | - | Dr. Kajos Attila |
| Sociology study programme | - | Dr. Melegh Attila |
| Political Economy study programme | - | Dr. Medve-Bálint Gergő |

11. Majors which have special rules/requirements regarding the Mandatory Internship

11.1. International Business Economics BA study programme

- In the International Business Economics study programme in case of 8 semester long study programmes (for students who started their studies after 2020/2021/1 semester), It is possible to complete the mandatory internship after completing the 7th active semester.
- In the International Business Economics study programme, two major-specific requirements must be met for mandatory internship:
 - The internship must be carried out at a business organization that conducts international business activities. This is quite wide in the small and open Hungarian economy; it can generally be formulated so that the organization is part of the international value chain.
 - The job role/position and tasks must be related to this activity. Examples: the purchasing department of a company if the supply chain is international, junior consultant at a multinational company, participation in export activities and research in the domestic market at a chemical multinational company. However, you cannot do accounting (accounting position) at a company, even if it is a multinational company (that is NOT related to International Business Economics), and cannot be a receptionist in a German-owned hotel in Spain (but e.g. can be a sales position at the same place).
- About the international semester please check the [BA in International Business – for current students - Budapesti Corvinus Egyetem](#) official page.

11.2. International studies BA study programme

1. In the case of International Studies BA study programme, any organization or institution that carries out its activities in an international or multicultural environment is considered an **external place suitable for Mandatory Internship**, either in Hungary or abroad, and which undertakes to accept the student for a mandatory internship, and then briefly evaluates the student's activities at the end of the internship (Evaluation Form). The organizations or institutions may continue their activities in any of the following areas:
 - public sector (example: Ministry of Foreign Affairs and Trade; organizational units and departments of public institutions responsible for international and European relations) embassies and consulates in Hungary or abroad

- foreign or domestic representations of intergovernmental and non-governmental international organizations
 - competitive sphere (example: multinational companies, TNCs, domestic companies with international and/or regional connections)
 - a press organ dealing with foreign policy journalism and information at a professionally recognized standard (printed, electronic)
 - non-profit sector, NGOs (whose activities draw attention to global or regional problems that cross borders, like environmental protection, human rights, humanitarian issues, international development, etc.)
 - academic, research sphere (internships in research institutes are recommended for those who imagine their future in higher education or in the academic sphere)
 - the internal organizational units of the Corvinus University of Budapest (for example, units dealing with international relations and international tenders)
2. The place selected for the internship may ask the student applying **for certificates with various professional content and legal status**. The most important and the difference between them are the followings:
- The „Institutional Letter of Support” issued by the Department of International Relations responsible for the International Studies major. This document includes the name of the training the given student is participating in, and can help the student to find a place for mandatory internship. The letter of support can be requested by e-mail, including the following data: name, Neptun code, education, grade, place of practice (as well as the name and position of the responsible manager/supervisor)
 - It is worth asking for classic, personal „Letter of Recommendation” from an instructor/tutor/teacher who knows the student’s subject knowledge, professional competencies, personality, professional ideas for the future- and the place chosen for the internship- enough to be able to certify the student’s suitability for the internship with his signature.
 - The document entitled „Certification of student legal status”, serving various purposes and certifying the student’s legal relationship and status, can be downloaded from the Neptun system.
- The Institutional Support Letter can be requested – during the study period- during the opening hours of the teacher responsible for mandatory internship, and can also be received based on consultation by e-mail.
- The current time of receptions of the teachers can be viewed in the MyCorvinus application.
3. In the case of international studies, **the „Internship Report”, of at least 1,500 words, is required to complete the Mandatory Internship** (point 8.3). The document is prepared with a mandatory template and signed by the workplace manager/supervisor and the student.

The „Internship Report” form, which’s use is mandatory at the major, can be found at the following link: <https://www.uni-corvinus.hu/downloads/aqir.17pslyu/professional-internship-report-2025-international-relations.docx>

The „Internship Report” can be accepted if the student’s designated supervisor and the student have both signed the document.

11.3. Tourism-Hospitality study programme BA

11.3.1. Two semesters of Mandatory Internship are required for students who established a legal relationship in the Tourism-hospitality bachelor’s program in semester 2020/2021/1 or after (both exercises can be completed at the same training location, but a coherent internship can only be completed at one training location) according to the options below:

1. Two semesters of inland mandatory internship (12 weeks/20 credits + 16 weeks/30 credits) or
2. Two semesters or mandatory internship abroad (12 weeks / 20 credits + 16 weeks / 30 credits) or
3. One semester of inland mandatory internship (12 weeks / 20 credits), one semester of mandatory internship abroad (16 weeks / 30 credits) or
4. One semester of inland mandatory internship (12 weeks / 20 credits), one semester of international part-time training at our partner universities (Erasmus) (taking practice-oriented subjects* worth 30 credits) or
5. One semester of mandatory internship abroad (12 weeks / 20 credits), one semester of international part-time training at our partner universities (Erasmus) (taking practice-oriented subjects* worth 30 credits).

* Practical subjects:

- all subjects taken must include a seminar according to the number of hours;
- if there is a subject that only consists of lectures, it must be verified with the topic that project work is also connected to the subject.

11.3.2. What to know in case of recognition of a semester-long international part-time training as a mandatory internship (students who established a legal relationship in the Tourism-hospitality bachelor’s program in semester 2020/2021/1 or after)

1. Conditions:

- A total of 30 credits can be accepted (no less)
- Only practice-oriented subjects can be accepted. This can be done in two ways:
 - a. all subjects taken must include a seminar according to the number of hours (practice);
 - b. if there is a subject that only consists of lectures, it must be verified with the topic, that project work is also connected to it.

2. Process:

- Taking into account the above, a statement must be made on the topic of subject substitution in Table B of the Learning Agreement, regarding the accounting of the indicated subjects as mandatory internship, and an application must be made to the supervisor by presenting the necessary documentation (mandatory attachment), and also requesting the acceptance of these subjects as professional practice, focusing on practice orientation.
- After completing the partial training, a credit recognition procedure must be initiated in Neptun in the menu item Administration/Requests/Request out an application (Credit Acceptance application), during the submission period indicated by the Study and Examination Regulations. If the condition for recognition as a professional internship has been met (preliminary declaration in Table B of the Learning Agreement and the signed Mandatory Annex and uploading a transcript to the Credit Acceptance Application in Neptun) and the Credit Transfer Committee has accepted the application, the completed credits will be accepted as a mandatory internship. During the evaluation the average is calculated, and the qualification of the professional practice is done taking into account the following limits:
 - a. **excellent**, if your grade is in between 4,55–5,00
 - b. **good**, if your grade is in between 3,5–4,4
 - c. **satisfactory**, if your grade is in between 2,5–3,4
 - d. **sufficient**, if your grade is in between 2,00–2,4
 - e. **fail**, if your grade is in between 2,00 and less
- If fewer subjects than planned (with a total value of less than 30 credits) have been completed, and accepting as a mandatory internship is therefore not possible, the completed credits will be accepted as compulsory or optional subjects during the credit recognition procedure. This must be stated in the Credit Acceptance Application:
 - a. Since in this case the outcome of the recognition is different compared to the state before the trip, in the case of an intention to substitute a compulsory subject, it is necessary to fill in another Mandatory

attachment and send it to the competent instructor for approval, and then attach it to the Credit Acceptance application.

- b. If you only want the subjects, completed abroad, to be recognized as optional, you do not need another Mandatory Annex, in which case it is sufficient to use the designation „optional subject” in the Credit Acceptance Application .