



# **Mandatory internship guide**

**Budapest, 31st March 2026.**

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# 1. What to do to get your mandatory internship approved – a brief overview

1. **Contact** the company/institution of your choice.
2. Submit the **request form** E101/E102/E103<sup>1</sup> in **Neptun**.
3. Download the required **documents**, **fill in the required information**, and **ask the internship provider to sign them**, and after that **submit the documents** to the Internship Office. This is obligatory for internships lasting 6 weeks or longer, and optional for internships shorter than 6 weeks (unless the internship provider requests it).
4. Activate your semester and **register for the internship course in Neptun**.

## 2. General rules for completing the internship

The following rules apply to the mandatory internship:

- It must be completed in the **semester specified in the curriculum**/the Study and Examination Regulations or in any following semester<sup>2</sup>;
- It must be **continuous** (sick leave or paid leave does not count as an interruption);
- It must be completed **within the mandatory internship period** published on the Mandatory Internship webpage;
- It must be carried out at a single internship provider;
- The **maximum** number of weekly **working hours is 40**;
- It cannot be completed during a passive semester, nor in the summer period preceding or following a passive semester;
- **It may only begin once the required Neptun request and all related documents have been submitted and approved** (for internships shorter than 6 weeks, only the Neptun E103 request form is required);
- A maximum of 42 credits may be registered in one semester. Credits awarded for the mandatory internship are included in the maximum credit limit. (Study and Examination Regulations §47 (13)).
- The internship course must be registered during the course registration period of the given semester; in the case of a summer internship, it must be registered in the autumn semester following the summer;
- The internship course is a compulsory course, the Study and Examination Regulations §49 (2) defines how many times students may register for a compulsory course within a given programme;
- If the internship provider wishes to modify the cooperation framework agreement template provided by Corvinus or intends to use its own cooperation framework agreement template, the draft must be sent at least 30 days before the start of the internship (60 days in the case of internships abroad) to the

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1. E101: E101-Request for authorisation of mandatory internship; E102: E102- Application for authorisation of compulsory internship - Part-time, evening studies; E103: E103-Application for authorisation of a compulsory internship of less than 6 weeks.

2. For students who started their studies in the 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 apply.

following address: [bce.szakmaigyakorlat@uni-corvinus.hu](mailto:bce.szakmaigyakorlat@uni-corvinus.hu) due to the required legal consultation and approval;

- **Within 5 business days after completing the internship**, the “E201-Request for ending the mandatory internship” request form must be submitted in Neptun, with the Evaluation Form and the Internship Report attached. This applies to summer internships as well;

The E201 request form may not be submitted earlier than the end date specified in the E101/E102/E103 request forms;

- If students intend to finish their studies in the same semester as the internship, the E201 request form must be submitted no later than 20 business days before the first day of the final examination period. The internship period must be planned accordingly;
- In the case of summer internships, the autumn semester following the summer must be registered as active, and also students must register for the internship course in Neptun; otherwise, the internship will not be accepted.

Previous work experience may only be accepted as mandatory internship in the following cases:

- In full-time programmes, only if the mandatory internship is shorter than 6 weeks;
- In part-time programmes, regardless of the length of the internship.

For any questions, the Internship Office can be contacted via the **Do it Online!** platform or in person during office hours. Please do not send your questions by email.

## 3. The duration of the internship and its designated period within the study programme

- For students who started their studies in the 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 apply.

## 4. Deadlines

The mandatory internship must be completed within the official internship periods. There are three internship periods each academic year, and their exact start and end dates are published on the **website**:

- Autumn
- Spring
- Summer

The internship must be completed within a single period and may not extend into the next one. Exception: a summer internship may extend into the following autumn semester only if no more than 42 credits are registered in that autumn semester (including the internship course).

<b>E101/E102/E103 Neptun request forms documents (optional for internships shorter than 6 weeks)</b>	<b>minimum 30 days before the start of the internship</b>
<b>if the internship provider wishes to modify the documents or use its own agreement</b>	<b>minimum 15 days before the start of the internship</b>
	<b>minimum 30 days before the start of the internship or 60 days in the case of internships abroad</b>

<b>Internship course registration</b>	according to the current <a href="#">Schedule of the Academic Year</a>
<b>semester sign-in (active status)</b>	according to the current <a href="#">Schedule of the Academic Year</a>
<b>E201 Neptun request form (end of internship) latest possible internship end date for graduating students</b>	<b>within 5 business days</b> after completing the internship 25 business days before the first day of the final examination period
<b>E301 Neptun request form (previous work experience)</b>	the deadline is determined by the Credit Recognition Committee and displayed in Neptun
<b>late submission of any internship request forms or documents</b>	Consult with the Mandatory Internship Office before starting your internship!
<b>late course registration or semester sign-in (active status)</b>	Consult with the Student Affairs Office!

## 5. Rules regarding the internship provider company/institution

“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 workplace and position will be evaluated by the teacher responsible for the internship, who will either approve or reject the Neptun E101/E102/E103 request forms you have submitted. If you are unsure whether the workplace or position meets the requirements of your major and specialization, we recommend that you consult with the teacher responsible for the internship. We publish the current list of teachers for your major/specialization on our website.

## 6. Documents related to the completion of the internship

In addition to the deadlines listed in the table, you must also meet the deadlines specific to each internship period; these are published on our website.

	<b>Internships less than 6 weeks</b>	<b>Internships of 6 weeks and longer than 6 weeks</b>	<b>When?</b>
<b>E101/E102/E103 Neptun request form</b>	compulsory	compulsory	minimum 30 days before the start of the internship
<b>cooperation framework agreement</b>	optional	compulsory	minimum 15 days before the start of the internship
<b>Annex 1</b>	optional	compulsory	minimum 15 days before the start of the internship
<b>Annex 2</b>	optional	compulsory (only in the case of a student cooperative or a temporary staffing agency)	minimum 15 days before the start of the internship
<b>E201 Neptun request form</b>	compulsory	compulsory	within 5 business days after completing the internship
<b>Evaluation Form</b>	compulsory	compulsory	within 5 business days after completing the internship attached to the E201 request form

<b>Internship Report</b>	compulsory	compulsory	within 5 business days after completing the internship attached to the E201 request form
<b>modified cooperation framework agreement and/or annexes</b>			minimum 30 days before the start of the internship forward the draft to <a href="mailto:bce.szakmaigyakorlat@uni-corvinus.hu">bce.szakmaigyakorlat@uni-corvinus.hu</a>
<b>modified cooperation framework agreement and/or annexes in the case of an internship abroad</b>			minimum 60 days before the start of the internship forward the draft to <a href="mailto:bce.szakmaigyakorlat@uni-corvinus.hu">bce.szakmaigyakorlat@uni-corvinus.hu</a>

If a cooperation framework agreement is already in effect between the University and the internship provider, the submission of the relevant annexes is still required.

For internships **shorter than 6 weeks**, you only need to submit the “E103-Application for authorisation of a compulsory internship of less than 6 weeks” via Neptun. No other documents are required, because for internships shorter than 6 weeks, it is not compulsory to sign a cooperation framework agreement between the University and the internship provider. However, if the internship provider requires it, please contact the Mandatory Internship Office via Do it Online! when you submit the E103 request form or before.

## 6.1 Types of framework agreements and annexes:

Submitting the E101/E102/E103 request forms via Neptun is mandatory in all cases.

### 6.1.1 Employment through a student cooperative:

Document	How many copies must be submitted?	Who signs it?	Format
cooperation agreement with a student cooperative	2 original copies	student cooperative	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 1 with a student cooperative	2 original copies	student cooperative	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 2 with a student cooperative	2 original copies	host company (the recipient of the service)	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)

### 6.1.2 Employment directly by the internship provider:

Document	How many copies must be submitted?	Who signs it?	Format
cooperation agreement with a business, budgetary institution	2 original copies	internship provider	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 1 with a business, budgetary institution	2 original copies	internship provider	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)

### 6.1.3 Corvinus University is the internship provider

The University has two types of employment for students participating in internships:

Employment through a student cooperative:

Document	How many copies must be submitted?	Who signs it?	Format
cooperation agreement with a student cooperative	2 original copies	student cooperative	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 1 with a student cooperative	2 original copies	host company (the recipient of the service)	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 2 with a student cooperative	2 original copies	student cooperative	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)

Employment directly by Corvinus

Document	How many copies must be submitted?	Who signs it?	Format
Registration Form for the mandatory internship of students enrolled at Corvinus University of Budapest	1 original copy	internship provider department	1 paper-based original signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)

The Registration Form must be submitted at least 15 days before the start of the internship

## 6.1.4 Employment through a temporary staffing agency:

Document	How many copies must be submitted?	Who signs it?	Format
cooperation agreement with a temporary staffing agency	2 original copies	temporary staffing agency	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 1 with a temporary staffing agency	2 original copies	temporary staffing agency	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)
Annex 2 with a temporary staffing agency	2 original copies	host company (the recipient of the service)	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)

## 6.1.5 In the case of an internship to be completed abroad:

Document	How many copies must be submitted?	Who signs it?	Format
Cooperation Framework Agreement on securing continuous internship periods to be accomplished abroad	2 original copies	internship provider	2 paper-based originals signed with a blue pen, or a PDF signed with a certified digital signature (e.g., Docusign, E-Szignó)

## 6.2 Methods of submitting the documents

### 6.2.1 Paper format

- In person** (or through an authorization) at the Mandatory Internship Office (**E 167**) during office hours.
- Outside of office hours**, you can also drop your documents in the **mailbox** located next to the office door. In this case, please include your **NAME** and **Neptun ID** on the documents. And please note that you must submit two signed originals in the case of every document!
- Sent by mail to the following address:  
Budapesti Corvinus Egyetem  
Karrierszolgáltatások Központ, Szakmai Gyakorlat Iroda E épület, I. emelet 167.  
Budapest, Fővám tér 8. 1093

**We can only accept documents that are signed by hand with blue ink. Photocopied, scanned and printed documents, or documents signed with an electronic signature and then printed, are not acceptable.**

## 6.2.2 Documents signed electronically

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

We accept only certified digital signatures. Documents signed on a tablet/mobile phone; scanned signatures or signatures inserted as a picture are not acceptable.

If your documents are not acceptable, the Mandatory Internship Office will contact you and ask you to provide new documentation that meets the requirements.

# 7. Finishing the internship

**Within 5 business days after completing the internship**, the “E201-Request for ending the mandatory internship” request form must be submitted in Neptun:

The following must be attached to the request form:

1. Evaluation form: can be downloaded from Neptun (Administration / General forms/”Evaluation Form for Mentors / Supervisors). The direct supervisor at the internship provider (mentor, supervisor) fills out and evaluates the work and signs the document to authenticate it, either by hand or electronically. It is important that the date of the signature on the Evaluation form may not be earlier than the last working day of the internship.
2. 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))

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 form will be rejected. The request form 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!

## 8. Recognition of previous work experience as a mandatory internship for internships shorter than 6 weeks, as well as for students participating in part-time/evening programs

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

If students have 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” request form in Neptun:

<b>Evaluation form</b>	Neptun: Administration / General forms/”Evaluation Form for Mentors / Supervisors	the direct supervisor signs it
<b>Internship report</b>	minimum 1 500 words; 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	signature only required for the International Relations major
<b>Certificate of Employment</b>	only issued by the company in the case of an employment contract, commission agreement not accepted	the HR signs it
<b>Job description</b>	employment contract cannot replace it	the HR signs it

The company issues the Certificate of Employment and the Job Description in its own format, but a sample form can be downloaded from the website.

All listed documents must be attached to the request form for the submission to be accepted. Incomplete or incorrectly submitted attachments will result in the request being returned by the Mandatory Internship Office for correction. Request forms not corrected by the given deadline will not be accepted.

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

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 students have 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.