GUIDANCE
FOR THE
MANDATORY INTERNSHIP*

MSc in Business Informatics

*based on the Study and Exam Regulations of Corvinus University of Budapest
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I. Aims

The primary aim of the internship placement is to deepen and develop the knowledge and competences acquired at the university in a real business environment, and to thus further enhance the students’ professional competences and improve their appeal on the job-market.

II. Skills to be acquired during the internship

1) In the frame of the internship, the student must develop and reinforce the skills and knowledge acquired in the course of his/her studies

2) In the course of the internship, an emphasis must be placed on the

- development of the student’s ability for problem-solving skills
- development of the student’s capacity and competence for team-work
- development of the student’s capacity and ability for individual work
- use of foreign languages in a work environment
- development of the student’s ability to prepare for work-related decisions

III. Timing and duration

1., The duration of the mandatory internship is 240 hours and has to be completed without interruption.

2., The internship can be started only after the 1st finished academic year.

3., The internship can be achieved in the following ways:

a., Outside of the academic period (strongly recommended): In this case students can complete their internship in 6 weeks (8 hours/day). Duration of the work week cannot exceed 40 hours.

b., During the academic period:

- If the student is registered on more than 2 courses, the maximum working hours cannot exceed 20 hours/ week (4 hours/day)

- If the student is registered on 2 or less courses, it is allowed to take a full-time (8 hours / day) internship. In this case student has to submit a Permission for class attendance Form from the employer - Statement of the internship employer re. the attendance of classes (Internship oraliatogatasi engedely)

   c) in the 5th semester during or outside of the academic period (same rules apply as above)
4. The internship cannot be completed during a passive academic semester or the summer following a passive semester.

**IMPORTANT** – the total duration of the internship must be completed uninterrupted at the same institution or company and must cover a total of 240 hours.

If you do your internship abroad make sure that the cooperation agreement covers the 240 hours (NB: PRIOR approval is required from the program director for the planned internship and CBS’s Internship Office (Main Building, 1st Floor, Room: 146) for the cooperation agreement!)

### IV. The role of the internship in the academic program

1) The internship is worth 0 ECTS credits, however, it is a criteria course and forms an integral part of the master program. The in-practice training (i.e. internship) is a prerequisite for completing the program and submitting and defending the Thesis Work. **Students who have not completed the internship, whose internship report is not accepted and do not submit the revised version in time, or those who do not submit the required documents by the officially given deadlines will have to repeat the internship.**

2) Students cannot be exempt from fulfilling the mandatory 240 hours internship under any circumstances.

### V. Requirements for choosing the internship host institution

1) The institution chosen must be able to meet the aims and requirements of the internship as set out under points I. and II.

2) The internship can take place at any of the following institutions: small- and middle-sized enterprises, large enterprises, trans- or multinational companies, ministries, local government offices, governmental institutions, chambers (e.g. Chamber of Commerce), foreign representations (embassies, consulates), international organizations, research institutes, non-governmental organizations. **It is not possible to do the internship in your own company or a student organization.** If you find your internship through an intermediary organization (e.g.: a student work company), the Agreement of Cooperation is to be signed by the intermediary company, but the Internship Report should cover the actual place where the internship was achieved.

3) The institution where the internship takes place must

- have the student work in a field / area that fits into the student’s program
- provide the place, tools, and appropriate professional supervision (a mentor) and guidance required for the completion of the internship Professional and work guidance
- provide a labor safety training for the student prior to the start of the internship
- ensure that the student not work more than 8 hours per day
- reimburse the student for the duration of the internship
4) Upon completion of the internship the mentor will evaluate the student(s)’ work in writing. Should the internship be terminated at any point in time before its official end, the institution will certify the time spent there by the student and will notify both the university and the student in writing of the reasons for the termination. The internship is certified by the mentor who must sign and stamp the student’s Internship report and who must also fill in, sign and stamp 2 copies of the “Internship Evaluation Form” on the student’s performance. One original evaluation form must be submitted directly to the ISP Office (BCE, GTK ISP, 1093 Budapest, Fővám tér 8.), while the second original must be submitted to CBS’s Internship Office (Main Building, 1st floor, room 146.) within 8 days of the completion of the internship.

VI. The students’ responsibilities and rights as regards the internship

1) Students taking part in the internship shall be paid a weekly compensation amounting to 15% of the monthly minimum wage by the internship institution.

2) Students doing their internship are eligible for all the rights and representation of interest as set out in the Statute-Book for the Employed (Munka Törvénykönyv). The regulations of labor safety shall be applied to all students doing their internship. In order to ensure the student’s requirements and needs as regards the internship, the student may initiate a litigation in keeping with the regulations for work related litigation. In applying these regulations, the “employee” is the student, the “employer” is the institution providing the internship, and the “work relationship” is the student’s legal status as a student.

3) It is the responsibility of the student to achieve the work set for him/her to the best of his/her ability.

4) The student is obliged to keep to the legal regulations in effect and to keep to the given institution’s internal regulations as regards conduct (e.g. work hours, place of work, attire, safety regulations, etc.)

5) The student is expected to act as a “representative” of Corvinus Business School, Corvinus University of Budapest in keeping with the code of conduct of the university.

VII. Arranging the internship

All internship related documents and information are available on the ISP website (http://isp.uni-corvinus.hu under Current Students / Internship)

1) The program director or the person specifically appointed by him/her is responsible for overseeing the internships.

2) Internships can be arranged in two ways:
   a) Through the university's own institutional contacts: http://gazdalkodastudomany.uni-corvinus.hu/index.php?id=karrier
   b) The student finds an internship possibility (e.g. through the Erasmus+ internship program).
The internship institution and work to be achieved must be preapproved by the program director or the person designated by him/her on the relevant form.
A., Documents to be prepared and submitted before the internship

1) Approval Form: Approval Form for Internship - signed by the Program Director (2 original copies)

2) Cooperation agreement with appendices – signed by the relevant person (2 original copies)
   
   IF:
   
   - Internship abroad: Cooperation Agreement (English version of the document)
   
   - Internship in Hungary:
     
     • with an enterprise:
       
       - Agreement: Együttműködési keretmegállapodás vállalkozással
       
       - Appendix: Szakmai gyakorlat együttműködési keretmegállapodás vállalkozás költségvetési szerv melléklet –

     • with government institution:
       
       - Agreement: Együttműködési keretmegállapodás költségvetési szervvel (Cooperation Agreement)
       
       - Appendix: Szakmai gyakorlat együttműködési keretmegállapodás vállalkozás költségvetési szerv melléklet – Compulsory appendix to the Cooperation Agreement with a government institution

     • with a student work agency
       
       - Együttműködési keretmegállapodás iskolaszövetkezettel - Cooperation Agreement
       
       - Szakmai gyakorlat együttműködési keretmegállapodás iskolaszövetkezet melléklet - Compulsory appendix to the Cooperation Agreement with a student work agency

3. Permission for class attendance from employer (if applicable): Statement of the internship employer re. the attendance of classes (Internship oralatogatasi engedely)

4) Declaration on registering for the Internship (2 original copies)

Deadlines:

- If the internship is achieved in Hungary, these documents have to be submitted in the Internship Office in room E146 (filled in, signed and stamped by the company representative!) at least 15 days before the start of the internship;

- If the internship is achieved outside of Hungary, the above documents have to be submitted (filled in, signed and stamped by the company representative!) at least 30 days before the first day of the internship
B., Neptun registration and payment of the internship fee

If you plan to do your internship in the summer after your 2nd completed academic semester or during one of the academic semesters near the end of your studies (i.e. remember you can have max. 2 subjects in addition to the internship!). Your program coordinator will register you for the internship once it has been approved and the Agreement of Cooperation with the relevant institution has been signed. If you achieve your internship during the summer, your program coordinator will register you for the internship after the official course registration period in the fall semester. (N.B.: Once the Agreement of Cooperation has been signed, you will be registered for the internship irrespectively of whether or not you have completed it successfully. If, for any reason you do not start the internship after the Agreement of Cooperation has been signed, notify your program coordinator and CBS’s Internship Office in writing.)

Please note: If you take the internship any time after having finished all the courses required by the program (in 5th or any subsequent academic semester), you will have to pay a fee of 2 credits. The deadline for payment of the internship fee will be the same as the deadline for the payment of the tuition fee.

C., Documents to be prepared and submitted after the internship

1., Evaluation form (Internship Evaluation Form)

On the Evaluation Form the company supervisor has to evaluate and grades the student’s accomplishments and quality of work during the internship period. The Evaluation Form has to be submitted in 2 original copies, signed and stamped by the Evaluator within 8 calendar days from the end of the internship. Electronic copies cannot be accepted.

If (and only if) the internship is achieved during the academic semester when you graduate and it extends until mid-November or mid-May, the report must be submitted no later than 20 calendar days prior to the first day of the semester’s Thesis Defense week to the relevant program coordinator in the ISP Office.

2, Internship Report

a., The internship report should be written in an essay-like format with a well-structured manner. Please include all the information as given below (the use of subtitles is highly recommended).

   a) Presentation of the institution,
   b) A short overview of the sector and the company in question,
   c) The task set by the institution for the student,
   d) The work achieved by the student and the results,
   e) Evaluation of the student’s experiences
   f) Suggestions and comments that can assist in ensuring the success of the internship program.
b., The formal requirements for the internship report are as follows:
   5-6 pages in length (not including the title page), A4 format, 1.5-spacing, Arial 11 pt or equivalent letter-size, approx. 30-35 rows per page

c., The internship report has to be submitted in 1 original copy, signed and stamped by the company representative within 14 calendar days from the end of the internship.

d., The internship report will be evaluated by the Program Director or a person designated by the Program Director. The overall grade received for the internship will be either signed or not signed.

e., If – based on the internship report – it becomes obvious that the student did not complete the requirements of the internship or did not complete it in keeping with the requirements (e.g. duration, task) the internship will have to be repeated. If the internship report does comply with the set requirements, the student will be obliged to submit a revised version within seven days.

f., Students may defend their Thesis Work only if they have successfully completed all the requirements of the internship.
D. Summary of documents to be submitted and deadlines

Before the internship

**Deadline:** if the internship is achieved in Hungary, at least 15 days before the start of the internship; if the internship is achieved outside of Hungary, at least 30 days before the first day of the internship

1) Approval for the internship signed by the Program Director (2 original copies)
2) Cooperation agreement with appendices (2 original copies)
3) Declaration on the internship (2 original copies)
4) Employer’s permission to attend classes (if applicable) (2 original copies)

After the internship:

1) **Mentor’s evaluation** of the student’s achievement during the internship (2 original copies, signed and sealed by the mentor)

   **Deadline:** within 8 calendar days from the end of the internship

2) **Internship report** (1 original copy, signed and sealed by the mentor)

   **Deadline** - within 14 calendar days from the end of the internship.

   NB: If the internship/placement is achieved during the academic period of the semester when the student shall graduate and it extends to mid- to late November (fall semester) or mid- to late May (spring semester) no later than 20 calendar days before the first day of the Thesis Defense period

   NB: If you omit to submit the internship report within 14 calendar days from the end of the internship period, you have max. 5 workdays to submit it (administrative late fee is applied). After this time, the internship will have to be repeated (with all the administrative and financial consequences).

VIII. Quality assurance

1) It is the program director’s task and responsibility to ensure the quality of the internship.

2) As part of the quality assurance, the program director shall be responsible for continuously ensuring that the internship requirements are in keeping with the program requirements and shall, if required modify the expectations as regards the internship institutions.

3) The program director or a person delegated by him/her may do spot checks on the internship institutions and the work set for the students.

4) The students’ internship reports and the internship institutions’ evaluations shall be summarized and assessed.

5) Based on the results of the workgroup’s discussion, the program director – if needed – shall modify the organization and implementation of the internships.