Before you start planning your internship, please read the General Internship Info for BA students here:

Internship Guidance
Internship fees and times

Documents to be submitted and deadlines

Before the internship

1) Approval Form for the internship - (2 original copies):
   - BA in Business and Management: Approval Form for Internship (BA in Business & Management) - signed by the relevant person
   - BA IB: Approval Form for Internship (BA IB) - with e-mail approval

2) Cooperation agreement with appendices – signed by the relevant person (2 original copies)
   - Cooperation Agreement for Internship Abroad: Cooperation Agreement
   - Cooperation Agreement for Internship in Hungary
     - with an enterprise:
       Együttműködési keretmegállapodás vállalkozással
     - with a governmental institution:
       Együttműködési keretmegállapodás költségvetési szervvel (Cooperation Agreement)
       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 iskolaszövetkezet - Cooperation Agreement
       Szakmai gyakorlat együttműködési keretmegállapodás iskolaszövetkezet melléklet - Compulsory appendix to the Cooperation Agreement with a student work agency

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

4) Statement of the internship employer re. the attendance of classes (Internship pralatogatasi engedely) (if applicable) (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!) at least 30 days before the first day of the internship
After the internship:

1. **Internship Evaluation**: [Internship Evaluation Form] (2 original copies, signed and stamped by the company representative)

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

2) **Internship report** (1 original copy, signed and stamped by the company representative)

   **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. For the Thesis Defence period, please check the Academic Calendar.

   **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, i.e. submission of all the required documents and payment of the tuition- and foreign language training fee for 30 credits)