Hungarian University of Agriculture and Life Sciences

Szent István Campus Educational Directorate General

GENERAL GUIDE

FOR ENVIRONMENTAL ENGINEERING

BSC FULL-TIME STUDENTS

**Period of Internship:** From July 03 to July 28, 2023 / 160 working hours (4 weeks)

**The purpose of internship**: The student will be introduced to a branch of public administration that has a specific environmental aspect (e.g. water quality, food safety, emissions of harmful substances, impact on the built environment, etc.).

It is important to get to know the legal framework within which the authorities perform their tasks, their organisational structure, their specific tasks, and the personal and material conditions of their work. During the practice, you will become familiar with the information flow, the knowledge and administration of controls, authorisation procedures, reporting obligations (minutes, working days, etc.). Study the decision-making situations, the different levels of decision-making, their interconnection and the form of cooperation with the various partner bodies.

Overall, find out what preventive work is being done and how authorities should respond to an environmental problem that may occur. The practice can be carried out in public institutions or in private companies that have contractual obligations towards a public body.

The internship can be completed at official institutes or in the private sector, for companies that have contractual obligations to some official organization.

**The internship will be organised and supervised by:**

Hungarian University of Agriculture and Life Sciences,

Szent István Campus Educational Directorate General.

The student should **present the guide** to the supervisor or the manager of the production unit, in order to facilitate the work.

**Requirements**

The external supervisor, as an external collaborator of the university, will guide the student's work on the basis of the guidelines issued by the host. Draw up the work programme taking local conditions into account. The student is obliged to carry out his/her work according to the instructions of the external supervisor and the legal requirements.

The student is required to keep a work diary of his/her practice according to the themes detailed below.

**The logbook must be signed and certified by the external supervisor. The certified logbook and the certificate of completion ("CERTIFICATE") must be submitted to the Practical Training Department after the internship, but no later than 11 October 2023.**

Postal address:

Magyar Agrár és Élettudományi Egyetem

Szent István Campus, Campus Főigazgatóság

Oktatásszervezési Osztály, Gyakorlatszervezési Iroda

2100 Gödöllő, Páter K. u. 1.

The written material must be submitted in one copy, bound in a plastic or paper file. The practical diary must comply with the following requirements as regards to structure and content and the form of the thesis:

Use of MS Office Word and Excel programs,

 - font: Times New Roman,

 - font size: 14,

 - Spacing: 1.0,

 - Length: at least 10 pages, based on data provided by the company/institution.

**Structure and content:**

 1. front page (cover): place, date, name of external trainer(s), student details: name, major, year, year of study.

 2. Table of contents.

 3. introduction: brief justification of the choice of the placement site.

 4. general description of the placement site, listing of the main activities (according to Chapter 1)

 5. detailed description of the tasks carried out by the

 6. event diary (according to Chapter 3)

 7. conclusions and suggestions based on the experience gained during the exercise (according to Chapter 4)

Annex 8: contains photographs and other documents collected during the exercise (sample contracts, data sheets, etc.)

* The **certificate** on the last page of this guide should be completed by the external trainer! Please give your opinion on the student's activities. Please also give us your details and sign and stamp the form to confirm that you have completed the course. Please also sign and stamp the student's work diary!
* It is not mandatory to complete the internship (4 weeks/160 working hours/) continuously. The 160 working hours can be completed in two or more installments, but only with the permission of the external internship supervisor.
* The time of the day is set by the trainer, which the student must respect.
* The practice can be signed. In order to receive credit for the internship, the student must submit the "DECLARATION OF ACCEPTANCE" completed by the host company/institution (25 April 2023), the completed internship logbook and "CERTIFICATE" (11 October 2023) before the start of the internship by the given deadline. The student should acquire the subject Environmental Engineering summer practice in NEPTUN (code: KORTU080N) in the autumn semester starting after the internship has been completed.
* If the student carries out his/her internship in a place where the institution's activities differ slightly from the requirements detailed below, he/she must adapt the contents of the guide to the specifics of the internship location and activity, and prepare his/her diary accordingly.

**1. General description of the practical location**

Detailed elaboration is not necessary, only factual data must be collected.

1.1. Short introduction of the internship location:

• What landscape unit is it located in?

• Main characteristics of the natural environment, climate data.

• Settlements, built infrastructures that affect the environment. Only the most essential ones should be described, and those characteristics related to the activities of the given practice location should be covered in more detail.

(e.g. industrial plants, nearby railway, highway, processing plant, etc.)

1.2. The most important factors regulating the activities of the practical site:

• Who is the owner, maintainer, or superior body of the institution/company.

• What are the most important laws in force that regulate its activities. (Only the most important ones should be listed.)

1.3. Presentation of the operation of the practical place and its characteristics.

* Form of operation.
* Organizational structure (presented in a diagram if possible).
* Cooperation with other organizations and the population.

2. **Tasks to be developed in detail**

The work of a selected field must be studied and processed in detail at the practical location.

• Get to know the daily tasks and the process of solving the tasks in detail.

• Study the job description and average daily tasks of an employee working in a given field.

• If possible, do a laboratory task yourself. (from sampling to evaluation of the result)

• Get to know the process of information flow, the method of registration, the documents created during the administration, of course in full compliance with the effective legal framework for data protection.

• Study the way of maintaining contact either with other organizations or with the population.

**3. Practical event diary**

In the report to be submitted, the student describes in 1-2 sentences what task he completed on which day according to the date.

**4. Conclusions, suggestions**.

Its explanation is not mandatory, since the studies so far do not yet justify the mandatory requirement. If the student has an opinion, do so in writing and discuss it with the external supervisor, as this can be very useful for both parties, as it prompts thinking and planning.

Gödöllő, March 07, 2023

**CERTIFICATE**

As an external employee of the university (external supervisor)I certify that ............... (Student's Name) who is a student of the MATE Environmental Engineering full-time programme (BSc), successfully completed the mandatory 4-week (160 working hours) Environmental Engineering summer practice at ..............................................company/institute, from Day..... Month......, 2023 to Day......Month......, 2023.

I also certify that the student undersigned has no debt towards the company/institute.

The name of the external practice leader (legible):

position:

work telephone:

Fax:

Email address:

Brief evaluation of the student's activities and behavior:

(We ask that the external internship manager evaluates you based on work discipline, professional interest, integration, independence, responsibility, etc. If you have any comments about the training, please write them down as well!)

Dated:

Gödöllő, Date........Month, 2023.

Stamp

Signature

# **DECLARATION of ACCEPTANCE**

We undertake that full-time Environmental Engineering BSc student(s) of the Hungarian University of Agriculture and Life Sciences can complete the "summer internship" in **Environmental Engineering** prescribed in the curriculum.

**1. Period of internship**: **3. July 2023 –28. July 2023.**

**2. Students accepted:** 1. ..........................................................................................name

 2. ..........................................................................................name

**3. Supervisor(s) managing the student(s) internship (external internship manager). :**

 name: position: qualification:

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**4.** D**ata on the host company/institute:**

name of company /institute: ..............................................................................................................

address: …...........................................................................................................

 telephone/fax: .................................... e-mail:………………………………….…....

 tax number :…………………… statistical number:………………….............

 company registration number :…………………….

Dated: ............................................ , 20……. …….......................... month ....... day

 stamp ................................................

 manager of company/institute

Please send the completed, signed and sealed "**Declaration of Acceptance**" to the MATE Szent István Campus Főigazgatóságra (cím: 2100 Gödöllő, Páter Károly u.1., e-mail: gyakorlat.godollo@uni-mate.hu., e-mail: gyakorlat.godollo@uni-mate.hu) **no later than April 28**, 2023 .hu, to be scanned and delivered!