

GENERAL INFORMATION ABOUT OBLIGATORY INTERNSHIP FOR FOURTH-YEAR BA STUDENTS IN MANAGEMENT AND BUSINESS ADMINISTRATION

The duration of the 7th semester internship is **minimum 13 weeks (65 working days; 8 hours/day), maximum 15 weeks (75 working days)**.

Internships should be started between 31th of July and 15th of August and finished by 15th of November the latest.

For example: 31th July – 3rd November.

The main purpose of the internship is to deepen the knowledge acquired at the university in real business environment, better understanding of specific business problems and to practice management activities. It is suggested to find a business field, which is consistent with the applicant's final thesis topic.

It is the responsibility of the student to find a right company (host company) and arrange internship period. Host companies must be profit oriented, operating in industries such as commerce, retail, agriculture, food production, manufacturing, services etc. and must have an appropriate size, which means SME or larger enterprises.

Internships can be completed at non-profit oriented firms, governmental organisations and offices too, and can be fulfilled abroad with the permission of the head of programme.

During the internship the head of programme and/or his representative may contribute to the success of the internship by visiting host companies.

For further questions regarding internship, find our coordinators:

Dr. Olga Schuck-Markó - assistant professor (marko.olga@mate-uni.hu) – about the application, the registration and the report

Judit Tasnádi (tasnadi.judit@uni-mate.hu) – about the agreement

Important deadlines:

Deadline of **Internship Application form**: **15th May, 2023**. - Upload it to the E-learning page (*a statement of the student's intentions as to where and when he/she would like to complete the internship*)

Deadline of **Internship Registration form**: **5th June, 2023** - Upload it to the E-learning page (*a declaration by the company that it will accept the student for the placement*)

Deadline of **Agreement on internship cooperation form**: **30th June, 2023** (Send it to Judit Tasnadi **by post or personally**) After this deadline we will not accept more Agreements!

Postal Address:

*Magyar Agrár- és Élettudományi Egyetem
Szent István Campus, Campus Főigazgatóság
Gyakorlati Képzési Iroda
2100 Gödöllő, Páter Károly. utca 1.*

We need the **original agreement in 3 copies (HANDWRITTEN is NOT acceptable)**. You have to fill both side (Hungarian and English side – content is the same) of the agreement.

ONLY THE STUDENT WHO HAS SUBMITTED THE ABOVE DOCUMENTS MAY START THE INTERNSHIP. IN THE ABSENCE OF A COOPERATION AGREEMENT, THE INTERNSHIP APPLICATION WILL NOT BE ACCEPTED!

The e-learning platform provides a list of companies with which the University has an open-ended

cooperation agreement for internships. If the student goes to such a company for an internship, the cooperation agreement does not have to be submitted, but the Annex 1 is required. All documents can be downloaded in word format, so please fill them in by typewriter in order to ensure accurate identification of the data!

Deadline of **Internship report** and **Evaluation form**: within 5 days after finishing internship (but not later than **15th November, 2023**). - Upload it to the E-learning page

A **written report** must be prepared about the internship and signed by its company supervisor. Accepting the report is a requirement of the internship. In case of late submission or non-acceptance of the report, internship must be repeated.

Structure of the written report:

- title (cover page),
- summary (approx. half page),
- table of contents,
- description of internship (presentation of the work executed),
- reference list of literature/materials used.

TASKS TO BE PERFORMED DURING THE INTERNSHIP

Introduction and evaluation of the company in the light of external information.

Collect information about the company that reflects its development activities over the last three year. Use corporate documents as main resources (e.g. balance sheet, income statement, annual report, etc.) and the company's website.

- Prepare a brief analysis of the company's development. (about 3 pages)
- Evaluate the company's website. (approx. 1 page)
- Collect external information about the company in the past 3 years. Used resources such as the media and Internet. In the light of the summarized information provide the company image. (about 1-2 pages)

(The list of gathered titles of articles from written and electronic media with their links must be attached into the Annex of the Internship Report.)

Description of tasks performed during the internship

Consult the selected topics with company professionals and the head of programme, and ask for suggestions from them.

- Describe the details of the weekly (or daily) activities carried out during the internship period. (pages up to 6 or 12)
- Present the scope of activities (at the chosen company) and the structure of the company and make a proposal for improvement. (approx. page 6-12)

OTHER IMPORTANT INFORMATION ABOUT INTERNSHIP:

- Laws governing the conduct of internships:
 - Act CLV of 2011 regulating vocational training contribution and the support to the development of trainings,
 - Act CCIV of 2011 on higher education. Article 44.
 - 3) The student of BA/BSc or MA/MSc courses shall be entitled to receive the remuneration in the event of continuous practical training reaching a duration of 6 weeks, the weekly rate of which shall at least amount to the equivalent of 15% of the minimum compulsory wage (minimum wage).
- The assessment of reports will be carried out to a three-grade scale: excellent (5), satisfactory (3), fail (1). Accepting the report is a key requirement of the internship.
- Students are allowed to be absent maximum 5 days (required medical certificate). In case of longer duration of illness, the competent coordinator must be informed immediately.
- In case of uncertified absenteeism, misconduct relating to internship or any other serious

- insubordination the internship must be repeated.
- Part-time students, completing internship at their current workplace can only take up to maximum 5 days off. In case it exceeds the 5 day limit, the internship is invalid. Full-time students (and part-time students, who fulfil the internship not their original workplace) are not allowed to take days off .
 - During the internship, students are allowed to use the university's dormitory.
 - Students must register for the 7th semester in the given period (to be informed by Registrar's Office).
 - During the internship, under certain circumstances maximum 12 credits can be completed (beyond the 30 credits given for the internship):
 - o In case the student has the teacher's signature (indicating the fulfilment of the term requirements of a course-unit) he/she can retake the exam.
 - o Thesis consultation I. or Thesis consultation II. can be completed during the 7 semester

If the student has worked or is working in a job related to the field of study, it is possible to count the work experience as a substitute for the internship. The application for work experience credit must be made in Neptun. Here you have to write down from when to when and in which job you have worked (of course, this period must be the required number of hours). You must also attach a certificate from your employer, signed by the employer, and a job description. In this case too, acceptance of the internship is subject to the submission of a report. After that, the supervisor will assess and approve the application.

Gödöllő, 17th April 2023

Dr. Zoltan Horvath
Leader of the Programme