HUNGARIAN UNIVERSITY OF AGRICULTURAL AND LIFE SCIENCES

Szent István Campus

Office of Dual and Practical Training Department

Gödöllő

Agricultural Engineering BSc study programme

full-time

GUIDE for Engineering Internship

Gödöllő

**INFORMATION:** **gyakorlat.godollo@uni-mate.hu**

**Gödöllő**

**2024.**

**General information**

1. In accordance with the provisions of **Act CCIV of 2011 on National Higher Education and the implementing Government Decree 230/2012 (VIII. 28.)** on Higher Education Vocational Training and Certain Issues of Professional Practice Related to Higher Education Training, a continuous professional practice (hereinafter referred to as "internship") lasting up to one academic semester shall be organised in the Bachelor's degree programmes requiring professional practice, including the Bachelor's degree programme in Agricultural Engineering.
2. Completion of the internship is a requirement for entering the final examination.
3. **Exemption** from the internship may be requested if the student has worked for at least half a year in a relevant professional position within the last five years. The request for exemption must be requested in NEPTUN TR. The student must upload a certificate of employment, 2-5 page written report on the activities carried out at the workplace and related to the internship, a brief description of the workplace profile, a certified copy of the detailed job description (signed by the company representative) for the position held, if the student is a registered primary producer/family farmer and the primary producer/family farmer's activities are related to the training, the application must be accompanied by an official certificate of primary producer/entrepreneurial activity issued by the agricultural consultant of the National Chamber of Agrarian Economy). More information may be obtained from the Educational Directorate home page on https://ed.uni-mate.hu/e-requests-in-neptun.
4. The purpose of the internship is to familiarise students, with the professional activities for which they have been prepared by acquiring theoretical and practical knowledge during their studies. During the internship, they will have the opportunity to apply certain elements of the profession at a skill level and to observe the ways of solving managerial tasks.
5. The internship takes place in the 7th semester of the BSc study programme of Agricultural Engineering and lasts 13 weeks.
6. The internship is organised and supervised by the **Office of Dual and Practical Training Department** in consultation with the leadership of the institute. The exact date and location of the internship for all students is determined by the institute leaders taking into account the Annex 1 of the Cooperation Agreement submitted by the student and the internship will be carried out with the University’s contractual partners. The engineering placement must be completed between the end of the first decade of August and the end of the first decade of November (in 2024 between 05 August and 31 of October) at the placement site. Deviations from this time limit are only possible on the basis of an assessed professional reason and with the approval of the leadership of the institute.
7. During the internship semester, students of the state-funded trainings shall receive the student's allowance as a grant (scholarship). For students who are self-financed the tuition fee for the practical semester must be paid to the University in the same way as for the previous semesters. Travel, accommodation and other incidental expenses related to the internship are the responsibility of the student.
8. During the internship semester, the student may take other subjects only for the purpose of completing an examination (only exam course).

**2. Location of the internship**

1. The internship shall take place at a practice site related to an agricultural activity. The place of training shall be an agricultural or horticultural enterprise, business or holding which employs at least one person with a professional qualification. It may also be a research institute, a municipal office, an agricultural, environmental or rural development office, a specialised directorate, an external department, a training establishment, a plant, a regional coordination office or a company in the financial or IT services sector, provided that they also carry out a specialised activity. The training placement must be suitable for providing the student with management and leadership skills in addition to the field of activity.
2. The list of those internship provider companies, that has concluded an indefinite cooperation agreement with the University and which allow full-time students of Agricultural Engineering to complete their internship shall be published by the Internship Office on the website of the Hungarian University of Agricultural and Life Sciences, Szent István Campus by 15 February. <https://szic.uni-mate.hu/job-internship-offers> or <https://szentistvancampus.uni-mate.hu/gyakorlati-lehet%C5%91s%C3%A9gek>
3. If the professional requirements are fulfilled, the leadership of institute may accept students who wish to spend their internship at a place not included in the published list.

**3. Applying for internship**

1. The students shall choose the site where they wish to spend all or part of their internship in the first place from the published list of contracted internships. The selected partner shall be contacted and have them fill in and sign the Cooperation Agreement in 2 original copies (available on https://uni-mate.hu/szakmai-gyakorlat) which should be sent by post to the Office of Dual and Practical Training Department (2100 Gödöllő, Páter K. u. 1.) by the last working day of April. Deadline for receipt: 30 April 2024.
2. If the student does not choose from the published list, he/she must consult with the institute leadership through the Office of Dual and Practical Training Department in email
gyakorlat.godollo@uni-mate.hu. If the leadership approves the site selection of practice the student shall send the Cooperation Agreement and its Annex 1 (available on <https://ed.uni-mate.hu/professional-training>) signed by the representatives of the selected placement site in 2 original copies and sent via post to the Office of Dual and Practical Training Department (2100 Gödöllő, Páter K. u. 1.) **by 30 April 2024.**.
3. *If the internship location was chosen from the published list only the Annex 1 of the Cooperation Agreement shall be filled in. If students proposed a new placement both the Cooperation Agreement and Annex 1 shall be filled in and signed.*

According to Section §44 (1) a) of the Act on Higher Education, during the internship period the student is entitled to payment if the internship is at least 6 weeks long continuously. In case of payment, in addition to the Cooperation Agreement, a Student Employment Agreement shall be concluded between the company and the student. The internship can take place at a state-financed organisation without a student employment contract or payment. If the company does not have such a form, it is available on the MATE website:

<https://uni-mate.hu/szakmai-gyakorlat>

<https://szic.uni-mate.hu/internship>, https://ed.uni-mate.hu/professional-training

1. The exact location and date of the placement for each student shall be determined by the leadership taking into account the submitted documents. The final list of approved placements will be published electronically by the Office of Dual and Practical Training Department by the last working day of May (until 31 of May 2024).
2. In case of withdrawal from the chosen training placement, the student may apply for one of the places initially offered by the University if still vacant.
3. Students may start their practical semester if they have completed at least 120 credits before the beginning of the practical semester. In the course registration period of the 7th semester, the subject "Engineering Practice" (NOVTR056N), shall be registered as a subject in Neptun system.

**4. Completing the internship**

1. During the internship, students shall work under the supervision and guidance of a qualified expert -if possible, with a degree or relevant training expertise appointed by the practical training site. Students shall carry out their training under the instructions of the external supervisor. The starting and finishing times will be in accordance with the company's working hours, but the student's weekly working time may not exceed 40 hours. The student may be assigned to and must perform all work, including physical labour.
2. Students must comply with the company accident and health and safety regulations in force.
3. The work of the students may be checked at any time during the internship by the supervisor and by any member of the staff of the Office of Dual and Practical Training Department.
4. If employment is terminated for any reason during the internship, the manager of the training site shall certify the time completed by the student and shall inform both the Office of Dual and Practical Training Department of the campus, the contact person stipulated in the Cooperation Agreement and the student in writing of the reason for the interruption of the internship. If students were forced to terminate the internship for a reason(s) beyond their control, they may complete the remaining time at another placement site.
5. Students shall keep a regular work record of their placement as detailed in Appendix 1 (see below). The completed report shall be signed and certified by the external supervisor. The completed report and the certificate of completion shall be submitted electronically in a pdf file to the Office of Dual and Practical Training Department (gyakorlat.godollo@uni-mate.hu) no later than the first working day after the last day of the internship (04 November, 2024).

The file shall be named with no accents as follows family name\_given name\_Neptun code\_engineering report\_2024\_Agri\_fulltime.pdf

1. In addition, with signing the written report prepared by the student, the external trainee supervisor shall certify the completion of the internship by completing Form 1 (see below Appendix 2). The completed form is to be handed in by the student and inserted in the internship report.

**5. Evaluation and acceptance of the internship**

1. A requirement for the recognition of the internship semester is the submission of the Internship Report, drawn up in accordance with Appendix 1 (see below), by the deadline and the existence of a certificate completed by the workplace supervisor. The grade given by the supervisor may be modified by the training leader based on the report.
2. Any student who does not have the certificate of the workplace supervisor or who fails to deliver the report or who fails to comply with the formal and content requirements shall have their internship semester invalid, shall have to repeat their internship and shall not be allowed to take the final examination. It will also lead to the refusal to recognise the internship:

a) failure to organise the internship through the student's fault,

b) unjustified absence during the internship,

c) disciplinary or criminal offences committed at the university or at the workplace.

1. The performance of the internship shall be evaluated by the instructor in charge of the internship on the basis of the opinion of the student's supervisor and the contents of the Internship Report.

1. The evaluation of the student's internship semester shall be graded on a five-point scale (excellent (5), good (4), satisfactory (3), fair (2), unsatisfactory (1)). For the student, the completion of the internship is certified by the supervisor in the Neptun system.
2. If the course supervisor refuses to sign the internship subject Engineering Practice in Neptun system, the internship shall be completed in next semester with re-registration of Engineering Practice subject.

Gödöllő, 21 February 2024.

Dr. Kovács Gergő Péter Potocska Andrea

Coordinator, sk. Administrator, sk.

Appendix 1): Requirements for the content of the Internship report, certificates

**Scope:**

A minimum of 10 (max 20) typed pages (font size 12, single-spaced) should be submitted in single-spaced, stapled type. Tables and figures (drawings, photographs, graphs, etc.) in the written material must be numbered consecutively and include a short title with a typical title for each table and figure. The serial number of the table or figure shall be referred to in the title block.

The Internship Report should be organised in chapters as follows:

**First page:**

Title: Internship Report with location(s), date(s) of internship, name(s) of external internship supervisor(s), name of student, year, specialisation.

**Second page:**

Table of contents

**Chapter 1:**

Introduction: general information about the practice site, in brief. Geographical location, natural and economic characteristics of the firm (as described at Weekly practices)

**Chapter 2:**

Description of practice site(s) (description of plants, practice sites, departments, description of operational and management structure)

**Resources of production.**

* + Land, its distribution by type of farming.
	+ Crop structure and yield averages (previous year's fact, current year's plan).
	+ Description of livestock (head), main specific indicators of production.
	+ Type and characteristics of the main farm buildings.
	+ Size and composition of machinery (including machinery elements).
	+ Labour situation of the holding. Number of employees, composition, qualifications.

**Farming characteristics.**

* Volume of enterprise production value and turnover, broken down by main sector.
* Quantity, quality and cost price of the main products and crops.
* Sales, uses, market opportunities, selling prices.
* Results of management (multiannual data), breakdown of results.
* Further development plans, opportunities, etc.

**Organisational structure of the firm, management system**

* Describe the organisational structure of the farm
* Examine the flow of information between the different levels of management, the levels of decision-making and the chain of command.
* The division of tasks and responsibilities of managers at different levels (top, middle and bottom)

**Learn about the activities of a selected manager/owner.**

* The position, duties and responsibilities of the manager under investigation (as described in the job description).
* Day-to-day, routine tasks
* Leadership style and methods, management behaviour.
* Methods of assigning and controlling tasks.
* The working atmosphere in the department managed by the manager under investigation, the causes of potential conflicts and the manager's methods of dealing with them.
* Methods of financial and moral incentives used and applied by the manager.

**Chapter 3.**

**A report on an independently solved task with a short (maximum 2 pages) description.**

**Chapter 4:**

**Conclusions:** The student's proposal to improve the plant/activity, to improve its efficiency (it is expected to have such a proposal, it is advisable to consult the external manager of the plant/activity)

**Annexes:**

photographs and other documentation collected during the practice (sample contracts, data sheets, etc.)

**Progress report**: A brief description of the work and tasks carried out by the student which should be presented in a weekly breakdown, with dates and updates (diarylike)

.

Sample:

|  |  |  |  |
| --- | --- | --- | --- |
| **Week of Internship** | **Date****from - to** | **Work done:** | **Signature of external Supervisor** |
| 1. |  from 08-08- to -08-12- | Studying pig fattening technology, feed mixing, etc. |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Appendix 2** (see next pages): Certificate of completion of training at the workplace (Form 1)

**Appendix 2) Form 1**

**Certificate**

Name of Student:

Practice site:

Starting date:

Finishing date:

Name of Supervisor:

Post of Supervisor:

Opinion about Student\*:

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

Suggested grade: (excellent (5), good (4), satisfactory (3), pass (2), fail (1)

Kelt: …………………………….

 P.H.

 …………………………………………

 Signature of External Supervisor

Name of External Supervisor (readable): ............................................................

Post: ............................................................

work phone: ............................................................

fax: .............................................................

e-mail: ………………………………………..

\* Please have your external supervisor assess you on the basis of work discipline, professional interest, integration, independence, commitment, etc. Please indicate which data you were unable to provide despite the student's request. If you have any comments about the internship or the student's preparation, please also write them down.

Contacts:

**Address:** Hungarian University of Agriculture and Life Sciences

 Szent István Campus

 Campus Management

 Office of Dual and Practical Training Department

 2100 Gödöllő, Páter K. u. 1.

**Tel:** (28) 522-000/1606

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