



Internship regulations

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1. Aim of the regulation

The regulation contains the internship requirements of the study programmes offered by the Faculty of Business and Economics, University of Pannonia (henceforth FBE).

2. The effect of the regulation

The regulation extends to every study programme on bachelor and master level offered by the FBE.

3. Responsibility and powers

Responsible or competent for the implementation of the proceedings:

- For preparation of the procedure: Faculty responsible person
- For approving the procedure: FBE Faculty Council
- For applying the procedure: Vice-dean for Academic Affairs
- For controlling the procedure: Faculty Quality Assurance Committee
- For maintenance of the procedure: Faculty responsible person

4. Internship application

The compulsory internship is determined by the Educational and Outcome Requirements. Before starting the internship students need to apply for the internship in accordance with the curriculum of the given programme. The application form is available in the Moodle system, under Official Documents, form title: ‘Application Form for Internship’ (Jelentkezési lap szakmai gyakorlatra (angol)). The application form must be filled in and signed by the host institution and approved by the programme leader or the internship coordinator of the Department. Students are notified whether their application was accepted or rejected. In case of rejection students must

search for another host institution. In case of approval the internship coordinator initiates the signature of an Internship Agreement with the host organization. Internship Agreement is needed only in case of Hungarian businesses.

There are two methods for choosing the place of internship:

- Students may choose from an existing list of organizations with an Internship Agreement, from the Faculty's database.
- Students can find internship for themselves. The programme leader or the internship coordinator of the Department has to approve the organization and may require references (company profile, brochures, webpage or other materials) that prove the eligibility of the organization for hosting the students.

5. Place of internship

To complete the internship, students can apply to a position at any business or organization that undertake activities relevant to the field of their studies and which have existing positions requiring and employing someone with a higher education degree.

6. Duration of internship

Bachelor's programs:

BA in Applied Economics

Internship is not mandatory.

BA in Business Administration and Management, BA in International Business Economics, BA in Tourism and Catering

*For students beginning their studies **before** 2017:*

The duration of the internship is 14 weeks. It can be started after the student acquired at least 108 credit points. The student has to submit a proof of credit points before the internship.

*For students beginning their studies **after** 2017:*

The duration of the internship is 12 weeks. It can be started after the student acquired at least 156 credit points. The student has to submit a proof of credit points before the internship.

Master's programs

MA in Tourism Management

Internship is not mandatory.

MSc in Marketing

The duration of the internship is 4 weeks. It can be started after the second completed semester.

7. Aim of the internship

The internship allows students to gain relevant work experience to learn how to identify and solve complex problems and helps them in the preparation for their thesis. The internship provides an opportunity for students to get acquainted with the operation of the organization:

- Regarding processes, features and frameworks of professional work and activities of the different departments
- Management information systems, managerial organization, decision making processes on different levels of the company
- Internal and external partnerships, competitors and cooperation with other market players

A supervisor is helping the intern during the internship.

8. Reference and Proof of Performance – Internship report

Students are required to submit a written report after completing the internship. The final report should include the description of the activities performed and the assessment of new knowledge gained. The report needs to be uploaded to the Moodle system and comply with the following requirements: Times New Roman, font size: 12 pt, line spacing: 1,5, margins: 2,5cm.

The host institution should provide an evaluation (Reference and Proof of Performance) regarding the performance of the student. The report and the necessary documents must be submitted to the programme leader by no later than the 3rd week of the following semester.

In case students finish their studies in the semester of the internship, they must submit the documents until 10th week prior the final exam.

The programme leader is the responsible person in case of problems or questions regarding the internship.

9. Annexes

Annex 1: Application for Internship

Annex 2: Reference and Proof of Performance

Annex 3: Internship coordinators of the Faculty

10. Final provisions

This regulation enters into force on 2019.09.01

Annex 1: Application for Internship**Application Form for Internship**

| Personal data | | | |
|---|---|---|--|
| Name: | | | Neptun code: |
| Contact information | Postal code: | Place of living: | Street, Number: |
| | Telephone: | | |
| | E-mail address: | | |
| Academic programme | | F <input type="checkbox"/> P <input type="checkbox"/> | BA <input type="checkbox"/> MA <input type="checkbox"/> VET <input type="checkbox"/> |
| Name of supervisor | | | Neptun code of internship: |
| Internship data | | | |
| Name of company/institution | | | |
| Registration number | | | |
| Address of company/institution | Postal code: | Place (city, town): | |
| | Street, number: | | |
| Contact information (if different from above) | Postal code: | Place (city, town): | |
| | Street, number/ postbox: | | |
| Webpage: | | | |
| Place of internship: | | | |
| Tax number: | | | |
| Type of internship: (to be underlined) | Public education, research institution, organisation financed by the state budget, economic organisation, foundation, ecclesiastic body corporate, other: | | |
| Name of supervisor: | | | |
| Position of supervisor: | | | |
| Supervisor's contact information: | Telephone: | | |
| | E-mail: | | |
| Period of internship: | Start (yyyy.mm.dd.): | Finish (yyyy.mm.dd.): | |
| Internship position to be filled: | | | |
| Statement | | | |
| The student agrees on completing the internship at the above named company/institution: (signature) | | | |

| | |
|--|--|
| The company/institution agrees on accepting the student for the internship. (stamp and signature) | |
| The department agrees that the student completes her/his internship at the above mentioned organization. (stamp and signature) | |

Date of submission:

Annex 2: Reference and Proof of Performance

Reference and Proof of Performance

Neptun Code of Internship:

| Personal Data of Student | |
|---|--|
| Name, Neptun code | |
| Place and Date of Birth | |
| Internship Data | |
| Name of company/institution | |
| Address of company/institution | Postal code: City/Town: |
| | Street, number: |
| Mailing address (only if differs from the address) | Postal code: City/Town: |
| | Street, number / Post box: |
| Name of Supervisor | |
| Position of Supervisor | |
| Contact information of Supervisor | Telephone: |
| | E-mail: |

| Description of student's tasks and evaluation | | | | | |
|--|-----------|----------|----------|----------|----------|
| Duration of Internship | Beginning | | End | | |
| Tasks and activities during the internship | | | | | |
| Performance of the student during the internship (1-not satisfactory; 5-excellent) | | | | | |
| Reliability | 1 | 2 | 3 | 4 | 5 |
| Attitude | 1 | 2 | 3 | 4 | 5 |
| Quality of work | 1 | 2 | 3 | 4 | 5 |
| Flexibility | 1 | 2 | 3 | 4 | 5 |
| Participation in teamwork | 1 | 2 | 3 | 4 | 5 |
| Independence | 1 | 2 | 3 | 4 | 5 |
| Overall evaluation | 1 | 2 | 3 | 4 | 5 |
| Detailed evaluation, comments (The other side of the paper can also be used, if needed.) | | | | | |
| | | | | | |

Date:.....

PH

Signature

Annex 3: Internship coordinators of the Faculty*Faculty responsible:*

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