



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 Educational information and documents/Documents for procedures, form title: 'Annex 1: Application Form for Internship'. 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 programmes:

BSc in Business Administration and Management

The duration of the internship is 12 continuous weeks in the seventh semester. The internship can only be started if the student has already earned at least 156 credits in the respective bachelor's degree. The number of credits obtained must be indicated on the application form. The student must submit proof of credit points before the internship. If the student does not reach the required number of credits the internship cannot be started.

BSc in Data Science in Business

The duration of the internship is 12 continuous weeks in the eighth semester. The internship can only be started if the student has already earned at least 156 credits in the respective bachelor's degree. The number of credits obtained must be indicated on the application form. The student must submit proof of credit points before the internship. If the student does not reach the required number of credits the internship cannot be started.

BSc in International Business Economics

The duration of the internship is 12 continuous weeks in the eighth semester. The internship can only be started if the student has already acquired the Foreign/International internship/experience in the respective major (VEGTNGB12XG).

The programme also requires at least one semester of experience abroad or in an international environment. If the internship was carried out in Hungary, the internship provider has to certify on the Reference and Proof of Performance (Annex 2) form that the language of the work is not Hungarian but a foreign language.

The Foreign/International internship/experience can be started after the student acquired at least 156 credit points. The student must submit proof of credit points before the internship. If the student does not reach the required number of credits the internship cannot be started.

BSc in Tourism and Catering:

The internship is two semesters (2x14 weeks) at a tourism or hospitality business, of which one semester can be a practice-oriented part-time training abroad in a higher education institution on the basis of an inter-institutional agreement between two higher education institutions.

The Internship I. can be started after the student acquired at least 156 credit points. The student must submit proof of credit points before the internship. If the student does not reach the required number of credits the internship cannot be started.

Master's programmes

MSc in Marketing

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

MSc in Leadership and Management

Internship is not mandatory.

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

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 third week of the following semester.

In case students finish their studies in the semester of the internship, they must submit the documents 20 working days prior the final exam.

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

9. 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 content of the report may vary from one study programme to another. The content requirements and assessment criteria for the reports are specified in detail on the Moodle page of each degree programme and must be adhered to by the students of the programme.

The report needs to be uploaded to the Moodle system and comply with the following external requirements: Times New Roman, font size: 12 pt, line spacing: 1,5, margins: 2,5cm.

10. Annexes

Annex 1: Application Form for Internship

Annex 2: Reference and Proof of Performance

Annex 3: Internship coordinators of the Faculty

11. Final provisions

This regulation enters into force on 25 June 2025.

Annex 3: Internship coordinators of the Faculty of Business and Economics

Faculty responsible:

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