**INTERNSHIP PRACTICE REGULATIONS FOR FULL-TIME STUDENTS**

# BUSINESS AND ADMINISTRATION, COMMERCE AND MARKETING TRAININGS

***In fulfilling the internship requirement, students must register for the internship subject in the Neptun system. The internship will only be accepted if the student has registered for the subject in the same semester in which they are completing the internship.***

***The internship can only be completed during the semester, not during the summer.***

**1.1. The aim of intersnhip practise:**

In accordance with the curriculum requirements, students business administration and management, as well as commerce and marketing, participate in professional internships in their 7th semester according to the sample curriculum. **The prerequisite for starting the professional internship is the completion of 80% of the available credit points (210), i.e. 168 credit points.**

The duration of the internship is 12 weeks.

The aim of the professional internship is to combine theoretical and practical knowledge in a workplace and job position corresponding to the professional qualification, to develop the employee competencies necessary for practicing the profession in work processes, developing knowledge of materials and technology, practical skills, interpersonal skills and cooperation in work processes, evaluative and self-evaluative behavior in task completion, and innovation skills.

Students can also complete their professional internship abroad as part of the Pannónia scholarship program (This option is only available to self-funded students).

**1.2. Preparation for professional practice:**

The prerequisite for starting the internship is the signing of a cooperation agreement, which students can download from the faculty website:

[**https://kgk.uni-obuda.hu/en/internship-practice-forms/**](https://kgk.uni-obuda.hu/en/internship-practice-forms/)

The student is responsible for selecting the host organization and managing the finalization of the agreement. **Two copies of the duly completed cooperation agreement, authenticated by the signature and seal of the host organization, must be submitted to the administrator responsible for the internship two weeks before the start of the internship.**

**The deadline for submitting two original copies of the cooperation agreement is:**

* **in spring semester: 15th January**
* **in fall semester: 15th August.**

After the dean of the faculty has signed the form, the student shall ensure that one original copy is returned to the host organization, while the second copy shall remain with the faculty, on the basis of which the administrator shall record the location of the internship in the Neptun system.

The student may perform work on the basis of a student employment contract concluded with the host organization in accordance with Section 44 (1) (a) of the Nftv., the conclusion of which is the responsibility of the host organization providing the internship.

**1.3. The rules of professional practice:**

The student is required to report to the host organization on the first working day specified in the contract. During the internship, the student remains a full-time student and is entitled to the same benefits as other full-time students at the University, and is also under the same obligations. The student is not in an employment relationship with the host organization during the internship. The host organization may deviate from this at its own decision, i.e., it is entitled to conclude a study contract, employment contract, or other contract relating to the employment relationship with the student in accordance with the applicable laws.

The student must provide justification for any absences.

**1.4. Completion of professional practice:**

The conditions for obtaining credit points for the Professional Practice course are the completion of the professional practice and the submission of the relevant certificate completed by the host organization, the competency evaluation sheet, the work log, and the original copy of the 10-15 page report to the administrator responsible for the professional practice. The formal requirements for the report are the same as those for the thesis.

Submission deadline: The last day of the week following the internship.

**The deadline for submitting original documents certifying completion of the internship is no later than**

* **in fall semester: 15th January**
* **in spring semester: 15th June**

The administrator responsible for professional practice is responsible for entering the credit points specified in the curriculum and earned by the student into Neptun.

**1.5. Evaluation of professional practice**

The internship is marked on the certificate on a three-point scale: excellent, satisfactory, unsatisfactory.

**Documents (certificate, competency evaluation sheet, work log) can be downloaded from here:** [**https://kgk.uni-obuda.hu/en/internship-practice-forms/**](https://kgk.uni-obuda.hu/en/internship-practice-forms/)

**PROCEDURES FOR PROFESSIONAL TRAINING TO BE COMPLETED UNDER THE PANNÓNIA PROGRAMME**

1. Before starting the internship, the student shall submit a copy of the Pannonia Agreement to the administrator responsible for professional internships instead of the Cooperation Agreement.

2. During the exercise, the student continuously writes the Work Log in English.

3. Within two weeks of completing the internship, submit the following documents to the administrator responsible for professional internships:

• Worklog in English,

• A copy of the certificate of completion of the training,

• Competency evaluation sheet in English,

• The report study must be written in English in accordance with the relevant general rules (the formal requirements for the report are the same as those for the thesis).

**Documents (certificate, competency evaluation sheet, work log) can be downloaded from here:** [**https://kgk.uni-obuda.hu/en/internship-practice-forms/**](https://kgk.uni-obuda.hu/en/internship-practice-forms/)

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