

Dear Students,

The study programme of the International Relations BA includes the accomplishment of the compulsory professional internship (indicated as “practice period” in the Study and Examination Regulations), which is a requirement of the final certificate (absolutorium). The aim of the professional internship for the students is to apply and deepen the already acquired knowledge in practice, in a real working environment. The Department of International Relations (DIR) recommends the accomplishment of the professional internship not earlier than the third semester of the study programme (first semester of the second year).

The students can register to the course titled “Internship” in Neptun in the spring semester of the third year (sixth semester). The requirement of accomplishing the course is the fulfilment and acceptance of the professional internship.

The most important information regarding the professional internship starting from September 2021:

- The accomplishment of professional internship is compulsory in the International Relations BA programme, it is the pre-requisite of the final certificate (absolutorium). The length of the internship is minimum 4 (consecutive) weeks (and minimum 120 hours), no credits or grades are assigned to it. The optimum length of the internship is 4-5 weeks (consecutive weeks, without interruption), during which minimum 120 working hours have to be completed.
- The administration of the professional internship takes place partly via the webpage of the DIR, and an original hard copy of certain documents has to be handed in, too (either to the Internship Office [IO] or to the DIR, see the details below).
- Before starting the professional internship, the following document has to be handed in both to the Department of International Relations and to the Internship Office: **“Submission form”** (see point 2. below for the process of administration).
- After completing the professional internship, the documents to be handed in are the following: the **“Assessment by the direct supervisor”** and the **“Professional internship report”** (see point 2. below for the process of administration).
- The internship shall not be accepted before the student hands in the above-mentioned documents, not later than 20 working days before the start of the final exam period.
- Regarding the professional internship, follow the information on the website of the Internship Office as well.

In case you have further questions, you can contact us via e-mail (kovarine@uni-corvinus.hu) or on the office hours during the study period. We strongly request you for contacting us only in the case of those questions, that you do not find the answer to in this guide.

Annex 2 of the Study and Examination Regulations contains the special provisions regarding professional internship, it can be expected from the students to have a general knowledge of those. This guide contains only the most important general information about professional internship, and specific ones as well applied for the International Relations BA programme.

Department of International Relations

General information on professional internship

1. The goal of professional internship
2. The administrative process and deadlines for the academic year 2021/2022
3. The length of the professional internship
4. Appropriate places for accomplishing the professional internship
5. Other useful information (university certificates, letter of recommendation, contracts, legal background)
6. Office hours and contact details

1. The goal of professional internship

The goal of professional internship is that the students get acquainted with and get involved with the daily work of the host institution (international organisation, NGO, company, public institution, etc.) that corresponds to their studies or specializations, carry out the tasks autonomously under the leadership of their professional leader or supervisor and gather experience about the possibilities of finding a job at the labour market.

The conditions of the approval of professional internship are the participation in the BA programme, having the to-be-developed and/or to-be-acquired competences, and the confirmation of these from the side of the host institution where the professional internship took place (by filling in the document titled “**Assessment by the direct supervisor**”). The general and professional competences are the following:

- as stated in the Study and Examination Regulations: promote independent problem-solving skills, encouraging participation in teamwork, improving the ability to work independently, developing communication skills, practicing a foreign language/foreign languages, the involvement in the decision-making process;¹

besides that, the Department of International Relations considers the following particularly important, too:

- precise work, respecting deadlines, work independently or in a team;
- fluent oral and written professional communication in the chosen language;
- the knowledge and usage of concepts, notions and methods related to the issues of international economics, business, law, politics, and social relations.

Other conditions of the approval of (completed) professional internship:

- the student followed the official process of the administration of the internship (see point 2);
- he or she spent the internship at a place being in accordance with the goal of the internship and on the required standards;
- he or she properly executed his or her tasks under the supervision of the professional leader and he or she also kept the related legal regulations.
- he or she did not damage the reputation of Corvinus University of Budapest and did not discredit the study programme either.

2. The administrative process of professional internship

2.1. Things to do before starting the professional internship

It is important that every student considers thoroughly what kind of short-term and long-term goals he or she has with the BA studies and with the professional internship. Once the place of the internship is chosen, the next steps are the following:

¹ Annex 2 of the Study and Examination Regulations

- Get in contact with the chosen organisation, and send the necessary documents (i.e. **“Submission form”**). In some cases, a cooperation agreement could also be necessary, for further details, check out point 5.2 below.
- In case of positive response: the **“Submission form”** has to be filled out and has to be handed in. The document must contain the start and end date of the professional internship, its length in weeks and working hours as well (how many weeks and working hours will be completed). The **“Submission form”** must be printed out, signed and stamped by the host institution, and then it has to be handed in the Internship Office. In addition to that, the signed and stamped **“Submission form”** must be uploaded to the website of the DIR in jpg or pdf format before the start of the internship. **The “Submission form” must be filled out, signed and stamped at least 15 days before the start of the professional internship.**
- The professional internship can only begin following the approval of the **“Submission form”**. The approval of the **“Submission form”** by the DIR can be found on the website of the Department. (The status of the Notification form can be: *being processed / approved / rejected + explanation.*)

2.2. Things to do after completing the professional internship

Following the completion of internship, **within 5 working days**:

- The **“Assessment by the direct supervisor”** has to be filled out, and after acquiring the official signature (with the seal of the organisation), it must be uploaded to the website of the Department in jpg or pdf format.
- The **“Professional internship report”** (see below) has to be uploaded to the website of the Department in jpg or pdf format.

The requirements of “Professional internship report”:

- The student writes a **“Professional internship report”** the length of which is minimum 1500 words.
- In the report, the following topics have to be touched upon (see the form): the brief description of the host institution, the sector concerned, and the competitors; description of the task given, the work completed and its results; the evaluation of the experience gained.²
- The **“Professional internship report”** has to be signed by the supervisor of the student, and has to be stamped at the host institution as well before handing it in.

Only those forms will be accepted that are fully completed (containing the necessary details, a date, the signature and the official stamp of the organisation).

2.3. Deadlines

During the academic year 2021/2022, but not later than 13 May 2022, for the third-year students:

- Those graduating students who would like to take the final examination in the final-exam period of January 2022, the deadline for handing in all the above-mentioned documents is 17 December 2021.
- Those graduating students who would like to take the final examination in the final-exam period of June 2022 (or would like to accomplish the final certificate [absolutorium]), the deadline for handing in all the above-mentioned documents is 13 May 2022.

² Based on Annex 2 of the Study and Examination Regulations.

Other deadlines in the academic year 2021/2022:

- Those second-year students who accomplish their professional internship in the second semester of the present academic year, the deadline for handing in all the above-mentioned documents is 27 May 2022.
- Those third-year students who do not take the final exam (and would not like to accomplish the final certificate [absolutorium]), the deadline for handing in all the above-mentioned documents is 27 May 2022.

3. The length of professional internship

The optimal / required length of the professional internship is minimum 4 maximum 5 consecutive weeks, during which 120 working hours have to be completed.

In case the internship at the host institution is longer than 5 weeks, but the minimum required number of working hours are accomplished in the first 4 or 5 weeks, then it is enough to confirm 4 or 5 weeks (and 120 hours) of professional internship.

4. Host institutions suitable for accomplishing the professional internship

An accepted host institution can be any organization or institution which carries out its activities in an international or multicultural environment – either in Hungary or abroad. The host institution issues a written certification ("**Submission form**") stating that it provides the student with professional internship, and that after the completion of internship the student will be given a short evaluation ("**Assessment of the supervisor at the workplace**"). Host institutions can operate in any of the following sectors:

- public sector (for example the Ministry of Foreign Affairs and Trade, departments and units of public institutions responsible for international and European relations); embassies, consulates in Hungary and abroad;
- intergovernmental and non-governmental international organisations' agencies in Hungary or abroad;
- for-profit sector (for example multinational companies, TNCs, companies having international or regional connections;³
- media (printed, online) operating in the field of foreign policy journalism, international reporting in a highly professional manner;
- not-for-profit sector, NGOs (dealing with international, global or regional problems such as environmental protection, human rights, humanitarian issues, international development, etc.);
- academic and research sector (professional internship in a research institution can be suitable for those, who plan to continue their career in higher education, or in the academia);
- internal organisational units of the Corvinus University of Budapest (for example those that deal with international relations or international projects, tenders).

The following organisations can assist students in the search for a professional internship:

- BCE, student organisations (i.e. AIESEC etc.)

³ The list of companies and organisations that have cooperation agreement with the University can be found here: <https://www.uni-corvinus.hu/fooldal/elet-a-corvinuson/hallgatoi-tanulmanyiugyek/szakmai-gyakorlat/ceglista-a-partnereinkrol-szakmai-gyakorlat-kereteben/>

- BCE, Erasmus internship abroad.

5. Other useful information

5.1. Certificates, letters of support, letters of recommendation

Host institutions may require certifications with different professional content and status from applying students. The most important ones and their differences are the following:

- The **Letter of Support** issued by the DIR responsible for the International relations BA programme, provides information about the programme the student participates in. The document can help the student to find a place for professional internship. The students can ask for the Letter of Support via e-mail, which contains the following data:
 - name, Neptun-ID
 - educational programme, year
 - host institution (and the name and position of the competent person/leader)
- A classic, personalized **Letter of Recommendation**: students are encouraged to ask for this document from a professor, who knows their knowledge, professional competences, personality, and the future career goals – and also the host institution – in order to prove the eligibility of the student to the chosen internship.
- **Student Status Confirmation**: this document, which can be used for many aims, certifies the student's active status at the University in the certain semester. It can be accessed on Neptun.

The listed documents can be required in office hours during the study period of the semester. Out of term-time, students can require them in e-mail. We kindly ask students to provide sufficient time for the administration.

5.2. Contracts

It is more and more frequent that the internship issues are placed on a contractual basis between the host institutions and the university on the request of the host institution, irrespective of the length of the internship.

However, in case the length of professional internship reaches or exceeds 6 weeks (that is the minimum required 120 working hours are accomplished in at least 6 weeks), a contract between the Corvinus University of Budapest and the host institution must be signed. In this situation, the professional internship may not get started without the cooperation agreement.⁴

The cooperation agreement can be downloaded from the webpage of the Internship Office. It must be signed by the host institution⁵, and handed in the Internship Office 15 days before the start of the internship in Hungary, and 30 days before the start of the internship abroad. If a different, special agreement is needed, its draft has to be forwarded to the Internship Office 30 days before the planned starting date in the case when the internship takes place in Hungary, and 60 days before the planned start of internship abroad. With further questions regarding contracts, get in contact with Gábor Vankó, Internship officer (e-mail: bce.szakmaigyakorlat@uni-corvinus.hu).

⁴ Article 6, point 4 of the Study and Examination Regulation.

⁵ The documents have to be transmitted to the Internship Office no later than 15 days in case of the internships in Hungary, and no later than 30 days in case of internship abroad (see details in Annex 2 of the Study and Examination Regulation)

5.3. Legal background

Under the legislation in force, the pre-requisite of the final certificate (absolutorium) is the completion of the internship which is minimum 4 (consecutive) weeks and 120 working hours long.⁶

6. Office hours, contacts

the person in charge of professional internship: **Kőváriné dr. Ignáth Éva**
office hours: Thursday, 11:40-13:10, C531.
e-mail: kovarine@uni-corvinus.hu

⁶ Regulations in force: 50. § (1) of the Act CCIV of 2011 On Higher Education ((1) The higher education institution shall issue a final certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum, except for those relating to the language examination and the bachelor or master thesis, completed the required practice period and acquired the required number of credits.), and Decree 18/2016. (VIII. 5.) of the Ministry of Human Capacities on the amendment of Decree 8/2013 (Jan 30) of the Ministry of Human Capacities educational and output requirements of higher-level vocational trainings, M.Sc. academic programs, as well as the joint requirements of teachers' training, the educational and output requirements of certain teachers' training academic majors (based on point 8.3, the length of internship is at least 4 continuous weeks), and the Study and Examination Regulation of the Corvinus University of Budapest, Annex 2, paragraph 3 a): The length of internship, International Studies programme (in Hungarian and in English) – 120 hours (at least 4 weeks)