

Regulations of Professional Internship at the FBE, UP

Adopted by the Faculty Council on its 25 November 2009 meeting,
amended on the 14 April 2010 meeting of the Faculty Council,
amended on the 23 May 2012 meeting of the Faculty Council,
amended on the 12 September 2012 meeting of the Faculty Council,
amended on the 29 May 2013 meeting of the Faculty Council,
amended on the 21 May 2014 meeting of the Faculty Council,
amended on the 20 April 2016 meeting of the Faculty Council,
amended on the 16 October 2016 meeting of the Faculty Council,
amended on the 15 November 2017 meeting of the Faculty Council,
amended on the 21 February 2018 meeting of the Faculty Council,
amended on the 8 December 2021 meeting of the Faculty Council,
amended on the 21 September 2022 meeting of the Faculty Council,
amended on the 22 February 2023 meeting of the Faculty Council.

Preamble – Definition of the concept of professional internship and its role in education

By the definition of Act CCIV of 2011 on Higher Education (hereinafter HEA, Hungarian abbreviation Ftv.):

“Article 15 (3): “Undergraduate training provides an undergraduate degree (baccalaureus, Bachelor of Science, Bachelor of Profession, Bachelor of Arts) and higher-level (non-degree) vocational training. Undergraduate degree is the first level of the cascading levels of tertiary education, which entitles to begin the Master Programme. The training and output requirements will determine the kind of qualifications that may be obtained in the Bachelor Programme. In the case of practice-oriented undergraduate programmes a specified period of professional internship (hereinafter referred to as professional internship) shall be organized, the length of which is set in Article 85, Paragraph 3. Completion of professional internship shall be prerequisite to taking the final examination.”

and

“Article 85 (3): “Programmes considered to be practice-oriented are those that contain at least six weeks of professional internship as a statutory requirement.”

also

“Article 108 For the purposes of this law:

Article 36 on professional internship: is a partially independent student activity which is to be accomplished at an external company or higher educational institutional partner during higher-level vocational training, bachelor, master or undivided training.”

Pursuant to Government Decree 230/2012 (VIII. 28.) on higher education vocational training and certain issues of professional internship related to higher education training:

§ 6 (1) In higher education vocational training, at least one semester of internship shall be organised at a work placement. The internship shall be a contiguous internship, which may be organised in separate parts only if the training and outcome requirements of higher education vocational training – on the basis of professional grounds – provide for it.

(2) The duration of an internship as referred to in paragraph 1 shall be the equivalent of a training period, but shall not be less than fourteen weeks, divided into periods corresponding to a five-day working week.

(3) In the case of part-time or remote training, the duration of the professional internship shall be at least 240 hours, during which period at least three weeks of internship shall be organised in a contiguous period. Previous work experience may be recognised as fulfilling a study requirement as defined in the study and examination regulations of the higher education institution.

(4) The student shall be provided with the necessary work equipment, work and protective clothing, accident and occupational safety equipment for the work of persons employed in a post requiring higher vocational education at the work placement.

(1) The basic frameworks of professional internship

(1.1).

a) for 7-semester Bachelor degree programmes requiring practical training, , a **one-semester internship must be organised**.

b) in the case of 8-semester Bachelor degree courses requiring practical training, an **internship lasting for two semesters shall be organised**.

(c) in higher education vocational training courses, an **internship of one semester shall be organised**.

(1.2) **The internship has to be accomplished in a verifiable and evaluated way.** Method of credit-allocation and criterion of judgement:

a) a **certified duration of time** defined by the regulations spent on the location of internship;

b) a **positive performance assessment** of the professional internship by the faculty tutor.

The professional internship can be pursued in the **7th (and 8th) semester under the model curriculum**, but after accomplishing at least **155** credits. Exceptions to this rule are students who are continuing their studies in a Bachelor degree programme after completing their higher education vocational studies, who are entitled to complete the internship immediately after enrolling in the Bachelor degree programme.

(1.3) An **employed student** can fulfil tasks with his/her current employer that **can be considered as professional internship**. Registration of the job as a “brought in” place of professional internship has to be done on the basis of both the Company Accreditation Form and Letter of Acceptance . Even in this case, the tutor has to make sure about the completion of the internship tasks.

(1.4) The incidence of an extraordinary event

If during the completion of professional internship an unexpected event emerges, which enduringly hinders the student from the participation in the professional internship (childbirth, illness, family event of force majeure, etc.), the tutor can decide about the approval of the completion of the internship by evaluating the whole of the professional internship. In the case of controversy, the student can turn to the Study Committee for a review.

(1.5) **Internship abroad:** Professional internship accomplished abroad can be accepted in an analogue way with domestic practice.

(1.6) The Credit Transfer Committee shall evaluate and accept the **request for credit acceptance** for the completion of professional internship performed **not under the auspices of the Faculty of Business and Economics**, after hearing the opinion of the tutor.

(1.7) A **condition of release for final exam is the completion of the requirements of the programme**, part of which is the **completion of required professional internship**.

(1.8) **Schedules and deadlines** of the professional internship **are determined** and communicated **by the Dean** through the regular faculty information channels.

(1.9) The provisions of these Regulations shall also apply to the professional internships in **Higher Education Vocational Training** (hereinafter referred to as **HEVT**), with the following comments:

- The internship may take place in the fourth semester of the programme, but after the completion of at least 75 credits.
- The duration of the internship compulsory for HEVT:
 - 1. for full-time programme, 1 contiguous semester, with a minimum of 560 hours to be completed (14 weeks, 5 working days per week and 40 hours per week).

- Previous work experience in a job corresponding to the required professional experience may be recognised.
- The evaluation form in Annex 4 shall be used for the assessment of the student by the mentor (and for the demonstration of satisfactory completion of the internship).
- Any interruption of the contract period for any reason in the case of an HEVT course shall be subject to the activities covered by the procedures laid down in the Bachelor programme.
- For students on a HEVT course, the placement may be organised by the Faculty and subsequently offered to the student ("faculty post") or acquired by the student and accepted by the Faculty ("brought in post").
- For HEVT students who are admitted to a Bachelor programme started according to the curricula in force from semester I of the 2017/18 academic year, the internship can be counted for 20 credits based on the current training and outcome requirements.

(2) The preparation and organisation of the professional internship

(2.1) It is the **Faculty's responsibility to** organise professional internship and **offer internship places**. As the professional internship is part of the training, the Faculty takes responsibility for ensuring the appropriate conditions in this area, too.

(2.2) The location of professional internship can be found by the Faculty and then offered to the student ("faculty post"), or it can be arranged by the student and approved by the Faculty ("brought in post").

(2.3) The process of arranging the professional internship places

- It is the duty of the Faculty to trace and arrange practicing sites.
- The approval of "Faculty" or "brought in" posts is the tutor's responsibility.
- The registration of the faculty internship posts is the responsibility of the Faculty, the administration of the posts shall be done by the Study Department (hereinafter referred to as SD) registration and administration of the "brought in" posts is done by the SD.
- The internal announcement of "faculty posts," handling applications, selection and announcement of results is done on the Openup career management online professional marketplace.
- The contract of the cooperation agreement made with the "faculty" internship places is a Faculty task.
- The contract of the cooperation agreement made with an internship place brought in by the student is the student's task.
- Information, the definition of the purpose and tasks of professional internship is the tutor's responsibility.

The "faculty" internships need to be approved by the Faculty. The "faculty" internships are assigned to the given period by the Faculty in the Openup interface, on the basis of which the internship position advertised by the "faculty" internship will be advertised and will be available on the interface for the given period.

By using the PTE ID authentication, the student has the possibility to register on the platform with his/her Neptun code (this possibility can be set afterwards, even after a registration accomplished), thus the student's data (Neptun code, faculty, department) will be synchronized in the Openup profile.

The "faculty" internship place can decide to set the advertisement of the given position according to the skills, competences or majors preferred. A student can nominate 3 internship places for each period advertised. Places are filled according to the following process:

- The periods are advertised on a flexible basis, the deadlines for which will be communicated to the students concerned through the official channels, Neptun Study System and the Openup interface.
- The partners advertising the "faculty" internship places will be able to see the students applying for the respective internship place after the application period, on a platform dedicated to this. On this platform, the "faculty" internship places have the possibility to accept or reject the applicant. Once the

“faculty” internship place has made its decision, the applicant student will also have the opportunity to accept or reject the placement.

- c) A contract can only be concluded once the student has clicked on the "Accept" option that appears for the position offered by the "faculty" internship place that the student wishes to accept. From then on, this student can no longer be accepted for a position offered by another placement, the "Accept" and "Reject" buttons for other marked positions will become inactive for both parties (student, "faculty" internship place).

If the Faculty accepts the internship place “brought in” by the student, the particular post will obviously be taken by him/her. If the student gains a post as a result of application, s/he shall be obliged to fill in the very first post offered.

The accomplishment of professional internship with a private enterprise can only be authorized by the Study Committee if it is mentored by a Faculty lecturer and if the activity of the enterprise fits the nature or training.

If a student has no “brought in” practice post, and has not gained one through the application procedure mentioned above, the Faculty will designate one that the student can accept besides his/her active status or can refuse, facing the consequences. The student is obliged to inform the SD about the refusal of the post within 8 days after disclosure.

(2.4) The internal “accreditation” of internship places.

The **professional criteria** (mutatis mutandis mandatory for both “faculty post” and “brought in post” categories) of **“appropriate” internship places** shall have to be determined and then the adequacy of professional internship places shall be evaluated and qualified accordingly.

The most important **quality assurance aspects** of conformity evaluation:

- the student can be given a job or task with the merits of economic-business activities, so s/he can practice such a function within the organisation,
- the proper support of a professional (mentor), occupying an adequate position can be ensured (the mentor’s availability must be provided).

The evaluation of the internship places is based on the above criteria. The necessary forms can be found in the annexes of the Regulations (Annex 2: Company Accreditation Form; Annex 3: Inclusion Statement).

The accreditation of the internship places (monitoring compliance with the criteria above) shall be done by the tutor. If the student debates the tutor’s decision, s/he may be referred to the Study Committee, which shall decide the issue.

(2.5) Cooperation agreement can be indefinite and fixed-term, part of which is the “Additional agreement” and its three annexes:

- Annex 1: Details of the parties of the professional internship
- Annex 2: Data of the professional internship
- Annex 3: Conditions of remuneration provided by the internship place

(3) The tasks related to the professional internship

(3.1) The tasks of the student during internship

- a) Understanding the organisation, its operation, management and the core business functions.
- b) After integrating into the work culture of the organisation, meeting job requirements, proper behaviour and work to expectations.

- c) The performance of the tasks set by the company mentor (at least partial functioning in a quasi-job, participation in project work, etc.)
- d) The student is required to keep confidential business information. Where appropriate, it is possible to encrypt the thesis. Certification of encryption is available from the head of the major by submitting a form available on the Faculty website.
- e) It is the student's responsibility to submit the mentor's evaluation to the SD by the deadline.

(3.2) The responsibility of the Faculty tutor

- a) Preparation for professional internship.
- b) If necessary, the tutor informs the student about how to carry out the professional internship and the tasks of the student.
- c) Keeps in touch with the internship place for professional issues.
- d) The tutor is available for consultation, solving problems, handling complaints and answering questions. Ensures uninterrupted e-mail communication with the student.
- e) Evaluates the professional training, taking into account the declaration of the company mentor (see Annex 1, or Annex 5 for students participating in the English Language Programme).

(3.3) The responsibility of the company mentor

- a) Consults the students.
- b) Specifies the student's tasks.
- c) Provides assistance for understanding the operation of the organisation and makes it possible to gain the necessary information.
- d) Assists and monitors practical work and the process of gaining work experience.
- e) On completion of the professional internship the mentor draws up a declaration (Annex 1, 4 or 5) of the duration and professional merit of the internship.

(4) Student status

Although the student keeps his/her student status during the internship, as far as internship is concerned, it is the head of the internship place who shall exercise the right of disposal of an "employer," the student must comply with the work schedule, the rules and full-time working hours during professional internship.

As for rights and obligations, the pursuant Act of CCIV of 2011 on Higher Education, in connection with professional internship Act I 2012 of the Employment Code based on HEA Act 44 Paragraph 2, of HEA Act 1, in connection with issues concerning higher educational vocational training and the higher education training including professional internship Government Decree 230/2012 (28 August) and the provisions of the Civil Code will govern.

(5) Student wages and remuneration

At the time of the internship the student is **eligible for student allowances**, besides, according to

HEA Act 44 3a

The student "may be eligible for pay, i.e.: for a duration of contiguous 6 weeks of practice the student is eligible for pay, which is 15% of the obligatory minimal amount (minimum wage) per week, which will be paid – unless otherwise agreed – by the professional internship place."

The method of reimbursement of expenses related to professional internship, its specific rules are governed by the existing rules and related provisions of the Act of Higher Education, the Act on Vocational Training and the Employment Code.

(5.1) Funding issues

The period of training – at programmes where professional internship is required – is understood in conjunction with the professional internship. Under present regulations internship is part of training, thus **the higher education institution is responsible for all of its aspects.** In the 7th (and 8th) semester **fee-paying students are obliged to pay the tuition fee.**

Students in the correspondent Bachelor programme who are accomplishing their internship with their present employer may apply for reduction of the amount of tuition fee on the basis of the Dean's instruction in effect.

(6) The procedure of changing internship sites during the internship

There may be a situation, where – no matter which party is the cause – change is unavoidable, the practice has to be interrupted and continued on a new location. This, however, can occur only under the following – strict – conditions:

- a) Only the tutor can **authorise** the change, for legal remedy the student may appeal to the Study Committee. If the student leaves the professional internship place without the permission of the tutor, the Faculty will not validate the practice even if the student continues it elsewhere.
- b) The tutor can only give permission to the change in unquestionable **force majeure cases**, when continuing with and the successful accomplishment of the professional internship becomes impossible for some compulsive reasons, for example: a job loss, or its crisis, a fundamental change in the management or with the mentor which makes the planned accomplishment of the internship impossible. In a written request to the tutor the student **must credibly demonstrate** that the effective continuance of the internship is impossible on that particular internship place and the switch is unavoidable for reasons beyond his/her control.
- c) An additional condition of change – as the Faculty has a contractual relationship with the internship place – is that, in an accompanying statement, the **internship place agrees** to the termination of the contract, and terminates it for its part. Based on the evaluation criteria, the evaluation of the student's performance by the mentor is part of the termination. Failing to provide one, the student must **give a reason** why.
- d) The continuation of the professional internship on a new site can only be approved by the tutor if, accompanying the application, the student submits the **declaration of admission of the new internship place**, and the tutor **finds that correct**, showing that making the contract has no obstacle on either side.

If the cases above fail to materialise and the professional internship is broken without completion, before time or it is discontinued unilaterally by the student, or continues elsewhere without permission or contract, the student internship semester **cannot be accepted**. This responsibility is to be borne by the student.

(6.1) The evaluation of Bachelor programme student internship

Based on points 1.2 and 1.3 of the present regulations, the tutor shall assess the professional internship based on available information and the mentor's evaluation. In doing so, the mentor decides about the grade and the credit rating and records them in the Neptun System. In case of successful accomplishment the student is evaluated on a scale of one to five based on Act 48 Paragraph 1 of the operative CSE. In case of unsuccessful accomplishment the student can sign up for professional internship course again, so s/he can meet the requirement of professional internship.

(7) Entry into force

The provisions of these regulations will be effective for students completing professional internship from Semester 1 the academic year of 2022/23.

Annex 1: Mentor's evaluation for Bachelor programme students

I, the undersigned (hereafter referred to as mentor), declare that (company name) (registered office:; address:) has hosted (Neptun code:), a bachelor student of FBE of UP, on an internship under the following conditions:

I. completed an internship of a specified duration: from 20 to 20

II. performed professional duties:

.....

Evaluation table. Please evaluate the student by placing an X in the appropriate place using the following criteria. If the X is in the majority in the "not typical" column, it is recommended that the student be given a failing grade.

Trait, attitude, behavioural characteristic	How characteristic was this for the student			How important is this aspect for the internship place		
	typical	medium	not typical	important	medium	not important
a) Profoundness						
b) Adaptability						
c) Teamwork						
d) Discipline						
e) Responsibility						
f) Relationship building						
g) Initiative						
h) Communication						
i) Creativity						
j) Problem solving						
k) Diligence						
l) Foreign language skills						

III. In your opinion, do students of the Faculty of Business and Economics of the University of Pécs acquire the skills/abilities necessary to work effectively during their studies?

to a full extent / to a medium extent / not at all

I hereby certify that performance of the student named above is

excellent (5), good (4), fair (3), pass (2), fail (1)

Justification (if required):

.....
.....

Done:....., 20....

mentor

signature in company name (stamped)

Annex 2: Company accreditation form for students at Bachelor level

Student's name *		Neptun code *	
Level of training* Bachelor programme			
Programme * <input type="checkbox"/> full-time <input type="checkbox"/> part-time		Major ** GM KM PSZ TV EE	
		Semester of internship * <input type="checkbox"/> autumn <input type="checkbox"/> spring	
Student's phone:		e-mail:*	
<u>CORRESPONDENT STUDENTS</u> only*		<u>present position:</u> * 	<u>Is the company in the accreditation procedure your present job? *</u> <input type="checkbox"/> Yes No <input type="checkbox"/>
Name of company *			
Tax number *			
Address of registered office *			
Number of employees *		<input type="checkbox"/> 0 – 1 <input type="checkbox"/> 2 – 9 <input type="checkbox"/> 10 – 49 <input type="checkbox"/> 50 – 249 <input type="checkbox"/> 250 –	
Webpage*			
Place of internship (address)*			
Scope of activities/tasks during the time of internship *			
Length of practice (weeks) *		12 weeks (with the same firm)	2*41 days with interruption
Date of internship (from ... to ...)			
Details of company contact person			
Name *			
Position *			
Phone *		E-mail address:*	
Mentor's details			
Name *			
Title *			
Phone *		E-mail address:*	

* The fields marked with asterisk are compulsory to complete.

Annex 3: Letter of Acceptance

For mandatory professional internship

I hereby certify that I have accepted the application of
..... (student's name, Neptun code) for professional
internship in the light of my obligations laid down in the Regulations of Professional Internship of the
Faculty of Business and Economics of the University of Pécs – and I make it possible for him/her to
participate in internship at
..... (name of company).

Date:

Stamp
(Name, position)

