**Regulations of Professional Practice (Internship)**

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,

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amended on the 20 April 2016 meeting of the Faculty Council.

Preamble  **– The concept of professional practice and its educational role**

**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. Training and output requirements will determine the kind of qualifications that may be obtained in the Bachelor’s Programme. In the case of practice-oriented undergraduate programmes a specified period of professional training (hereinafter referred to as professional practice) shall be organized, the length of which is set in Article 85 paragraph 3. Completion of professional practice shall be prerequisite to taking the final closing examination. ”

and

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

or

**„Article 108** For the purposes of this law:

**Article 36 professional practice:** 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, undergraduate, master or undivided training.”

**(1) The basic framework of professional practice**

(1.1) In practice-oriented undergraduate programmes **a semester-long professional practice shall be arranged.** Thus the duration of training according to the model curriculum is 7 semesters long, that is 180+30 credits.

(1.2) **The practice 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 practice.

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

Professional practice can be pursued in the 7th semester under the model curriculum or after accomplishing at least 155 credits.

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

(1.4) **The incidence of an extraordinary event**

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

(1.5) **Internship in a foreign country:** Professional practice 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 practice performed **not under the auspices of the School of Business and Economics** after hearing the opinion of the tutor.

(1.7) A **condition of release for final exam is the acquisition of a pre-degree certificate**, part of which is the **performance of professional practice**.

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

**(2) The preparation and coordination of professional practice**

(2.1) It is the Faculty’s responsibility to organize professional practice and **ensure practice sites**. As professional practice is part of the training, the Faculty takes responsibility for ensuring the appropriate conditions in this area, too.

(2.2) The location of professional practice 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 practice sites**

1. It is the duty of the Stuff to trace and arrange practicing sites.
2. The approval of „Faculty” or „brought in” posts is the tutor’s responsibility.
3. The registration of the faculty practice posts is the responsibility of the Stuff, 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.
4. The internal announcement of “Faculty posts,” handling applications, selection and announcement of results is the responsibility of the SD.
5. The contract of the cooperation agreement with the practice sites is a Faculty task.
6. The contract of an “Additional agreement” is the student’s task.
7. Information giving, the definition of the purpose and tasks of professional practice is the responsibility of the tutor.

The “Faculty sites” may be „**general,**” for which students of all majors can apply, or they can be “**major-specific,”** for whichjuststudents of specific majors can apply. The selection of practicing site begins with claims submitted to the particular sites (quasi application). A student can apply for several (but no more than three) posts. If there are several applicants for the same post, the adjusted credit index of the previous semester shall determine the ranking of the candidates. This rule/regulation shall be treated in a different way in the case of strategic partners.

If the Faculty accepts the practicing site „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, he/she shall be obliged to fill in the very first post offered.

The accomplishment of professional practice 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 practice sites.**

The **professional criteria** (which is mutatis mutandis mandatory for both „Faculty” and „brought in” categories) **of „appropriate” practice sites** shall have to be determined and then the adequacy of professional sites shall be ranked and assessed accordingly.

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

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

The evaluation of the practice sites 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 Statement of the Host Company)

The accreditation of the practice sites (monitoring compliance with the criteria above) shall be done by the tutor. If the student debates the tutor’s decision, he/she 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 practice

- Annex 2 Internship information

- Annex 3 Conditions of remuneration provided by the practice site

**(3) The tasks related to the professional practice**

**(3.1) The tasks of the student during internship**

1. Understanding the organization, its operation, management and the core business functions.
2. After integrating into the system of the organization, meeting job requirements, proper behaviour and work to expectations.
3. The performance of the tasks set by the company mentor (at least partial functioning in a quasi-job, participation in project-work, etc.)
4. 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/head of school by submitting a form available on the Faculty website.
5. 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**

1. Preparation for professional practice.
2. If necessary, the tutor informs the student about how to carrying out the professional practice and the tasks of the student.
3. Keeps in touch with the practice site for professional issues.
4. The tutor is available for consultation, solving problems, handling complaints and answering questions. Ensures uninterrupted e-mail communication with the student.

Evaluates the professional training taking into account the Evaluation of the corporate mentor (see Annex 5 for students participating in the English Programme)

**(3.3) The responsibility of the company mentor**

1. Consults the students.
2. Specifies the student’s tasks.
3. Provides information concerning the operation of the organization and makes it possible to gain the necessary information.
4. Assists and monitors practice and the process of gaining work experience.
5. On completion of the professional internship the mentor draws up a declaration (Annex2) 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 practice is concerned, it is the head of the practice site 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 practice.

As for rights and obligations the pursuant Act of CCIV of 2011 on Higher Education, in connection with professional practice 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 practice Government Decree 230/2012 (28 August) and the provisions of the Civil Code will govern.

**(5) Student fees 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 continuous 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 practice site.

The method of reimbursement of expenses related to professional practice, its specific rules are governed by the existing rules and related provisions of the Act of Higher Education, the Learning and Skills Act and the Employment Code.

**(5.1) Funding issues**

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

Students accomplishing their internship with their present employer may apply for reduction of the amount of tuition on an application submitted to the Dean with an employer’s certification enclosed.

**(6) The procedure of changing practice 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:

1. Only the tutor can authorize the change, for legal remedy the student may appeal to the Study Committee. If the student leaves the professional training site without the permission of the tutor, the Faculty will not validate the practice even if the student continues it elsewhere.
2. The tutor can only give permission to the change in unquestionable **force majeure cases**, when continuing with and the successful accomplishment of the professional practice 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 make the planned accomplishment of the practice impossible. In a written application to the tutor the student **must credibly demonstrate** that the effective continuance of the internship is impossible on that particular practice site and the switch is unavoidable for reasons beyond his control. An additional condition of change – as the Faculty has a contractual relationship with the practice site – is, that in an accompanying statement the practice site 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 an give reason why.
3. The continuation of the professional practice 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 practicing site, showing that the contract has no obstacle on either side.

If the above fail to materialize and the professional practice is broken before time or it is discontinued unilaterally by the student, or continues elsewhere without permission or contract, the student internship semester cannot be accepted.

**(6.1) The evaluation of undergraduate student internship**

Based on points 1.2 and 1.3 of the present regulations the tutor shall assess the merits of the professional practice 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 practice course again, so he/she can meet the requirement of professional practice.

**(7) Entry into force**

The provisions of these regulations will be effective in the academic year of 2016/17 for undergraduate students who have not concluded a contract for professional practice activities yet.

Furthermore, these regulations pertain to students pursuing their education according to the 7L model (students enrolled in academic years of 2010-2011 and 2011-2012) and to correspondent students who have not made use of the option to fulfil their professional practice in scattered shorter periods. If a correspondent student has already begun to fulfil the professional practice in shorter periods before these regulations entered into force, he or she can certify the partial fulfilment of professional practice in an “expiring system,” semester by semester by submitting an employer’s certificate and job description, based on which the tutor can decide about the compliance. This way the decision concerning the 7L system (26 05 2011) will also expire.

**Annex 2: Company accreditation form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s name \* | | | | Neptun code \* | | | |
| Level of education\* Undergraduate    \*\*Chamber registration number: | | | | | | | |
| Education \*  full-time part-time | | Major (in case of an undergraduate student)\*  M CM FA | | | | Semester of traineeship \*  fall spring | |
| Student’s phone: | | e-mail:\* | | | | | |
| CORRESPONDENT STUDENTS only\* | | present job:\* | | The company in the accreditation procedure is your present job? \*  Yes No | | | |
| Name of company \* | |  | | | | | |
| Tax number \* | |  | | | | | |
| Address of registered office \* | |  | | | | | |
| Number of employees \* | | 0 – 1 2 – 9 10 – 49  50 – 249 250 – | | | | | |
| Webpage\* | |  | | | | | |
| Address of practice \* | |  | | | | | |
| Scope of activities/tasks during the time of practice \* | |  | | | | | |
| Length of practice (weeks) \* | | 12 weeks  (with the same firm) | 41 days + 2 weeks + 41 days  (with the same firm) | | 2\*41 days  (with several firms) | | higher-level vocational  14 weeks |
| Other kind of division (e.g.: Simonyi BEDC): | | Explanation | | | | | |
| Duration of professional practice \* | |  | | | | | |
| **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: Inclusion Statement**

For mandatory professional practice

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

Date:

|  |  |
| --- | --- |
| Stamp | …………………………………………… |
|  | (Name, title) |

**Annex 5: Mentor’s evaluation**

Undernamed …………………………. (mentor further on) I declare that …………………………….. (name of the company) (address, town: ……………………………….; street: ……………………………) I provided placement for ………………………..……….. (Neptun code: ………………………………………..), undergraduate student of the University of Pécs, Faculty of Business and Economics with the following conditions:

I. he/she completed (the minimum 40 days long) placement: from 201…………… till 201………..……. .

II. he/she practiced professional work at my company:

1. He/she was able to learn the basic business functions: the mechanism of the organization and the management of the company.
2. He/she was able to adapt to the culture of the organization and was aware of the expectations of his/ her position. As a consequence he/she was able to behave and perform accordingly.
3. He/she was able to perform the tasks given by the mentor (such as participating in project work and at least partially fulfilling the requirements of a certain position).

The table below helps the mentor’s evaluation (in case the majority of evaluations can be seen in the last column then the student should be qualified as insufficient):

|  |  |  |  |
| --- | --- | --- | --- |
| **Feature, attitude, behaviour** | **Marked the student** | **Moderately marked the student** | **Did not mark the student** |
| a) Profoundness |  |  |  |
| b) Adaptation |  |  |  |
| c) Team work |  |  |  |
| d) Discipline |  |  |  |
| e) Sense of responsibility |  |  |  |
| f) Ability for making connections |  |  |  |
| g) Initiative |  |  |  |
| h) Communication |  |  |  |
| i) Creativity |  |  |  |
| j) Problem solving ability |  |  |  |
| k) Diligence |  |  |  |

According to the evaluation above, I evaluate the student’s placement performance as

excellent (5) - good (4) - fair (3) - passing (2) - fail (1)

Reason (explanation if required):

………………………………….………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………..……….

Date:…………….…, 201…. . ………………………… . …………………… .

…………………………………………… mentor’s signature (Stamp)