

# Compulsory Internship

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## Frequently Asked Questions



University of Pécs  
Faculty of Business  
and Economics



Openup.

## 1. General Questions

### 1. What is the purpose of the OpenUP internship platform?

The purpose of the OpenUP internship platform is to make internship placements coordinated by the faculty available to students in a shared, transparent system, exclusively through the platform.

### 2. Who can use the OpenUP internship module?

The module may be used by students whom the Student Administration Office classifies as eligible and whose data are transferred for the use of the system. It is expected that this group will include students who, by the end of the semester, complete the required 155 credits.

### 3. What types of internship placements can I find on the platform?

The platform displays internship placements that are in line with the faculty's internship regulations.

### 4. Are only placements coordinated by the faculty displayed in OpenUP?

Yes, only internship placements coordinated by the faculty are available in the OpenUP internship module.

### 5. Is the use of OpenUP mandatory when applying for an internship?

The use of OpenUP is required if a student wishes to choose from internship placements coordinated by the faculty and intends to make use of faculty support for this purpose.

## 2. Application Process

### 6. How can I apply for an internship placement in OpenUP?

If the Student Administration Office classifies the student as eligible, they can apply for currently available positions by clicking the 'Apply' button.

### 7. How many placements can I apply for at the same time?

A maximum of 3 active applications may be in progress on the platform at the same time.

### 8. Is there an application deadline for individual internship placements?

Applications may be submitted continuously for the positions during the advertised period; however, companies may set an earlier application deadline.

### 9. By when must companies advertise internship placements on OpenUP?

Companies appear on the platform even before it opens to students and begin uploading internship opportunities. They may continue this process on an ongoing basis later as well.

### 10. How can I tell whether my application has been successfully submitted?

The system indicates successful submission in a pop-up green notification window.

### 11. Can I modify or withdraw my application after submission?

Yes, it is possible to modify or withdraw an application.

### **12. Do I need to upload a CV when applying?**

A separate CV does not need to be uploaded directly for the application; however, full completion of the profile is mandatory, and this includes uploading a CV as part of the profile.

### **13. Do I need to write a motivation letter?**

Providing a motivation letter is also part of completing the profile.

### **14. Do all required documents need to be uploaded at once for an application?**

In order to ensure a successful and efficient application, it is recommended that the profile be completed in full with all relevant data and documents.

## **3. Selection and Feedback**

### **15. Do companies assess applicants at the same time or at different times?**

Companies assess applications according to their own schedules; therefore, the timing and speed of evaluation may vary.

### **16. How long does it usually take to receive feedback after applying?**

The timing of feedback varies, but based on our experience, a response is typically received within 2 weeks.

### **17. Will I be notified if a company rejects my application?**

Yes, the system sends a notification if an application is rejected. In such cases, it becomes possible to apply for another internship placement.

### **18. Will I be notified if I am invited to an interview?**

Yes, the student will also receive a notification if they are invited to an interview.

### **19. Is it possible that a company will not respond at all?**

Although rare, it may happen. In such cases, please report it to the following email address:  
[radoczy.klaudia@ktk.pte.hu](mailto:radoczy.klaudia@ktk.pte.hu)

### **20. On what basis do companies choose among applicants?**

The operation of the OpenUP internship module is similar in several respects to that of a job search platform; therefore, the selection process is carried out according to the companies' own criteria and practices.

### **21. What happens if I receive positive feedback from more than one placement?**

In this case, the student is free to decide which opportunity to accept. However, it is important to note that once an offer has been accepted, the decision is considered final.

### **22. Is it possible to withdraw after I have already accepted a placement?**

No, this is not possible within the system. In such cases, only the approval of a self-arranged internship placement or prior work experience remains possible.



## 4. Conditions and Expectations

### 23. How do I know whether I meet the requirements of an advertised placement?

You can assess the extent to which you meet the requirements of a given placement based on the expectations and conditions specified in the position description. It is advisable to read the advertisement carefully before applying.

### 24. What exactly does it mean if a job advertisement states that English is required?

It means that English language skills are necessary for performing the given role; in other words, English will likely need to be used during the work.

### 25. Is it necessary to have a language certificate if the placement requires English language skills?

This is determined in every case by the company concerned. In some cases, practical working knowledge is sufficient; in others, a formal language certificate may also be required.

### 26. Can I still apply if I do not have a language certificate but I have usable English skills?

Yes, you may apply; however, the final decision is always made by the company.

### 27. If I do not fully meet every requirement, is it still worth applying?

Yes, provided that it fits within the limit of 3 active applications, it may still be worth trying. The decision on whether to accept an application is always made by the company.

### 28. Can an additional competence be an advantage even if it is not specifically listed in the advertisement?

Yes, during the application process it is definitely worth indicating all relevant skills, experience, and competences, as these may provide an advantage during selection.

## 5. Internship Placements and Opportunities

### 29. Can I apply for a placement that is only loosely related to my own field of study?

Yes, it is possible to apply for such a placement.

### 30. Will every student be able to obtain an internship placement through OpenUP?

Based on experience so far, it has been possible to find an internship opportunity for every student.

### 31. Is it possible that the university will not be able to provide a placement for everyone?

The faculty's goal is to find a solution for every student. As a last resort, it may happen that an internship placement is offered where the host organization cannot provide remuneration.

### 32. What happens if I am not admitted to any of the advertised placements?

If a student is rejected by all placements they have applied for, they still have the opportunity to apply for additional placements.



**33. If I cannot find a placement through OpenUP, will I still have time to look for my own internship placement?**

This question falls within the competence of the Student Administration Office; however, based on experience, the process is handled flexibly.

**34. Is it possible to have a placement I found myself approved?**

Yes, this is possible; however, this is not a matter related to the OpenUP system, but falls within the competence of the Student Administration Office.

**35. If I look for my own placement, do the same conditions apply to me as in the case of an OpenUP application?**

Yes, the statutory framework and the provisions of the faculty regulations apply in the same way in the case of a self-arranged placement as well.

## **6. Administration and Obligations**

**36. What administrative steps are required if I am admitted to an internship placement?**

Following selection, the company will contact the student using the contact details provided in order to conclude the contract.

**37. When is my internship placement considered final?**

The internship placement is considered final once the contract has been concluded.

**38. Do I need to coordinate separately with the faculty after selection?**

If any further coordination or questions arise, Dániel Horváth may be contacted at the following email address: [horvath.daniel@ktk.pte.hu](mailto:horvath.daniel@ktk.pte.hu)

**39. What happens if the selected internship placement is ultimately unable to host me?**

This has not occurred so far. However, if it should happen, possible solutions may include bringing in a self-arranged internship placement, having prior work experience accepted, or receiving faculty assistance in securing a new internship placement, where appropriate in an unpaid form.

**40. Whom can I contact if I have a question or encounter difficulties while using OpenUP?**

For technical or usage-related questions, assistance may be requested at the following email address: [radoczy.klaudia@ktk.pte.hu](mailto:radoczy.klaudia@ktk.pte.hu)