

Registration Number: MATE-K/1194-7/2025  
Institutional identifier: FI51129



**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE  
SCIENCES**

**ORGANISATIONAL AND OPERATIONAL REGULATIONS**

**III. BAND:  
REQUIREMENTS FOR STUDENTS**

**III.1. STUDY AND EXAMINATION REGULATIONS**

**ANNEX 1:**

**III.1.1. INTERNSHIP REGULATIONS**

**Effective from: 1 August 2025**

## **TABLE OF CONTENT**

I. SCOPE OF REGULATIONS .....	2
II. OBJECTIVES, DURATION AND CONDITIONS OF INTERNSHIP .....	3
III. REGISTRATION OF INTERNSHIP LOCATIONS .....	5
IV. SELECTION AND ADMINISTRATION OF INTERNSHIP LOCATION.....	6
V. START OF INTERNSHIP AND CONDITIONS OF PARTICIPATION ON INTERNSHIP.....	7
VI. MANAGEMENT OF INTERNSHIP .....	8
VII. COMPLETION AND EVALUATION OF INTERNSHIP.....	9
VIII. FINAL PROVISIONS.....	11

## I. SCOPE OF REGULATIONS

### 1. §

- (1) These regulations (hereinafter referred to as: Regulations) shall apply to students starting their studies in higher education vocational training, bachelor's and master's training, and undivided training, in relation to the completion of professional internships specified in the training and exit requirements. The special professional internship requirements of the individual majors are contained in Annex 1 to these Regulations, which requirements must also be recorded in the subject requirements system.
- (2) The scope of these Regulations extends to all lecturers of the University and to staff acting in connection with the internship of students. For the purposes of the application of these Regulations, lecturers include not only lecturers employed by the University but also persons employed under other legal relationships and performing educational tasks.
- (3) The University's internships are coordinated by the Dual and Practical Training Department of the Educational Directorate (hereinafter: ED-DPTD) and its offices operating on individual campuses (hereinafter: ED-DPTD offices).
- (4) These Regulations regulate the course and framework requirements of the University's internships in relation to all training areas and the training levels referred to in paragraph (1). Professional internships are defined as professional practices specified in the training and outcome requirements of each major, excluding field internships, study trips, and weekly internships tied to subjects. In the field of teacher's training and in certain humanities training areas, internships include not only professional practices outside the institution lasting at least six weeks in accordance with the provisions of Section 15 (3) of the Act on National Higher Education, (hereafter Nftv.) but also other internships prescribed for a given major as part of the practical training, in particular, but not exclusively, institutional visits, student observation visits related to the specialization, individual and small group practices, and practices conducted within the framework of practice-oriented studies.
- (5) These regulations define the following:
  - a) **Practice-intensive program:** a program that includes at least six weeks of professional practice based on the training and outcome requirements [Section 85 (3) Nftv.].
  - b) **Internship location:** Partly independent student activity to be completed in higher education vocational training, bachelor's, master's and undivided training, at an external training place or at a higher education institution training place (§ 108, point 36 Nftv.).
  - c) **Internship:** a legal person or an economic entity under the Act on the Code of Civil Procedure that provides continuous professional practice in higher education vocational training, undergraduate or master's training – based on a cooperation agreement concluded with the higher education institution, a student employment contract concluded with the student pursuant to Section 44 (1) a) of the Nftv., or an agreement pursuant to Section 44 (3a) of the Nftv. [Government Decree 230/2012. (VIII. 28.) Section 4, point 5].
  - d) **Internal location of internship:** the organizational unit of the higher education institution suitable for providing professional practice (Government Decree 230/2012. (VIII. 28.) Section 4, point 1.

## **II. OBJECTIVES, DURATION AND CONDITIONS OF INTERNSHIP**

### **2. §**

- (1) The aim of the internship is for students to become able to combine theoretical and practical knowledge in a workplace or job that corresponds to their professional qualifications, to acquire profession-specific material-tool-technological and methodological knowledge and to gain practical experience related to these. The further aim of the internship is for students to develop their employee competencies necessary for practicing the profession, to become able to establish personal relationships and cooperate in work processes, to demonstrate evaluative and self-evaluative behaviour in solving tasks, and to develop their innovation skills.
- (2) Competencies to be acquired and developed by students during internship:
  - a) practical application of learned knowledge, synthesis and adaptation of acquired knowledge in practice;
  - b) recognition, promotion and connection of the connections between theoretical knowledge and practice with real situations;
  - c) collection of information about the organizational structure;
  - d) development of self-awareness, improvement of students' employment opportunities
  - e) development of personal relationships and cooperation in work processes, evaluative and self-evaluation behaviour in task solutions, and innovation skills;
  - f) practical application of problem-solving techniques in the preparation and implementation of decisions;
  - g) carrying out and organizing independent work in areas designated by the University management using the available infrastructure;
  - h) development of communication and presentation skills;
  - i) introducing the profession to the student and confirming suitability for the career.
- (3) The duration of professional internships is prescribed by the training and outcome requirements of higher education vocational training, bachelor's and master's programs, and one-tire training programs or by the model curriculum of the training based on the provisions therein.
- (4) In higher education vocational training, at least one semester of professional practice must be organized at an internship location. The internship is a continuous practice that can only be organized in several parts if the training and outcome requirements of higher education vocational training so provide.
- (5) In bachelor's, master's and one-tire training programs, the duration and nature of internships differ, depending on the specificities of the training field.
- (6) Internship in the field of teacher training is a training activity jointly determined by the University or the University and the internship location, which is planned, organized and evaluated in accordance with the curriculum of the major as specified in the training and outcome requirements. Internship varies by major and work schedule and takes place in the number of hours and at the location specified in the model curriculum.

- (7) The duration and period of completion of internships are determined by the timetable of the academic year and the model curriculum. If possible, internships should be organized for the academic year, except for internships that, due to their nature, can be completed in a different period – as specified in the curriculum. The internship must be completed within ten working days after the completion of the internship, but no later than the first day of the following semester. To complete internships earlier than prescribed in the curriculum, the student must apply through the NEPTUN Study System (hereinafter: NEPTUN Sys) using the application template for completing internships in an earlier semester. The application must include the name of the host institution, and the student must justify his/her request in detail. The application can be submitted by 31 May for internships to be started in the autumn semester, and by 30 November for internships to be started in the spring semester. The program director will decide on the application after receiving the opinion of the head of the ED-DPTD.
- (8) Successful completion of the internship is a condition for obtaining the final certificate, therefore it is mandatory to complete the entire duration of the internship as prescribed in the curriculum. Exemptions from this can only be granted under the following legal titles in accordance with the applicable legislation:
- a) in case of crediting previous work experience [Study and Examination Regulations, hereinafter referred to as: SER) Section 38 (4)],
  - b) recognition of advanced vocational qualifications specified in the National Qualification Register or vocational qualifications obtainable under Act LXXX of 2019 on Vocational Training, or vocational qualifications in higher education studies pursuant to Section 38 (5) of the SER, and
  - c) in the case of discounts for students with special needs may be granted.
- (9) The student may work at the higher education institution on the basis of a cooperation agreement concluded between the University and the internship location, as well as a student employment contract or agreement concluded between him/her and the internship location, or on the basis of a student employment contract in a business organization founded by the higher education institution or in an external internship location. If the student carries out his/her internship at the University, then concluding a cooperation agreement is not necessary, but concluding a student employment contract or agreement between the student and the University is mandatory in all cases. The student employment contract or agreement is prepared by the organizational unit providing the internship.
- (10) The sample document published on the University website pursuant to paragraph (9) shall be mandatory for the cooperation agreement. Deviations from the cooperation agreement may only be authorized by the Director of the Legal and Public Procurement Directorate.
- (11) A cooperation agreement between the internship location and the higher education institution is not required for internships to be completed at the University's own organizational units. A cooperation agreement is not required even if the duration of the internship at the external internship does not exceed six weeks.
- (12) The provisions of Sections 16-18/B of Government Decree 230/2012. (VIII. 28.) shall apply to the mandatory content elements of the cooperation agreement, the student employment contract and the agreement to be concluded with the student.
- (13) If the student spends his/her internship at a professional internship place with which he/she has an employment relationship – based on Section 44 (3b) of the Nftv. – a student employment contract pursuant to Section 44 (1) a) of the Nftv. is not required. This

employment contract may be accepted if it is aimed at professional internship activities in accordance with the training and outcome requirements of the given major.

- (14) Within the framework of the training program or as part of the training, professional practice organized in accordance with Section 44 (1) a) of the Nftv. – not including dual training – may take place at a higher education institution maintained by a budgetary body or a public-interest asset management foundation performing public tasks without remuneration and a student employment contract, in which case an agreement pursuant to Government Decree 230/2012. (VIII. 28.) must be concluded with the student with regard to this activity.
- (15) The University publishes a sample document for the student employment contract on its website, the use of which is not mandatory, except if the student completes his/her internship at the University.

### **III. REGISTRATION OF INTERNSHIP LOCATIONS**

#### **3. §**

- (1) Based on the cooperation agreement concluded between the University and the professional practice place for at least one year, the ED-DPTD maintains a central time-series register of professional practice places participating in the training and internal practice places based on data provided by the dual and practical offices of the campuses, providing insight to the institutes and students (hereinafter: Internship Location Register). The Internship Location Register is updated weekly by the ED-DPTD.
- (2) The ED-DPTD shall provide the training management institutes with the data listed in paragraph (4) on the internship locations based on the Internship Location Register.
- (3) The student capacity of the University's practical-intensive majors and higher education vocational training courses, as stipulated in cooperation agreements concluded for at least one year in accordance with the academic year schedule, and provided by its internal internships, may not be less than the number of students studying in the final year of the given major at the University.
- (4) The Internship Location Register must contain the following data for each internship location:
  - a) the name (company name), registered office, contact details, tax number, statistical number, company registration number, sole proprietorship registration number or registration number of the professional training place, name of the person authorised to represent it, institutional identification number;
  - b) b) the professional manager of the professional training place, the contact person and their contact details;
  - c) the University's contact person regarding the agreement;
  - d) d) the names of the majors from which the professional training centre accepts students for professional training and the maximum number of students that can be accepted per major per year;
  - e) the duration of the cooperation agreement (fixed-term or indefinite), and in the case of fixed-term cooperation, the end date;
  - f) the date and registration number of the agreement;

- g) the name of the campus ED-DPTD office where the original copy of the cooperation agreement is kept.
- (5) The Internship Location Register shall be kept with the data referred to in paragraph (4) from 1 September 2025. The previous register shall be supplemented by 31 December 2025 in order to ensure the completeness of the data referred to in paragraph (4) with regard to cooperation agreements concluded before 1 September 2025.
- (6) Cooperation agreements and their annexes must be filed and preserved in accordance with the provisions of the Document Management Regulations.

#### **IV. SELECTION AND ADMINISTRATION OF INTERNSHIP LOCATION**

##### **4. §**

- (1) The student may only complete his/her internship at a domestic or foreign internship location that is compatible with his/her training and subject requirements. In relation to internships abroad organized by the University, the provisions of the Partial Training Regulations shall apply in addition to these Regulations.
- (2) The student may choose a internship location from the list specified in paragraph (3) (via an application form) or by individual application. Submission of an application form is required for all internships; applications are processed in NEPTUN Sys.
- (3) The recommended list of internships shall be published by the institution managing the programme, in consultation with the ED-DPTD and based on the Internship Location Register, on the website of the institution managing the program for students by the beginning of the academic period of the semester preceding the professional internship. The list of internships shall also be available on the website of the Directorate of Education.
- (4) If the student individually chooses an internship that is not listed in the Internship Location Register, the student is obliged and responsible for contacting the internship of his/her choice, as well as for the administrative work related to the acceptance statement confirming the internship's readiness to host, as well as the application form (filling in, submitting). Before seeking an individual internship, the student is obliged to request the prior consent of the course director, or in the case of a training program with specialization, the specialization director, by e-mail. The student must submit the application form in NEPTUN SYS; in the case of choosing an individual internship, the student must attach a scanned version of the acceptance statement completed by the internship to the application form. The application form must be submitted no later than two months before the start of the internship period.
- (5) In the case of internships offered by the University which are longer than 6 weeks, the preparation of Annex 1 of the cooperation agreement and its signing by the internship location is carried out by the training management institute, in the case of individual internships, the preparation of the cooperation agreement and its Annex 1 and its signing by the internship place is carried out by the student. In the case of individual internships, the student must submit the cooperation agreement and its Annex 1 to the organizational unit of the training management institute operating at the training place or to the subject coordinator by the internal deadline set by the institute. After verification, the institute sends the contract documents to the campus ED-DPTD office, no later than 1 month before the start of the internship. The verification and preparation of the documents for signature is carried out by the ED-DPTD. On behalf of the University, the cooperation agreements and their Annex 1 The annex is signed by the head of the ED-DPTD.

- (6) The application form is Annex 2 to these Regulations, and the acceptance declaration form in the case of choosing an individual professional training place is Annex 3 to these Regulations. The acceptance declaration form must be published on the website of the Directorate of Education.
- (7) Choosing an individual internship may be justified if the student finds it more suitable for him/her than the offered internships, considering his/her interests, professional expectations and the geographical location of the internship.
- (8) When assessing the application, the suitability of the main activity of the training place to the training objective, the size, capacity, personnel and infrastructure conditions of the professional training place shall be taken into account.
- (9) The head of the department - in the case of a training program with specialization, taking into account the opinion of the specialization head - decides on the internship location chosen by the student within 5 working days of the student's application.
- (10) The data of the authorized training location shall be recorded in the NEPTUN SYS by an employee of the ED-DPTD, or by a person delegated to the ED-DPTD by the Campus Directorate General for the Kaposvár, Keszthely, Gyöngyös and Szarvas training locations, within 10 working days after signing Annex 1 of the Cooperation Agreement.
- (11) If the student's application is rejected or the internship location withdraws from the internship, the student may apply for one of the internship locations originally offered by the ED-DPTD and the institute. The institute will contact the internship location regarding its readiness to host the student.
- (12) If the student has sufficient language skills, the internship can also be completed abroad. If the student completes his/her internship abroad, the internship must also meet the requirements set out in the laws and regulations applicable to the internship and the internship location. A cooperation agreement regarding the internship is also required in the case of a foreign internship location, but the student and the host location must document the internship from a labour law perspective in accordance with the laws of the country of the internship location, and at the end of the internship, they must submit the internship closing documentation in accordance with the provisions of Section 7. §.

## **V. START OF INTERNSHIP AND CONDITIONS OF PARTICIPATION ON INTERNSHIP**

### **5. §**

- (1) The internship can only be started if the student has submitted the documents related to the application for the internship in accordance with the regulations and in full, and the internship location and period have been approved, and the student has fulfilled the academic pre-requirements necessary to start the internship. The student must enrol in the course related to the internship during the semester's enrolment period at NEPTUN SYS.
- (2) A student obliged to undertake professional practice – with the exception of those specified in Section 2. (9), (12) and (13) of these Regulations – may work on the basis of a student employment contract concluded with the internship place. Employee means the student, employer means the internship place providing professional practice, and employment relationship means the employment relationship established on the basis of the student employment contract.
- (3) The student may be entitled to remuneration as detailed in the student employment contract. In practical-intensive majors, students are entitled to remuneration during the period of

professional practice. The monthly remuneration shall be at least 65% of the minimum mandatory gross wage (minimum wage). The remuneration shall be paid by the professional practice place, unless otherwise agreed. Professional practice at a budgetary body or at a higher education institution maintained by a public-interest trust foundation performing a public task may also take place without remuneration.

- (4) If the student completes his/her internship at a budgetary body or at a higher education institution maintained by a public-interest trust foundation performing a public task - even in the absence of a student employment contract and remuneration - he/she shall be entitled to all the rights granted to employees by Act I of 2012 on the Labour Code (hereinafter: the Labour Code).
- (5) In some cases, in the agricultural training field, an additional condition for starting the internship is medical (occupational health, factory doctor) suitability and proof of a negative lung screening result not older than 1 year (health booklet). The host institution will inform the student about these special conditions.

## **VI. MANAGEMENT OF INTERNSHIP**

### **6. §**

- (1) During the internship period, the student's legal relationship as a student may not be interrupted. According to the Student Benefits and Reimbursement Regulations, students with state scholarships may receive scholarships, while self-financed students pay full cost of living fees for the duration of the internship.
- (2) During the internship period, the laws applicable to students, the university's internal regulations, and the regulations of the internship location shall apply to student rights and obligations.
- (3) During the internship, the student shall carry out his/her internship under the supervision and guidance of a practical expert designated by the host institution, preferably with a higher education degree or relevant professional experience (hereinafter referred to as the internship supervisor). The internship supervisor's task is to evaluate the student's work and certify the student's performance. The internship supervisor must also take into account the university's subject requirements for the given internship when assigning tasks.
- (4) The student must complete the internship at the approved internship location(s). The completion of the internship may be checked by a designated and competent employee of the institution managing the training/specialization during the internship. In justified cases, absences from the internship may be made with a medical certificate. Verified absences may not exceed 25% of the total internship time. The student must make up for the absences.
- (5) During the internship, the student must comply with the applicable accident and occupational safety regulations of the company/internship location.
- (6) The student must complete the internship according to the instructions of the internship supervisor.
- (7) The provisions of the Labour Code must be applied appropriately to the employment of students completing an internship based on a student employment contract (e.g., the student does not have to work on public holidays).
- (8) According to Section 17 (3) of Government Decree No. 230/2012 (VIII. 28.), during the internship:

- a) no overtime may be ordered;
  - b) unequal working time arrangements pursuant to Section 105(2) and Section 106(3) of the Labour Code shall not be applied;
  - c) the student must be provided with a daily rest period of at least twelve hours;
  - d) no probationary period can be imposed.
- (9) If the student does not perform his/her internship according to the general work schedule of 8 hours per day, 40 hours per week (e.g., only on certain days per week or every working day, but less than 8 hours), and therefore can only complete the number of hours required for the internship in a given major over a longer period of time, the deviation (how many hours per day he/she works) must be indicated in the student's employment contract and in the annex to the cooperation agreement. The regulations of the company/institutional work schedule providing the internship shall be the standard for the start and end of work. The student may be assigned to any job – including physical work (taking into account individual skills and abilities, as well as health and physical condition) and the student is obliged to complete it after prior consultation.
- (10) If employment is interrupted for any reason during the internship, the head of the internship location shall certify the time completed by the student and shall communicate the reason for the interruption of the internship in writing to the ED-DPTD, the university contact person specified in the annex to the cooperation agreement, and the student.
- (11) If the student is forced to interrupt the internship due to reason(s) beyond his/her control, he/she may complete the remaining internship period at another internship location or at the same internship location, by documenting the completion of the new internship period. Partial completion of the internship can also be assessed on its own, however, the grade for the internship and the number of credits according to the sample curriculum of the training can only be determined and recorded in NEPTUN SYS after the completion of the full required internship period.
- (12) In the event of more than the permitted number of unexcused absences, serious disciplinary violations, misconduct in work-related duties, and other omissions attributable to the student, the completion of the internship cannot be accepted, nor can partial completion be justified. In such a case, the student must repeat the entire internship in the next internship period.
- (13) During the professional practice semester, in addition to the professional practice subject, the student may only take subjects pursuant to Section 67(4) of the SER.
- (14) In connection with the preparation and completion of the internship, in accordance with the provisions of the SER and these Regulations, the subject manager and the head of the ED-DPTD may jointly issue a student guide. The guides must be published on the website of the Directorate of Education and the students on the internship will be informed about their availability by the institute managing the training in a Neptun message.

## **VII. COMPLETION AND EVALUATION OF INTERNSHIP**

### **7. §**

- (1) Upon completion of the internship, the student is required to summarize the experiences and knowledge gained during the internship in the documentation form and manner prescribed for the given major in Annex 1. Upon completion of the internship, the documentation forms prescribed for the major may be the following:

- a) internship report
  - b) internship diary
  - c) practical training booklet, which may include observation records and a portfolio.
- (2) In the field of teacher training, the training management institute shall determine the content of the practical training booklet referred to in paragraph (1) c) for each academic year for students admitted to and establishing student status in the basic training programmes, which shall be valid for the entire duration of the training. The director of the training management institute shall be responsible for issuing the practical training booklet.
  - (3) The student must submit the documentation concluding the internship via NEPTUN SYS within 5 working days. The internship location will provide the student with the original copy of its evaluation, and the student must attach the evaluation to the documentation concluding the internship to be submitted via NEPTUN SYS and submit the original copy to the campus DPTD office.
  - (4) Annex 1 to these Regulations may require the preparation of several types of practical documents from among the types of documents referred to in points a-c) of paragraph (1) for each major. The content and form requirements of the document types are contained in Annexes 4-5.
  - (5) The practical report and the completion of the practical training are evaluated by the subject manager/subject coordinator/specialization manager or course instructor/subject manager/practicum supervisor for the major, as specified in Annex 1, in accordance with the requirements of the given practical training subject. The evaluation given by the professional mentor or practical training supervisor, as well as the evaluation recorded on the practical training certificate, must also be taken into account in the evaluation.
  - (6) The assessment for the internship is carried out according to the assessment method prescribed in the sample curriculum and the assessment system prescribed in the subject requirements.
  - (7) Anyone who does not have a certificate from their workplace manager, or who does not submit the practical documentation required for the given major or professional practice in the form and manner prescribed, or who does not meet the prescribed formal and content requirements, their internship is invalid and the professional practice must be repeated. The refusal to accept the internship entails:
    - a) a failure of the organization of the internship due to the student's fault;
    - b) unexcused absence during the internship exceeding the amount specified in Section 6(4);
    - c) failure to make up for absences during the internship that do not exceed the amount specified in Section 6(4);
    - d) a disciplinary or criminal offense at university or at work.
  - (8) The completion and evaluation of the internship is recorded by the instructor of the internship subject within 5 working days of submitting the documentation regarding the completion of the internship to NEPTUN SYS and receiving the evaluation of the internship in NEPTUN SYS.
  - (9) Within 5 working days after the evaluation of the internship, the original copy of the student's internship completion documentation and the original copy of the evaluation of the internship must be sent to the head of the campus academic department of the student's

place of training. The academic department will retain the documents referred to in this paragraph in the student's personal file until the deadline specified in the Document Management Regulations.

## **VIII. FINAL PROVISIONS**

### **8. §**

- (1) These Regulations were adopted by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution No. 141/2025 (VII.31.) of July 31, 2025, and will enter into force on August 1, 2025, and will simultaneously supersede the previous regulations adopted on February 1, 2021 and amended on February 17, 2024.
- (2) Practices prepared or started on the basis of the previous Professional Practice Code must be concluded in the same form and procedure.

Gödöllő, 31 July 2025

Dr. Csaba Gyuricza  
rector, president of Senate

1. Annex: Special requirements for internship in each major
2. Annex: Application form for internship (professional practice, student)
3. Annex: Declaration of Admission (Host)
4. Annex: Content and formal requirements of the internship report
5. Annex: Internship logbook template
6. Annex: Form of student evaluation by the host company
7. Annex: Flowchart on organizing and conducting internships

## **1. Annex: Special requirements for internship in each major**

### **Bachelor's training programs**

#### **Training programs in Agriculture**

##### **Bachelor's Degree in Agricultural and Business Digitalization**

To complete the internship, an internship report must be submitted and accepted, there are no other special requirements.

##### **Bachelor's Degree in Animal Husbandry Engineering**

To complete the internship, an internship report must be submitted and accepted, there are no other special requirements.

##### **Bachelor's Degree in Food Engineering**

In the case of full-time and correspondence students, the minimum requirement for starting the internship is the choice of industry technology and the acquisition of at least 120 credits by the end of the 5th semester of the training, as well as obtaining a semester signature in the subjects Industrial Food Technologies and Quality 1 and 2, at least in the case of Industrial Food Technologies and Quality 1.

In full-time training, the internship can be completed at one or a maximum of two host locations, but in this special case, the division of 6 weeks + 8 weeks of internship time is particularly recommended. If the student spends his internship time not at one, but at two locations, then the internship report (written and oral) must cover both internship activities.

The student is also required to present the internship report orally to an evaluation committee (which usually consists of lecturers from the relevant specialist technology, food industry operations and food industry economics).

##### **Bachelor's Degree in Agrobusiness and Rural Development Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

##### **Bachelor's degree in Horticultural Engineering**

In the Horticultural Engineering undergraduate program, it is mandatory to complete a continuous 15-week internship (15 weeks \* 40 hours/week, i.e. a total of 600 hours) in full-time work, or a continuous 5-week internship (5 weeks \* 40 hours/week, i.e. a total of 200 hours) in part-time work.

The internship course is registered and completed through NEPTUN SYS in the 6th semester of the program according to the normal program schedule. The preparation of the internships takes place during the 5th semester, in the case of full-time work, in the 6th semester, after a short (approx. 2.5 month) study period, it must usually be completed from mid-April to mid-July.

To complete the internship, an internship report must be submitted and accepted.

In full-time work, the internship can be completed at one or two reception locations. The internship report (written and oral) must cover both practical activities.

##### **Bachelor's degree in Horse breeder, Equin sports organizer Agricultural Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Bachelor's degree in Mechanical Engineering in the Agriculture and Food Industry**

To conclude the internship, a internship report must be submitted and accepted; there are no other special requirements.

**Bachelor's degree in Agricultural Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Bachelor's degree in Agricultural Water Management and Environmental Technology Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Bachelor's degree in Viticulture and Oenology Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Bachelor's degree in Landscape and Garden Construction Engineering**

The accredited program in Landscape and Garden Construction Engineering (BSc) requires a continuous internship lasting 12 weeks.

Students must spend the internship at construction and/or maintenance companies, municipalities, nature conservation institutions, etc. Students can spend a maximum of 6 weeks in a design office. At the end of the internship, the student must submit an internship report and has to give an oral practical report.

Students can complete an advanced internship if they have completed at least 90 credits during their studies. In this case, the student must submit a credit certificate along with the application form, which the Buda Campus Registrar's Office will issue to them upon request.

**Bachelor's degree in Nature Conservation Engineering**

The semester internship must be completed during the 6th semester. The duration of the internship is 13 weeks for full-time students and 2 weeks for students with correspondence work schedule. The internship begins on the 1st day of the 6th semester for full-time students, but it can also begin at a later date (e.g. due to the field season), if the internship location agrees with the student during the internship location selection process; however, the deadline for submitting the internship log specified in the regulations must still be taken into account and the start date adjusted accordingly. For students with correspondence work schedule, the 2-week internship can be completed at any time during the 6th semester, in compliance with the regulations.

The internship location must be selected in consultation with the thesis supervisor. The practical training must have relevance to nature conservation. The practical training location must be suitable for the student to learn about management and organizational tasks in addition to the everyday practical activities of the field.

The internship location can be any national, regional or local institution performing state, nature conservation administrative or authority tasks, whether domestic or foreign (e.g. ministry, national park directorate, regional unit, guard district, government department operating as a successor body to the inspectorate, local government), as well as any educational, demonstration, service and tourism institution, enterprise, farm, nature conservation public foundation, plant, research institute, zoo, wildlife park, botanical garden and social organization that is engaged in nature conservation education, demonstration, research, *ex situ* conservation, nature conservation management or other nature conservation activities, approved by the

professional management, and that employs at least one graduated person, specialist or specialist employee.

At the conclusion of the internship, the student must submit an internship diary in the manner and with the content specified in the regulations.

### **Bachelor's degree in Wildlife Management Engineering**

In the program, internship is implemented within the framework of several subjects.

Internship is two weeks (2x5 days, i.e. 80 hours) in both 1st and 2nd year full-time and correspondence work schedule.

Engineering practice is of the same length for students with correspondence work schedule, while for full-time students it is 13 weeks (13x5 days, i.e. 520 hours). The exact date and place of the practice are determined for all students by the Institute of Wildlife Management and Nature Conservation taking into account the students' prior applications at the University's contractual partners, which takes place in the e-learning course related to the subject.

Professional Practice 1 subject in small game and alternative areas (e.g. zoo, government office, national park), Professional Practice 2 subject in large game and alternative areas; while engineering practice can also be spent in small and large game, or alternative areas.

## **Training programs in Economic Sciences**

### **Bachelor's degree in Human Resource Management**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Business Administration and Management**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Commerce and Marketing**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Finance and Accounting**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Tourism and Catering**

The student may complete the internship at a maximum of two practical locations. One semester of the internship may be a practice-oriented foreign training course organized within the framework of an agreement between a Hungarian and a foreign higher education institution. The submission and acceptance of an internship report is required to complete the internship.

## **Training programs in Informatics**

### **Bachelor's degree in Business Informatics**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

## **Training programs in Engineering**

### **Bachelor's degree in Biochemical Engineering**

In the Biochemical Engineering program a 4-week (4 weeks \* 40 hours/week, i.e. 160 hours in total) continuous internship is mandatory. The preparation of the internships takes place during the spring semester, and the internship must be completed during the summer after the 6th semester.

The internship report is required for acceptance and recognition, and the student is required to present it orally to an evaluation committee.

### **Bachelor's degree in Mechanical Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Environmental Engineering**

In the undergraduate degree program in environmental engineering, a 6-week (6 weeks x 40 hours/week = 240 hours) full-time internship is mandatory. The preparation for the internship takes place during the spring semester, and the internship must be completed during the summer after the 4th semester.

The pre-requirement for enrolling in the internship course is the completion of the subjects Basics of Environmental Engineering (KORTU079N) and Chemical Analysis (KORTU062N). The pre-requirement for accepting and recognizing the internship is the preparation and submission of an internship report.

### **Bachelor's degree in Mechatronics Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Engineering Management**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

## **Training programs in Education**

### **Bachelor's degree in Infant and Early Childhood Education**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Special Needs Education**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Kindergarten Education**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

### **Bachelor's degree in Primary School Teaching**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

## **Higher Education Vocational Trainings**

### **Training programs in Agriculture**

#### **Higher Education Vocational Training in Medicinal Plants and Herbs**

The aim of the internship is to enable students to combine theoretical and practical knowledge, acquire profession-specific material-tool technology and methodological knowledge and gain practical experience related to these. The internship must be actively engaged in the medicinal plant/spice industry. The time frame of the continuous internship is 400 hours (10 weeks) on a full-time basis, 152 hours (3.8 weeks) on a part-time basis, which can be divided due to the specifics of agricultural production. The internship can be completed at a maximum of 2 internships, provided that the student is required to complete a minimum of 80 hours (2 weeks) of internship at 1 internship.

To complete the internship, an internship report must be submitted and accepted.

#### **Higher Education Vocational Training in Stud Farming**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

#### **Higher Education Vocational Training in Viticulture and Oenology**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

### **Training programs in Informatics**

#### **Higher Education Vocational Training in Business Informatics**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

#### **Higher Education Vocational Training in Computer Science**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

## **One-tier training programs**

### **Training programs in Agriculture**

#### **One-tier training in Agricultural Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

## **Master's degree programs**

### **Training programs in Agriculture**

#### **Master's degree in Biosystems Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

### **Master's degree in Animal Husbandry Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

### **Master's degree in Food Safety and Quality Engineering**

In the Food Safety and Quality Engineering MSc program, it is mandatory to complete a continuous 4-week internship (4 weeks \* 40 hours/week, i.e. a total of 160 hours) in both full-time and correspondence work schedules. The preparation for the internships takes place during the spring semester, and the internship must be completed during the summer.

The minimum requirement for starting the internship is to obtain at least 20 credits by the end of the 1st semester of the programme. In the full-time master's degree programme, students have 8 weeks after the end of the 3rd semester of the programme to complete the mandatory minimum 4-week continuous internship. Students can complete the 4-week internship period continuously, usually at one internship location (e.g. at an official internship location or in a food industry production plant).

In order to complete the internship, it is necessary to submit and accept the internship report, which the student must also present orally to an evaluation committee.

### **Master's degree in Food Engineering**

In the Food Engineering master's program, both for full-time students and students with correspondence work schedule, a continuous 4-week internship (4 weeks \* 40 hours/week, i.e. a total of 160 hours) is mandatory. The preparation for the internships takes place during the spring semester, and the internship must be completed during the summer.

The minimum requirement for starting the internship is the choice of specialization and the acquisition of at least 20 credits by the end of the 1st semester of the program. In the full-time master's degree programme, students have 8 weeks after the end of the 3rd semester of the programme to complete the mandatory minimum 4-week continuous internship. Students can complete the 4-week internship period continuously, usually at one internship location (e.g. an official internship location or a food industry production plant).

In order to complete the internship, the student must submit and accept the internship report, which the student must also present orally to an evaluation committee.

### **Master's degree in Environmental Engineering**

The duration of the continuous internship in the major is 4 weeks in full-time work schedule, 3 weeks in correspondence work schedule, which must be spent at a domestic or foreign enterprise or institution engaged in horticultural activities (cultivation, propagation material production, processing, trade, etc.). The choice of the practical location is the student's responsibility, which must be approved by the specialization manager. Foreign students can also complete the internship in their own country in consultation with the specialization manager.

According to the sample curriculum, the professional practice subject is due in the 2nd semester, but in justified cases (completion during the summer period) it is possible to submit the certificate at the beginning of the following semester. Students starting in the cross-semester can also take the practical subject in the third semester, in accordance with the vegetation period.

### **Master's degree in Agricultural Engineering in Environmental Management**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Agricultural Biotechnology**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Mechanical Engineering in Agriculture and Food Industry**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Agricultural Water Management Engineering**

The Agricultural Water Management Engineering master's degree program requires students to complete 4 weeks of full-time internship (40 hours/week, total 160 hours) and 1 week (40 hours) of part-time internship. The internship is prepared during the spring semester and completed during the summer. The acceptance and recognition of internships require the student to prepare an internship report on the work completed.

**Master's degree in Plant Protection**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Crop Production Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Alcohol and Fermentation Engineering**

In the program Alcohol and Fermentation Engineering (MSc), it is mandatory to complete a continuous 5-week internship (5 weeks \* 40 hours/week, i.e. a total of 200 hours).

The minimum requirement for starting the internship is to obtain at least 20 credits by the end of the 1st semester of the program. In the current full-time master's program, students have 8 weeks after the end of the 1st semester of the program to complete the mandatory minimum 5-week continuous internship. Students can complete the 5-week internship period continuously, usually at one internship location (e.g. an official internship location or a food production plant). To complete the internship, it is necessary to submit and accept the internship report, which the student must also present orally to an evaluation committee.

**Master's degree in Viticulture and Oenology Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Landscape Architecture Engineering**

The training and exit requirements for the Landscape Architecture Engineering program **require a 4-week internship.**

The 4-week (160-hour) **internship must be completed continuously during the summer break**, if possible. A split-term internship (e.g. 2+2 weeks, 3+1 weeks) may only be permitted in exceptional and justified cases.

The internship can be completed in the summer between the 1st and 2nd semesters, or between the 3rd and 4th semesters. The application period for the internship is the spring semester, and the reporting period is the autumn semester following the internship.

The internship serves **to deepen design skills**, so it is advisable to look for professional workshops dealing with design work. Considering the fact that the certified landscape architect

engineering diploma later, after appropriate practice, provides the opportunity to obtain K, TK and TR authorizations, as well as monument and landscape protection expert authorizations, it is necessary to look for offices where professionals with such authorizations work. Since landscape architecture is a related profession to architecture (A) and town planning (TP), it is also acceptable to look for offices with designers with A and TP authorizations. In terms of the quality and supervision of design work, **it is most advantageous to choose studios** with a senior designer. **The design and expert authorizations of the responsible employees of the internship** must be indicated when the **host location is authorized (when submitting the application)**. (For information on professionals with senior designer authorizations and their internship workplaces, see <https://eugyintezes.mekon.hu/index.php?u=nevjegyzek#>)

At the end of the internship, the student must **submit an internship report**.

The university recognition of the completion of the internship occurs in the fall semester **tied to the professional practice subject**. Students must present their work at the internship, the design tasks and practice they learned, in a 15-minute ppt presentation, which is also uploaded to the e-learning platform in PPT format.

#### **Master's degree in Animal Nutrition and Feed Safety Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

#### **Master's degree in Nature Conservation Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

#### **Master's degree in Wildlife Management Engineering**

The internship lasts three weeks (3x5 days, i.e. 120 hours) for both full-time students and students with correspondence work schedule. The exact date and location of the internship are determined for all students by the Institute of Wildlife Management and Nature Conservation, taking into account the students' prior applications to the University's contractual partners, which is done in the e-learning course related to the subject. For students with correspondence work schedule, when choosing a contractual partner, the process is the same as for full-time students; when choosing another partner, they independently obtain the acceptance statement and, if necessary, organize the process of concluding a cooperation agreement.

Internships in small game, big game and alternative areas (e.g. zoo, government office, national park) can also be spent.

A practical diary must be kept during the internship.

#### **Master's degree in Rural Development Engineering**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

### **Training programs in Humanities**

#### **Master's degree in Human Resource Counselling**

The condition for completing the 30-hour internship outside the institution is that the student participates in at least 2 types of internships. An internship report must be prepared for the internship.

The condition for completing the 110-hour intensive field internship is that the student participates in at least 2 types of internships, the number of hours of which can be arbitrary. An internship report must be prepared for the internship.

**Master's degree in Culture of Early Childhood**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Educational Science**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Training programs in Economic Science****Master's degree in Agricultural Economics**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Supply Chain Management**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Finance**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Regional and Environmental Economic Studies**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Tourism Management**

To conclude the internship an internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Business Development**

To conclude the internship, a internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Management and Leadership**

To conclude the internship, a internship report must be submitted and accepted; there are no other special requirements.

**Training programs in Engineering****Master's degree in Mechanical Engineering**

To conclude the internship, a internship report must be submitted and accepted; there are no other special requirements.

**Master's degree in Environmental Engineering**

The Environmental Engineering Master's degree program requires students to complete 4 weeks of full-time internship (40 hours/week, total 160 hours) and 1 week (40 hours) of part-time internship. The internship is prepared during the spring semester and completed during the

summer. The acceptance and recognition of internships require the student to prepare a internship report on the work completed.

#### **Master's degree in Construction Engineering**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

#### **Master's degree in Engineering Management**

To conclude the internship, an internship report must be submitted and accepted; there are no other special requirements.

#### **Master's degree in Urban Systems Engineering**

The training and exit requirements of the program Urban Systems Engineering **require students to complete a 4-week internship.**

The 4-week (160-hour) **internship should be completed as continuously as possible during the summer break**; internships of a different duration (e.g. 2+2 weeks, 3+1 weeks) should be agreed with the subject responsible instructor.

The internship is primarily a **design internship**, where it is advisable to look for workshops with a wide range of professional activities. Given that the degree in urban engineering provides the opportunity to obtain a town planner (TP) license later, after appropriate practice, offices should be sought where senior designers with such licenses work. Since town planning is a related profession to architecture (A), it is recommended to look for offices with a "A" senior designer, even if there is no specialist (TP) designer there. Based on these conditions, the criterion for the host institution should be a company dealing with town planning, town development, or real estate development.

At the end of the internship, the student must submit an **internship report**.

According to the model curriculum, the subject related to the internship is a subject of the 2nd semester, but it must only be taken in the 2nd semester if the student completed the internship during the summer period between the 1st and 2nd semester. The internship can be completed during the summer between the 1st and 2nd semester, or between the 3rd and 4th semester, according to the student's choice.

At the end of the internship, we ask that all students completing the internship make notes, copies, and photos - of course with the permission of the host institution - of the works they have come into contact with, so that they can be presented to their fellow students and instructors in a sufficiently professional and engaging 15-minute presentation.

### **Training programs in Arts**

#### **Master's degree in Landscape Architecture and Garden Design**

The training and exit requirements of the Landscape Architecture and Garden Design program require students to complete **a 4-week internship.**

The 4-week (160-hour) internship must be completed during the summer break, preferably consecutively; internships of a different duration (e.g. 2+2 weeks, 3+1 weeks) must be agreed with the course responsible instructor.

The internship of the MA program is **primarily a design internship**, where it is advisable to seek out landscape architecture workshops primarily engaged in object design activities, where there are (leading) designers with K(1) authorization. Since landscape architecture is a related profession to architecture and urban planning, it is acceptable to seek out offices with A1 and TP1 (leading) designers – even if there is no specialist (K) designer there – but only if the office regularly designs open spaces (e.g. public spaces).

When selecting and accepting the internship location, **it is important to ensure that the design practice is carried out at a host location where the signing of a confidentiality agreement is not required.**

At the end of the practice, the student must submit **an internship report.**

The practice can be carried out in the summer between the 1st and 2nd semesters or the 3rd and 4th semesters, depending on the student's choice.

If the subject is enrolled, the subject responsible instructor will inform the student (in the subject requirements) about the method, time and place of the report. All interns are asked to make notes, copies and photos - of course with the permission of the host location - of the works they have come into contact with, so that they can be presented to fellow students and instructors in a sufficiently professional and engaging manner during the 15-minute presentation.

## Training programs in Pedagogy

### Master's degree in Teacher of Agriculture (Agricultural Engineering) (4 semesters)

During the training, our students must complete independent, off-campus practices related to the following teaching according to the model curriculum:

Off-campus practices	Time	Duration	Credit
Community pedagogical practice, within the framework of the secondary vocational training institution chosen by the student.	1. semester	10 weeks – 50 hours	3
Complex teaching practice, within the framework of the secondary vocational training institution chosen by the student.	2. semester	3 weeks– 20 hours	2
Continuous individual pedagogical practice I., within the framework of the secondary vocational training institution chosen by the student.	3. semester	5 weeks- 70 hours	14
Continuous individual pedagogical practice II., within the framework of the secondary vocational training institution chosen by the student. <b>(Only for those who do not have at least one academic year of public education practice!)</b>	4. semester	5 weeks - 70 hours	14

### Master's degree in Teacher of Agriculture program (Agricultural Engineering) (2 semesters)

During the training, our students must complete independent, off-campus practices related to the following teaching according to the model curriculum:

Off-campus practices	Time	Duration	Credit
School teaching practice, within the framework of the secondary vocational training institution chosen by the student.	1. semester	Observation in class: 8 hours, individual teaching: 2 hours – correspondence	2

Off-campus practices	Time	Duration	Credit
		schedule; 4 hours – full time training	
Continuous 4-week internship, within the framework of the secondary vocational training institution chosen by the student.	2. semester	Individual teaching: 20 hours/4 weeks.	20

## Training programs in Natural Science

### Master's degree in Ecotoxicology

The **Ecotoxicology** program requires students to complete 4 weeks (40 hours/week, 160 hours in total) of internship. The preparation for the internship takes place during the spring semester, and the internship is completed during the summer. The internship can be completed at any public or private organization that has professional tasks related to what has been learned in the program during their daily activities. Within the University, the internship can only be completed in the student's own research topic, under the supervision of the supervisor, assigned with a specific task. The condition for the acceptance and recognition of the practice is that the student prepares an internship report on the work completed.

## **Annex 2: Application form for internship (professional practice, student)**

### **Application form for internship**

#### **Details of Student:**

Name: \_\_\_\_\_

Neptun code: \_\_\_\_\_

E-mail address:(the student's official email address according to NEPTUN SYS):

\_\_\_\_\_

The student's permanent residence/address: \_\_\_\_\_

#### **Details of student's training program:**

Program: \_\_\_\_\_

Work schedule: \_\_\_\_\_

Training's place: \_\_\_\_\_

Specialisation: \_\_\_\_\_

Thesis topic/diploma topic/portfolio topic (if any) \_\_\_\_\_

#### **Details of host company /location of internship:**

I chose the internship from the list offered by the University: yes/no

Name of company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Person authorized on behalf of the company (only required if choosing an individual internship location): \_\_\_\_\_

Contact person (only required if choosing an individual internship location):

\_\_\_\_\_

Being aware of my criminal liability, I declare that the information provided on the internship application form is true and correct.

Date: \_\_\_\_\_

name of the student

#### **Formal text of the decision on the application for internship in NEPTUN SYS**

Hereby I agree that the Student will complete his/her internship at the host location specified in the application.

Hereby I do not agree that the Student will complete his/her internship at the host location specified in the application because ..... (*rejection must be justified!*)

### Annex 3: Declaration of Admission (Host)

## Declaration of Admission

I , the undersigned

Name of company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax number: \_\_\_\_\_  
Statistical number: \_\_\_\_\_  
Company registry number: \_\_\_\_\_  
Represented by: \_\_\_\_\_

declare to accept the following student for internship during the specified time period.

Name of student: \_\_\_\_\_  
Neptun code: \_\_\_\_\_  
  
Name of program: \_\_\_\_\_  
Level of education: \_\_\_\_\_  
Work schedule: \_\_\_\_\_  
Location of internship (address) <sup>1</sup>: \_\_\_\_\_  
Responsible person (name, phone number, e-mail): \_\_\_\_\_  
Contact person (name, phone number, e-mail): \_\_\_\_\_  
Start date of internship: \_\_\_\_\_  
End date of internship: \_\_\_\_\_

\_\_\_\_\_ (settlement), \_\_\_\_\_ (date)

\_\_\_\_\_  
signature of host institution

\_\_\_\_\_  
<sup>1</sup>. In case of agreements with school cooperatives, the name and address of the recipient of the service.

## **Annex 4: Content and formal requirements of internship report**

### **CONTENT AND FORMAL REQUIREMENTS OF INTERNSHIP REPORT**

**This document serves as a guide for the preparation of a coherent internship report by a student of the Hungarian University of Agriculture and Life Sciences. The formal and content requirements of the internship report, as well as the specific expectations, may differ from one program to another! The management of the given program will inform the students concerned about any differences.**

#### **Scope:**

The report must be submitted in electronic form, as a PDF document, in NEPTUN SYS, with a minimum of 10 typed pages (font size 12, single spacing) (excluding attachments). Tables and figures (drawings, photographs, graphs, etc.) in the written material must be numbered consecutively, and a short title must be given to each table and figure. The text must refer to the table or figure number.

#### **The Internship Report should be organised in chapters as follows:**

1. Table of content
2. Presentation of the practice location (activities, personnel, equipment, infrastructure, activity performed, technology)
3. Description of known work processes, technological presentation (brief summary of the theoretical and legal background of the technology, including literary references)
4. Description of completed tasks (logging your own work on a daily or weekly basis, depending on the task)
5. Summary (evaluation of the work processes learned, possibly SWOT analysis, comparison of the applied technology with literature data and legal regulations, e.g. waste management method)
6. Bibliography (listing all literature and other sources used in the journal)
7. Annexes

#### **First page:**

Title: Internship Report with location(s), date(s) of internship semester, name(s) of external internship supervisor(s), name of student, year, specialisation.

#### **Second page:**

Table of content

#### **Chapter 1:**

1. Introduction: concise general information about the internship location. Geographical location of the farm, natural and economic characteristics, basic activities, and a list of its locations.

#### **Chapter2:**

Detailed description of internship location(s) (description of plants, practical locations, departments, description of operational and management structure).

#### **Resources of production.**

- Land, its distribution by type of farming.
- Crop structure and yield averages (previous year's fact, current year's plan).
- Description of livestock (head), main specific indicators of production.
- Type and characteristics of the main farm buildings.
- Size and composition of machinery (including machinery elements).
- Labour situation of the holding. Number of employees, composition, qualifications.

#### **Characteristics of the host company**

- Volume of enterprise production value and turnover, broken down by main sector.
- Quantity, quality and cost price of the main products and crops.
- Sales, uses, market opportunities, selling prices.
- Results of management (multiannual data), breakdown of results.
- Further development plans, opportunities, etc.

#### **Organisational structure and management system of the host company**

- Describe the organisational structure of the farm
- Examine the flow of information between the different levels of management, the levels of decision-making and the chain of command.
- The division of tasks and responsibilities of managers at different levels (top, middle and bottom)

#### **Learn about the activities of a selected manager/owner or the internship supervisor.**

- The position, duties and responsibilities of the manager under investigation (as described in the job description).
- Day-to-day, routine tasks
- Leadership style and methods, management behaviour.
- Methods of assigning and controlling tasks.
- The working atmosphere in the department managed by the manager under investigation, the causes of potential conflicts and the manager's methods of dealing with them.
- Methods of financial and moral incentives used and applied by the manager.

#### **Chapter 3:**

##### **A report on independent tasks and the role undertaken in activities carried out in the given semester.**

(E.g., get to know the operating departments, organizational and administrative tasks, participation in exhibitions and fairs, maintaining contact, etc., maximum 2 pages.)

#### **Annexes:**

- contains photographs and other documentation collected during the internship, in chronological order, numbered and with a clear, short title;
- evaluation certificate of the host institution confirming completion of internship.

### **Annex 5: Internship logbook template**

**Internship logbook:** A brief description of the work and tasks performed by the student. The activities performed by the student at the workplace must be presented on a weekly breakdown, indicating the dates and tasks.

#### **INTERNSHIP LOGBOOK**

Weeks of internship	Date from to	Work carried out	Signature of internship supervisor
1.	7.28-08.01.	Studying pig fattening technology, feed mixing, etc.	
2.			
3.			
Etc.			
13.			

**Annex 6: Form of student evaluation by the host company**

**EVALUATION OF THE STUDENT DURING INTERNSHIP  
BY THE HOST COMPANY**

Name of student: .....

Neptun code of student: .....

Practice location:.....

Start date: .....

End date: .....

Hours of practice completed: .....

Name of Internship Supervisor: .....

Post of Supervisor:.....

Opinion about Student\*:

.....  
.....  
.....  
.....

Suggested grade: (excellent (5), good (4), satisfactory (3), pass (2), fail (1))

Date: .....

Official stamp

.....

Signature of Internship Supervisor

\*Please have your internship supervisor assess you on the basis of work discipline, professional interest, integration, independence, commitment, etc. Please indicate which data you were unable to provide despite the student's request. If you have any comments about the internship or the student's preparation, please also write them down.

## Annex 7: Flowchart on organizing and conducting internships

