



**UNIVERSITY OF NYÍREGYHÁZA**  
**INSTITUTE OF BUSINESS ADMINISTRATION**

**INFORMATION ON INTEGRATED PROFESSIONAL PRACTICE**

***BUSINESS AND MANAGEMENT BSC***

***NYÍREGYHÁZA***

***2026***

In accordance with the training and outcome requirements of the BSc programme in Business and Management: the **internship takes place in the seventh semester** in a business organisation (external or internal training facilities), as well as in a business organisation not related to the training programme, within the scope of the core activity of the higher education institution, in the higher education institution or in a business organisation operating with the participation of the higher education institution. (*Act CCIV of 2011 on National Higher Education*)

The internship is a **compulsory course (BGZ1106)**, the completion of which is a condition for the issuance of the final certificate. Its credit value is 20 credits.

**Condition for starting:** A continuous professional practice is an individual professional practice in the last semester of the program, the prerequisite for which is the completion of a minimum of 180 credits of the academic (subject) requirements of the Business and Management BSc.

**Duration: at least 560 hours (14 week, 8 hours/day)**

**Time interval:** from autumn “registration week” (after 20th of August) to the end of the autumn semester (middle of December)

**Evaluation of the internship:** The continuous internship is graded on a five-point scale: excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1).

It ends with a practical grade.

The conditions for obtaining a practical grade are governed by the guidelines set out in the “Study and Examination Regulations” of the University of Nyíregyháza.

The completion of the internship is a condition for admission to the final exam.

The internship must be completed in the semester in which the student took it as a course.

The higher education institution and the internship provider **must conclude a cooperation agreement (certificate)** for the provision of internship.

### **Criteria for completing the Professional practice**

The student must complete the professional practice in the 7th semester. Completion must be confirmed with two documents:

- (1) **Professional Practice certificate** and
- (2) **Integrated Professional Practice Report.**

Both documents can be downloaded from the website of the Institute of Business Administration.

The **deadline for submitting the first documents (Certificate) is the first week of July.**

Missing the deadline for submitting it incompletely will exclude the acceptance of the practice.

The certificate must be submitted in person by the person designated by the Institute of Business and Administration by the deadline specified above.

The form is considered official and acceptable if it contains the student's details (name, Neptun code, program name, year) as well as the identification data of the internship location and the exact duration of the internship.

The certificate must be stamped with an official seal and authenticated with the (original, not a stamp-signed) signatures of the contact person and the head of the institution/program.

The certificate also includes an evaluation of the student's work, in which the intern's activities must be rated based on the criteria given to the contact person in a maximum of 1500 characters.

*Criteria: considering the students' motivation, level of engagement, and professional interest shall be taken into account. A student's performance shall be deemed unacceptable – i.e., "insufficient" (1) – if the internship was not completed in the prescribed manner and duration, and the work does not meet the professional expectations agreed upon with the training institution and the host coordinator.*

The **second document for completing the internship is the "Integrated Professional Practice Report"**, which must be submitted after fulfilling his/her practice in 14 weeks.

Continuous internship outside the (university) country is possible for students participating in full-time training only based on cooperation agreements (certificate) between the University of Nyíregyháza.

Before starting the internship, the subject-responsible instructor and the host coordinator provide written information to the students applying for the internship about the current internship sites with a valid contract.

**A full-time employment relationship of at least one year can be validated as a professional practice, which corresponds to the competencies formulated in the Training and Outcome Requirements of the given programme. Detailed information on the validation procedure can be found on the website of the Institute of Business Administration.**

The student himself can recommend a professional internship place.

**In connection with the fulfilment** of the student's related professional practice:

- participates in the search for and selection of the location of their internship;
- cooperates with the appointed lecturer of the Institute of Business Administration in the administrative preparation of the internship;
- Enrolment week of the course "Integrated Professional Practice" (BGZ1106)
- cooperates with the host organisation
- he/she keeps a Practical Report (downloadable from the website of the Institute of Business Administration) about his/her duties performed during his/her professional practice, which

he/she sends to the Institute of Business Administration by the given deadline after the completion of the professional practice.

**At the internship site, the tasks of the internship leader/workplace mentor:**

- assigning and supervising the traineeship;
- professional support of the student during and in connection with the assignment;
- evaluation of traineeships;
- checking the adequacy of the Practice report prepared by the student and certifying it by signing it.

**Contact person:**

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