

## Internship description

The Student have to complete a 6 week internship. (30 days) You have to work 8 hours a day. You can complete 30 days over several weeks (maximum 10 weeks), so during the semester, during the exam period, during a summer it is possible. It can be done even in summer. The internship must be finished no later than 2 week before the final exam.

### Before internship:

The cooperation agreement (AGREEMENT OF COOPERATION + Annex 1 ) **must be submitted to the university in its original form 2 weeks before the internship.** (I can't accept scanned or electronically documents. An electronic signature cannot be accepted by the university.)

**If the original agreement is not received before the start of the traineeship will be rejected even if it is successfully completed. It won't be possible to make up the agreement later under any circumstances.**

This is an agreement between the company and the university. The original form have to be send after the company has original signed and original stamped it. It can be in English or Hungarian, this can be decided by the company. Please email me a photo of these before send by email. (The company will enter into an employment contract with you, but you do not have to submit it to the university.) If I give feedback that the agreement is correct, then the documents must be handed over.

Options for submitting documents:

- \* in person at TA. 125 – appointment required (loraszko.andrea@kgk.uni-obuda.hu)
- \* in person – posted in the mailbox on the wall next to TA. 137.

### After finished internship:

You must submit 4 documents (completion documents) after completing the internship.

- Certificate of completion of internship practice
- COMPETENCY EVALUATION SHEET
- WORK LOG
- Student report

**The first 3 documents MUST BE signed and stamped by the company. Documents without a stamp and signature will be rejected.**