



KÁROLY RÓBERT CAMPUS

STUDIES AND EXAMS CODE

Regulations on the Practice Period

Appendix VIII Administrative Procedures for the Extra-Institutional and the Continuous Practice Period

Business

Gyöngyös

2023

1. The Aim of the Practice Period

The aim of the practice period is to develop the professional knowledge and personal, social and methodological competencies most needed for the profession on the basis of the acquired professional knowledge and skills at the application level, and to further develop the employee competencies in an actual work environment. The practice period should be spent with work that meets the training goals of the course and is related to the subjects taught.

2. Requirements of the Practice Period

Conditions for completing the internship:

- completion of the practice period as required ;
- preparation and submission of the Records of Practice Period in printed form by the last day of the term-time;

3. Place of Practice, Typical Forms of Work

The **field teacher** (practice leader) can be a specialist with several years of professional experience, this person is appointed by the head of the practice site.

The place of practice can be selected:

- on the basis of a proposal by the student, which has been agreed and approved in advance by the director/coordinator of the major (before the start of the practice period);
- from the places of practice in the institution's database.

Professional expectations related to the practice period:

- the student – in accordance with the typical activity of the place of practice and the expected qualification – is to carry out continuous activity;
- if possible, students should get acquainted with several areas of economic activity during their practice period.

4. Aspects Related to the Evaluation of the Practice Period

Students must prepare a Records of Practice Period. Even in the case of non-continuous practice period, only one Records of Practice Period should be prepared, which includes data on place of practice, time spent in each location, activities and an overall evaluation of the practice period.

Students are assessed by the field teacher according to the general procedure, based on the following criteria:

- flexibility, reliability, independence (personal competencies);
- networking skills, initiative, helpfulness (social competencies);
- systematic work, logical thinking, practical task interpretation, problem exploration and solving (method competencies).

The length of the Records of Practice Period is a minimum of 5 pages and a maximum of 15 pages to be compiled by the student according to the criteria given in the Thesis/Diploma Thesis/Portfolio Preparation Regulations. The Records of Practice Period must be submitted to the Campus Office of Dual and Practical Training Department of

Károly Róbert Campus (1st floor, building “A”) (Molnár Attiláné, Dr. Mária Móricz) in person or by post.

4.1. Content requirements of the Records of Practice Period for BA and Higher Vocational Training courses in Business Administration and Management

The tasks to be performed during the practice period should cover the following areas:

- I. Presentation of the economic organization** (scope of activity, production structure, etc.)

Task: to examine the composition of production and/or service and their changes, as well as to present the reasons for the change, the effects of possible economic, market and legal changes. (Please apply the knowledge acquired in the course of Statistics)!

- II. Observation of the operating rules of the business organization** (Corporate Contracts, Memorandum of Association, Articles of Association, Organizational and Operational Regulations, Accounting Regulations, etc.)

Task: List of regulations, brief description of their main chapters. (A concise summary of the content should be provided!)

- III. Presentation of the operational processes of the economic organization**

Task: presentation of the organizational structure and basic processes of the economic organization by editing and analysing the flowchart (attention must be paid to the use of flowchart standards!) *The flowchart of the organizational structure and business processes must be uploaded as an appendix.*

Please highlight:

- description of the activities and tasks performed by the student;
- applied information and communications technology (software, office equipment, etc.).
- the role and necessity of language skills;
- assessment of experiences, suggestions and activities related to work organization, the job and the operation of the organization.

- IV. The annual report of the economic organization and its analysis**

Task: Collect the official annual report of the business organization - published as an e-report - for 3 years and record it in MS Excel, and attach it to the Records of the Practice Period. The location of the file containing the report must be indicated.

Preparation of a brief financial analysis (on the financial situation, the development of profitability and efficiency, the application of bankruptcy models)

- V. Business success factors**

Task: find elements that limit or support the success of business organizations. Apply previously learned solutions!

4.2. Content requirements of the Records of Practice Period for BA and Higher Vocational Training courses in Tourism and Catering

- Presentation of the place of practice – the geographical location, environment, economic data, number of employees, main forms of activity, organizational structure, and efficiency of the company.
- Presentation of the specific tasks performed by the student at the company – tasks, description of activity forms, significance of professional management, results and evaluation of the performed tasks.
- Workplace relations – communication with the manager, subordinates, customers, visitors, guests, tourists. Positive - negative experience, description and evaluation of situations.
- Career – future opportunities at the place of practice; possible utilization of the knowledge and experience gained during the practice in another workplace.
- Summary, suggestions – a summary of the experiences related to work organization at the place of practice, results, level of satisfaction. Applying the theoretical knowledge gained during the studies in practice. Deficiencies, suggestions for correcting errors detected during the practice.

4.3. *Content requirements of the Records of Practice Period for BA and Higher Vocational Training courses in Finance and Accounting*

During the practice period in Finance and Accounting, students should become familiar with the following through their specific practical work in order to fulfil the educational objectives:

- the goals and basic laws of corporate management;
- the financing-accounting-taxation subsystems of corporate management, the principles of corporate financing, forms of direct and indirect financing;
- the theoretical foundations and practice of planning, organizing, managing and controlling financial and accounting processes, evaluation techniques;
- the legislation governing the activities of enterprises, the most important financial conditions for the company's market adaptation;
- domestic and international tax and accounting rules, accounting and financial presentation of the operation of enterprises (establishment, operation, transformation, termination);
- the accounting information system, the parts of the report and the supporting accounting processes, the methodology of the analysis of the activities, the methodological bases of decision making;
- the structure of the financial institution system, the peculiarities of each type of financial institution, the lending process, the most important elements of the operation of the securities market;
- the tasks and structure of public finances;
- the main differences between the laws of profit oriented business and the public sector;
- the basic laws of budget management, the principles of budget financing and possible techniques.

If they have the opportunity, the places of practice should provide the opportunity to get to know and implement each special activity. Specific tasks and the general requirements adapted to the specific economic model should be assigned by the place of practice

Students should present the above points in the Records of Practice Period taking into account the nature of the place of practice.

4.4. Content requirements of the Records of Practice Period for BA and Higher Vocational Training courses in Commerce and Marketing

The general structure of the Records of Practice Period is as follows:

- History of the organization, ownership structure, activities, presentation of products / services, organizational structure (based on internal sources).
- Examining the market position of the organization, industry, competitors (e.g. by means of SWOT analysis)
- Presentation of the relationship system of internal processes with special regard to commercial and marketing activities.
- Presentation and critical evaluation of the marketing activities of the organization based on 4Ps, or 7Ps in the case of a service providing company. (Depending on the size of the company, in a structure agreed by the supervisor.)
- Conclusions, own suggestions: Brief, concise presentation of the activities performed during the internship (nature of the activity, tasks, place and role in the organization, related regulations, etc.). The abilities and skills that the practice enabled the acquisition and development of.
- The general structure of the Records of Practice Period also depends on the Place of Practice, not all of the above guidelines are mandatory in justified cases. The details of each point should be agreed by the consultant.

5. Steps to Complete the Practice Period

1. SEARCH FOR A PLACE OF PRACTICE independently or from a list offered by the University. It is only possible to start the practice period if the student has already completed 100 credits (Higher Level Vocational Training: 75). Keep in mind that it can take months to find a suitable place of practice!

2. ADMISSION OF THE PRACTICE PERIOD UNIT IN NEPTUN. If the practice period is completed during the summer, the subject is to be taken in the following September!

3. Completion of the COOPERATION AGREEMENT, STUDENT EMPLOYMENT CONTRACT (<https://ed.uni-mate.hu/professional-training>) with the workplace, their submission in 3 copies to the Campus Office of Dual and Practical Training Department (1st floor, building “A”) (Molnár Attiláné, Dr. Mária Móricz) in person or by post.

4. COMPLETION OF THE PRACTICE PERIOD. Please bear in mind that the expected minimum length of the internship depends on the nature of the training (full-time/correspondence) and the commencement of the training!

5. Submission of the CERTIFICATE OF COMPLETION, RECORDS OF WORK AND THE RECORDS OF PRACTICE PERIOD (one copy each) at the Campus Office of Dual and Practical Training Department (1st floor, building “A”) (Molnár Attiláné, Dr. Mária Móricz) in person or by post within 5 working days after the end of the practice period. The documents will be forwarded to the coordinator/director of the major.

6. The coordinator/director of the major evaluates the practice period in NEPTUN (excellent, passed, failed).

6. The Length of the Practice Period

Tourism and Catering:

- *For students beginning their studies before 01/02/2020*
 - BA full-time education: 400 hours, correspondence courses: 200 hours
 - Higher Level Vocational Training full-time education: 560 hours, correspondence courses: 240 hours
- *For students beginning their studies after 01/02/2020*
- On the basis of 3/2019. (II. 11.) EMMI regulation the practice period can be completed as defined in the curriculum at a business organization engaged in tourism or hospitality activities or in the educational restaurant or hotel of the higher education institution for two semesters, of which one semester can be a practice-oriented foreign part-time course organized within the framework of an agreement between a Hungarian and foreign higher education institution.

The credit value of the practice period is 50 credits, its lengths is:

- full-time education 2*560 hours,
- correspondence courses 2*240 hours
- *For students of Higher Level Vocational Training beginning their studies after 01/02/2020*

Finance and Accounting:

- BA full-time education: 400 hours, correspondence courses: 200 hours
- Higher Level Vocational Training full-time education: 560 hours; correspondence courses: 240 hours

Business Administration and Management:

- BA full-time education: 400 hours, correspondence courses: 200 hours
- Higher Level Vocational Training full-time education: 560 hours; correspondence courses: 240 hours

Commerce and Marketing

- BA full-time education: 400 hours, correspondence courses: 200 hours
- Higher Level Vocational Training full-time education: 560 hours; correspondence courses: 240 hours

7. Crediting Work Experience as Practice Period

If a student clearly demonstrates that the requirements of the practice period are met by their workplace activities, the student does not have to participate in the related practice period. Work experience can be taken into account if its duration is at least as long as the compulsory practice period required of the student in the course.

The exemption can be applied for by submitting the “Crediting Work Experience” form in NEPTUN TR.

The application must be accompanied by a certificate of employment from the employer, as well as a certified copy of a detailed job description of the position held, a 2-5 page written report, and any documents that may be used to assess recognition.

During the credit process, these factors are assessed by the relevant Study and Credit Transfer Committee.

The practice period course is to be taken in this case as well.

8. Appendix

Appendix 1

Please contact your director/coordinator of the major for information on the procedure.

Major	Name/e-mail address of the coordinator/director of the major
Tourism and Catering Higher Level Vocational Training BSc	Dr. Edith Pallás Pallas.Edith@uni-mate.hu
Business Administration and Management Higher Level Vocational Training BSc	Dr. Krisztina Taralik Taralik.Krisztina@uni-mate.hu

Appendix 2

CERTIFICATE OF COMPLETION

*I certify that.....(name).....
 full-time / correspondence / distance learning
 student's internship included in our cooperation agreement 20 .. months from
 20 .. months completed.*

Internship details:

Name:

Head Office:

Place of
 work:.....

Trainee Evaluation: (Put an X in the right place!)

<i>Evaluation criteria</i>	excellent	good	appropriate	weak	not acceptable
Reliability					
Attitude					
Quality of work					
Adaptation to working conditions					
Participation in group work					
Independent work					

All in all, the student's practical performance:

(The qualification level valid for the student must be underlined!)

did not comply

correspondent

excellent

....., 20.. month day

P. H.

.....

signature