



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

Agriculture

Gyöngyös

2023

1. The Aim of the Practice Period

The aim of the Extra-Institutional and the Continuous Practice Period is to contribute to the experiential learning of the students' professional practical knowledge and to the application and deepening of certain elements of the practical activity at the skill level.

During the Practice Period, students will:

- get acquainted with the operating rules of agricultural enterprises and organizations and institutions dealing with forest management and game management,
- become familiar with the specifics of the organization of sectors,
- have adequate knowledge to perform the practical tasks of production, trade, consulting, technical administration, inspection, production development, research, logistics, and financing.

Supplementing the theoretical and practical knowledge acquired in the higher education institution, the practical experience gained during the Practice Period makes students suitable:

- to perform the duties of producer, manager and organizational engineer/engineering assistant of agricultural enterprises of different types and sizes;
- to perform engineering / engineering assistant tasks related to the processing and trade of agricultural products, agricultural services, consulting and administrative tasks;
- to analyse economic and business processes related to agriculture;
- for communication required to perform engineering/engineering assistant tasks.

Students are receptive to new information and new professional knowledge and methodologies, open to solving new, independent and collaborative tasks.

2. Duration of the Practice Period

BSc courses

Students who started their BSc majors in the 2020/2021 academic year or before in agricultural sciences must complete their professional practice in the 7th semester according to the curriculum as follows:

- full-time education: 600 hours (15 weeks)
- correspondence education: 120 hours (3 weeks)
- the credit value of the professional practice is 30 credits.

Students who started their education from the 2021/2022 academic year in Agricultural Engineering BSc must complete their professional practice (engineering practice**) in the 7th semester according to the curriculum as follows:**

- full-time education: 560 hours (70 days, 14 weeks)
- correspondence education: 80 hours (10 days, 2 weeks)
- the credit value of the engineering practice is 30 credits.

Students who started their education from the 2021/2022 academic year in *Rural Development Engineering BSc* must complete their professional practice (engineering practice**) in the 7th semester according to the curriculum as follows:**

- full-time education: 520 hours (13 weeks)
- correspondence education: 520 hours (13 weeks) – it can be verified by the workplace
- the credit value of the professional practice is 30 credits.

MSc courses

Students who started their *Rural Development Engineering MSc major* in the 2020/2021 academic year or before must complete their professional practice in the 3rd semester according to the curriculum as follows:

- full-time education: 240 hours (6 weeks)
- correspondence education: 80 hours (2 weeks)
- the credit value of the professional practice is 7 credits.

Students who started their education from the 2021/2022 academic year in *Rural Development Engineering MSc* must complete their professional practice in the 4th semester according to the curriculum as follows:

- full-time education: 30 days (6 weeks)
- correspondence education: 30 days (6 weeks) – it can be verified by the workplace
- the credit value of the professional practice is 7 credits.

3. Conditions for Completing the Practice Period

Completion of the Practice Period, compiling a Records of Practice Period and report, and completing the course related to the Practice Period (indicated in NEPTUN TR).

Students must register to the unit related to the Practice Period in NEPTUN TR in the semester in which the student completes the Practice Period or its second part (even in the case of non-continuous completion).

Credits related to the Practice Period can only be obtained if:

- the Practice Period is completed according to the requirements;
- the student prepares a Records of Practice Period about the Practice Period on time and reports it to the supervisor/coordinator of the major;
- after the above criteria are completed, the unit related to the Practice Period in the NEPTUN TR system must be evaluated by the supervisor/coordinator of the major in a 5-scale evaluation system.

4. Steps to Complete the Practice Period

I. Finding a suitable place

Students may do it on their own or from a list offered by the University. Students may choose the place for the Practice Period from the list recommended by the University/Campus, or they can choose it by filling the Cooperation Agreement (<https://ed.uni-mate.hu/professional-training>), through an individual application. The acceptance of the Practice Period is decided by the person in charge of the subject (specialist / coordinator of the major).

II. Admission to the internship unit at NEPTUN TR.

III. Completion of the cooperation agreement and the student employment contract with the workplace.

If the student individually chooses a place for the Practice Period that is not included in the University's offer and the supervisor/co-ordinator allows the Practice Period to be completed at the selected Practice Period place, the Hungarian University of Agricultural and Life Sciences concludes a cooperation agreement for practical training tasks.

The relevant statement i. e. the Cooperation Agreement, student employment contract (<https://ed.uni-mate.hu/professional-training>) must be submitted in 3 copies at 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 no later than 30 days before the start of the Practice Period.

In addition to the Cooperation Agreement, the company or the student also submits 3 copies of the Student Employment Agreement to the Campus Office of Dual and Practical Training Department (1st floor, building "A") (Molnár Attiláné, Dr. Mária Móricz) in person or by post.

If a student completes the Practice Period in an organizational unit of the Hungarian University of Agricultural and Life Sciences (e.g. educational farm, research institute), only 3 copies of the Student Employment Contract must be sent in.

A copy of the Cooperation Agreement signed by the university and 1 copy of the Student Employment Contract will be mailed to the company by the institution. Documents remaining with the institution will be included in the student's personal material.

IV. Completion of Practice Period

V. Submission of the Certificate of Completion, Records of Practice Period.

The Records of Practice Period must be prepared for the practical period.

The general structure of the Records of Practice Period:

- Contents
- Presentation of the location of the Practice Period (activities, staff, equipment, infrastructure, activities performed, technology)
- Description of the work processes the student has become familiar with, technological presentation (brief summary of the theoretical and legal background of the technology together with literature references)
- Description of completed tasks (recording of own work in daily or weekly breakdown depending on task)

- Summary (evaluation of the familiar work processes, possibly SWOT analysis, comparison of the applied technology with literature data and legal regulations, e.g. waste management methods)
- Bibliography (indicate all literature and other sources used in the Records of Practice Period)
- Attachment(s)

Photographs, figures, tables in the Records of Practice Period must be numbered and the sources must be properly indicated. The Records of Practice Period is to be word processed, Times New Roman font size 12. The length of the Records of Practice Period is a minimum of 15 pages (without attachments). Large size or a larger number of photos, figures and tables can only be placed in the attachment.

Binding: spiral or other.

Deadline for the submission of the Records of Practice Period prepared in this way: at the time agreed with the person in charge of the subject, no later than the last week of the term-time.

The “Certificate of Completion” 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.

Information on the Practice Period (date, place, other) is provided by the relevant coordinator of the major/director of the major!

VI. *The coordinator of the major/director of the major evaluates the student's Practice Period in NEPTUN TR.*

5. Remuneration

Article 44 of Act CCIV of 2011 on National Higher Education states that Students may receive remuneration during the completion of a continuous practice period of at least six weeks, the weekly amount of which shall not be less than 65 percent (https://www.mab.hu/wp-content/uploads/Nftv_angol_2Sept2016_EMMI-forditas.pdf) of the mandatory lowest remuneration for work (minimum wage) and, unless otherwise agreed, shall be paid by the workplace,

6. Exemption from the Completion of the Practice Period

Based on the current/previous work experience of a student, it is possible to be exempted from completing the Practice Period.

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.

If the student is a registered primary producer and their primary activity is related to the program, the application must be accompanied by an official certificate of the primary activity issued by the consultant of the National Chamber of Agriculture and a 2-5 page written report.

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

Appendix
Appendix 1

Major	Name/e-mail address of the coordinator/director of the major
<i>Agricultural training</i>	
Vocational Higher Education in Agriculture Bachelor of Science (BSc)	Dr. Fodor László Fodor.Laszlo@uni-mate.hu
Bachelor of Science (BSc) and Master of Science (MSc) in Rural Development Engineering	Dr. Koncz Gábor Koncz.Gabor@uni-mate.hu

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