

**Széchenyi István University**  
**Audi Hungaria Faculty of Vehicle Engineering**

**Procedures of internships**

**Adopted by the meeting of the Faculty Council on 16th October 2017**

## 1.§

### Introduction

The regulation of the implementation of internships at the Faculty of Vehicle Engineering of Széchenyi István University must be performed according to the wording of the present Faculty Regulations.

- 1) The Faculty Regulations are adopted and can be modified by the Faculty Council.
- 2) Full-time and correspondence students in BSc, undivided and MSc programmes must complete an internship on one occasion. The internship does not appear as a subject in the curriculum, but as a compulsory task to be accomplished by the students before being admitting to the Final Exam (Annex 1). This regulation does not apply to the dual traineeships.
- 3) The internship will only be useful after completing a certain amount of vocational subjects. For this reason, the Faculty prescribes that it is a precondition to achieve a minimum of 40% of the total credit points in case of BSc and undivided degree courses. The internship can be begun at any time during the programme in case of MSc degree courses.
- 4) The aim of the internship is to gain insight into the activities of organisations at the workplace and to practise and broaden professional knowledge by working through some engineering tasks in a working environment. For this purpose, the students must choose an internship place. There are contact persons of the programmes/specialisations who determine whether an internship place is appropriate or not (Annex 1). Students can choose the place and starting time of the internship while taking into account their individual interests and opportunities and trying to find the best match to the programme and specialisation. Students can only perform their internship at a place that is peer-reviewed and fits the profile of the chosen specialisation. In case of correspondence programmes, students can choose their own workplaces as long as they meet the above mentioned criteria. Therefore, it is the student's responsibility to select the internship place in time. The departments can help the students in this choice.
- 5) The regulation of the implementation of internships is controlled by Section 72/A of the Education and Exam Regulations. Accordingly, in the questions not settled by the Faculty Regulations (submission deadlines related to students, decision-making, acceptance and recording deadlines related to the contact person responsible for the internship) steps must be taken on the basis of the Education and Exam Regulations, by fully complying with the set deadlines and informative content.

## 2.§

### Mode of application

- 1) The Audi Hungaria Faculty of Vehicle Engineering carries out the organisation of internships in collaboration with the Egyetemi Szolgáltató Központ (University Service Centre).
- 2) Student can apply for an internship via the following Internet site: <https://karrier.sze.hu/kszgy>.
- 3) The internship can only be accomplished at enterprises, companies, organisations, etc. with which Széchenyi István University has a **Cooperation Agreement**. Students must have the Memorandum of Understanding and job description for the internship certified with the host internship places (signature, stamp).
- 4) The data necessary for the above documents (Cooperation Agreement, Memorandum of Understanding and job description for the internship) must be filled in the system operating in the

<https://karrier.sze.hu/kszgy> site. Students must print two copies of the documents generated by the system, they must have the documents signed and stamped at the chosen internship place, and submit them at the Egyetemi Szolgáltató Központ (University Service Centre).

5) On the part of the Audi Hungaria Faculty of Vehicle Engineering, the Cooperation Agreement is signed by the Dean.

6) The internship place will receive an original copy of the documents after the signature. The other copy is held at the institution. This completes authorisation of the application.

7) In case the student wishes to conclude the internship abroad, the programme leader must be called on in due time. The programme leader will decide on the suitability of the internship place chosen by the student. The student must perform the application as indicated above. The certified translations of the documents (Cooperation Agreement, Memorandum of Understanding and job description for the internship) are provided by the University, which can be obtained from the Egyetemi Szolgáltató Központ (University Service Centre).

### 3.§

#### Documentation

1) During the internship students must prepare a report in which they give a detailed review of the task assigned to them, present the work completed, the working method and results, and record experience gained.

2) The reports cannot contain confidential information.

3) At the end of the internship, both the student and the mentor will receive an email containing a link. A questionnaire can be accessed via the link which must be completed by both parties. Only on completion can the document be uploaded.

4) The student records the report on the <https://karrier.sze.hu/kszgy> online site, uploads it into the system according to length limits as well as uploading the electronic version of the document certifying the accomplishment of the internship (Corporate/Institutional Certification).

5) In case the student fails to record the report, the certification of the internship will be rejected.

6) The administrator/contact person of the programmes/specialisations can ask for an oral report on the basis of the uploaded report, then he/she can approve or reject the report (in the latter case, it must be uploaded again).

7) Internships approved of by the administrator/contact person of the majors/specialisations will be recorded in the Neptun system by the competent department secretariat.

8) The student will be informed about the approval of the internship on the Neptun system.

## **Annexes**

1. The length of the internship and the administrator/contact person of programmes/specialisations responsible for the internship.
2. Memorandum of Understanding and job description for the internship.
3. Cooperation Agreement

*Annex 1*

**The length of the internship and the administrator/contact person of programmes/specialisations responsible for the internship**

**BSc programmes**

<b>Programme</b>	<b>Length of internship</b>	<b>Specialisation</b>	<b>Administrator/contact person (department) responsible for internship</b>
Vehicle Engineering	6 weeks	<i>Vehicle Operating and Diagnostic module</i>	Lőrincz Illés (Department of Road and Rail Vehicles)
		<i>Internal Combustion Engine Engineering module</i>	Dr. Tóth-Nagy Csaba (Department of Internal Combustion Engines and Propulsion Technology)
		<i>Railway Vehicle Engineering module</i>	Lőrincz Illés (Department of Road and Rail Vehicles)
Vehicle Engineering (in English)	6 weeks	<i>Internal Combustion Engine Engineering specialization</i>	Dr. Tóth-Nagy Csaba (Department of Internal Combustion Engines and Propulsion Technology)
Environmental Engineering	6 weeks	-	Dr. Buruzs Adrienn (Department of Environmental Engineering)
Logistics Engineering	6 weeks	-	Dr. Horváth Adrián (Department of Logistics and Forwarding)
Logistics Engineering (in English)	6 weeks	-	Dr. Horváth Adrián (Department of Logistics and Forwarding)
Engineering Management	4 weeks	<i>Production and Quality Management specialization</i>	Szalai Szabolcs (Department of Vehicle Manufacturing)
		<i>Industrial Logistics specialization</i>	Dr. Horváth Adrián (Department of Logistics and Forwarding)
		<i>Vehicle Management specialization</i>	Lőrincz Illés (Department of Road and Rail Vehicles)
		<i>Project Manager specialization</i>	Dr. Horváth Adrián (Department of Logistics and Forwarding)

## MSc programmes

<b>Programme</b>	<b>Length of internship</b>	<b>Specialisation</b>	<b>Administrator/contact person (department) responsible for internship</b>
Vehicle Engineering (in Hungarian)	4 weeks	<i>Vehicle Systems Engineering specialisation</i>	Lőrincz Illés (Department of Road and Rail Vehicles)
		<i>Internal Combustion Engine Engineering specialisation</i>	Dr. Tóth-Nagy Csaba (Department of Internal Combustion Engines and Propulsion Technology)
Vehicle Engineering (in English)	4 weeks	-	Dr. Tóth-Nagy Csaba (Department of Internal Combustion Engines and Propulsion Technology)
Vehicle Engineering (in German)	4 weeks	-	Dr. Tóth-Nagy Csaba (Department of Internal Combustion Engines and Propulsion Technology)
Logistics Engineering	4 weeks	-	Dr. Horváth Adrián (Department of Logistics and Forwarding)
Engineering Management	4 weeks	-	Dr. Horváth Adrián (Department of Logistics and Forwarding)

*Annex 2*

**MEMORANDUM OF UNDERSTANDING AND JOB DESCRIPTION FOR THE  
INTERNSHIP**

Host company/institution

Name:

Address:

Telephone number:

E-mail address:

Name and position of the contact person:

(hereinafter: **Internship organiser**)

The present Memorandum of Understanding determines the most fundamental conditions regarding the acceptance of students all of which are developed by the Internship organiser on the basis of the current needs, according to the financial and infrastructural background, in the case of each student.

The Memorandum of Understanding applies to the following **Student**:

Student's name:

Neptun code:

major:

type of internship:

telephone number:

email address:

1. The aim of the internship is to deepen the Student's (intern's) theoretical knowledge and to develop the appropriate application of their acquired knowledge under operating (corporate) conditions.
2. The internship is organised at individual workplaces the formation of which is provided by the Internship organiser. Group training sites can also be applied in case of the employment of more students at the same time.
3. The Internship organiser does not claim cost contributions or expenses for providing the conditions of the internship.
4. The Internship organiser undertakes that a mentor will be appointed to supervise the students' work. The mentor must not have a criminal record and must dispose of professional qualifications and at least two years work experience.

Mentor's name:

position:

telephone number:

email address:

5. Name of the Student's job:

6. Student's direct manager/superior at work:

*(The person who directly assigns tasks to the Student, and to whom the Student is obliged to directly report during their work)*

Manager's/Superior's name:  
position:  
telephone number:  
email address:

7. Student's duties:

*(The exact and detailed definition of certain duties of that post, clear wording of routine tasks, and the more precise outline of individual duties, including the requirements concerning work discipline)*

8. Student's skills (yes /no) – please underline the relevant part):

*(If the Student possesses any skills, please list the elements of those which the Student disposes of during the activities belonging to his/her responsibilities – control, instruction, request, commenting (opinion), proposal, representation, remittance, signature, assigning tasks, reporting, etc.)*

9. Student's responsibility:

*(Recording Student's personal responsibility which is limited by the duties and the skills provided for their realisation)*

10. Student's work relations:

*(With whom does the Student need to establish and maintain informative, orientation, cooperative, consultative relationships and the details of these relationships)*

11. Duration of the internship and the validity of the job description:

Date:

.....

on behalf of the Internship organiser  
*(authorised signature)*



### *Annex 3*

## **COOPERATION AGREEMENT**

This agreement is concluded between

Name: Széchenyi István University

Registered office: 1 Egyetem tér, Győr, 9026

Telephone: 96/503-400

Tax Registration No.: 15308902-2-08

Institution No.: FI38696

Representative: Péter Földesi Dr., Rector

The person responsible for internships at the Audi Hungaria Faculty of Automotive Engineering is the Vice Dean of Education.

(hereinafter: University)

and

Name:

Registered office:

Telephone:

Email:

Tax Registration No.:

Registration No.:

Representative:

(hereinafter: internship)

according to the following.

**Aim of the Cooperation Agreement:** providing internships for the students of Széchenyi István University according to the regulations of the Government Decree 230/2012 (28 August)

**Location of the internship:** the headquarters/premises of the internship

address:

### **Duration of the internship:**

a) in case of students of Vehicle Engineering BSc, Environmental Engineering Bsc, Logistics Engineering Bsc – 6 weeks, in case of students of Technical Management BSc – 4 weeks. The working time of students participating in internships is 40 hours / week.

b) in case of students of Vehicle Engineering MSc, Logistics Engineering MSc, Technical Management MSc – 4 weeks. The working time of students participating in internships is 40 hours / week.

### **Number of students accepted on internships (*!only the major of the students will be seen!*)**

Full-time degree course

BSc majors:

Vehicle Engineering BSc:	... people
Environmental Engineering BSc:	... people
Logistics Engineering BSc:	... people
Technical Management BSc:	... people

MSc majors:

Vehicle Engineering MSc:	... people
Logistics Engineering MSc:	... people
Technical Management MSc:	... people

Part time degree courses:

BSc majors:

Vehicle Engineering BSc:	... people
Environmental Engineering BSc:	... people
Logistics Engineering BSc:	... people
Technical Management BSc:	... people

MSc majors:

Vehicle Engineering MSc:	... people
Logistics Engineering MSc:	... people
Technical Management MSc:	... people

### **People professionally responsible for internships**

- on behalf of the University: the Vice Dean of Education of the Faculty and an organising administrator for each major/specialisation (Appendix no.1)
- on behalf of the internship place: ...

**Remuneration (*!must be selected in the system, only one will be seen!*)**

- According to Section 44 paragraph (3) point a) of the National Higher Education Act a student completing an internship is entitled to remuneration.
- According to Section 44 paragraph (3) point a) of the National Higher Education Act the student completing an internship is entitled to remuneration the amount of which is at least fifteen percent of the compulsory minimum wage (minimum wage) per week. The remuneration is paid by the internship place.

### **Rights and duties of the University**

The University is responsible for the entire education and training of the students, as well as for the internship constituting a part of the degree course.

The University undertakes

- a) the organisation of the internship with the internship place;
- b) to send the data, information necessary for the internship to the internship place;
- c) the evaluation of the practical competencies on the basis of the evaluation of the internship place in the complex development process of professional skills and abilities.

### **Rights and duties of the internship place**

The Internship place undertakes

- a) to draw up a student employment contract with the student authorising the internship according to Section 18 of the Government Decree 230/2012 (28 August);
- b) the employment of the students in the field corresponding to their studies;
- c) to provide the place, devices and protective equipment necessary for the internship;
- d) the professional supervision, management of the activities of the internship;
- e) the written evaluation of the students' professional knowledge and skills acquired during the internship, and the transmission of this evaluation to the University.

### **Final provisions**

The present agreement is concluded for an unlimited period of time, and it shall enter into force on the day of signature. The present agreement shall be terminated:

- a) by termination of any of the Parties with a 60 days' notice;
- b) should the Internship as professional, vocational place is struck off by the Hungarian Chamber of Commerce and Industry;
- c) in case of termination without a legal successor of either party.

Having commonly interpreted the present Agreement, the Parties hereto sign it as a proof of their willing consent thereto.

Date:

.....

...

(name)

Dean, Audi Hungaria Faculty of Automotive  
Engineering,

on behalf of the University

.....

...

(name)

(position)

on behalf of the Internship place