Internship

*Only on completion of the compulsory internship and submission of the required certificate can the students take the Final Exam. The report on the internship must be submitted to the Dean’s Secretary at least three weeks before the final exam.*

Method of application

1. Sign in at [https://karrier.sze.hu/](https://karrier.sze.hu/) with a SZE portal user name and password (if you are not registered you need to register first.)
2. Click ‘Details’ and read the text carefully.
3. Open ‘Application aid’ and read it carefully.
4. Then click the menu ‘Internship’ and follow the instructions there.

If you have any problems with the application, contact the staff at University Service Centre – University Dormitory from Monday to Friday from 9 a.m to 3 p.m ([karrier@sze.hu](mailto:karrier@sze.hu); +36 96/613-683). The completed online documents (cooperation agreement, job description, letter of intent) must be stamped and signed at the host organisation and then forwarded to the Dean’s Secretary at Apáczai Csere János Faculty, 9022 Győr, 42 Liszt F. utca.

*One copy of the document is sent to the host organisation and another one is kept with the Dean’s Secretary.*

The report, including the original certificate from the host organisation, must be submitted to the Dean’s Secretary. **This is** Ms Kurja Éva, Apáczai Csere János Faculty, 9022 Győr, 42 Liszt F. utca. Alternatively, post the report to the University (9022 Győr, 42 Liszt F. utca) indicating the name Ms Kurja Éva on the envelope.

Internship program for International Relations students

**Length of internship.** The internship period is required to last 4 weeks. This must be continuous work without any break during the 4 weeks (20-22 working days, 5 days a week on average, 6-8 hours of work every day)

The internship can be completed any time during the university studies.

**Institutions appropriate for internship.** Institutions and organisations are appropriate for completing internship if they operate in an international or multicultural environment either in Hungary or in any other country. The institution must be willing to approve in a written document, that they are ready to accept students, and submit a brief evaluation of the students’ performance after completing the internship.
Host institutions must operate in any of the following domains:

- public domain (e.g. Ministry of Foreign Affairs; organisations of public institutions responsible for international and European relations; local government)
- representations of national or international organisations in Hungary or any other country; embassies in Budapest or in other countries; private sector (e.g. multinational companies, TNCs, national companies with international and regional connections)
- acknowledged professional media dealing with foreign policy (print or electronic)
- non-profit organisations, NGOs (whose activities are aimed at raising awareness of regional, global and international issues, such as environment protection, human rights, humanitarian issues and international development)
- academic and research (students are advised to complete their internship in a research institution if they intend to build their career in the higher education or academic sector).

Legal background

Decree No 18/2016. (VIII. 5.) of the Ministry of Human Resources on the educational and outcome requirements of bachelor, master and higher professional education programmes and on the modification of Decree No 8/2013 (I. 30) of the Ministry of Human Resources on common requirements for teacher training and educational and outcome requirements for teacher training programmes. Criteria for internship: four weeks of continuous work to be completed during the university studies.