



**SZÉCHENYI  
EGYETEM**  
UNIVERSITY OF GYŐR

# HOW TO (SZE)

## DO YOUR PROFESSIONAL PRACTICE



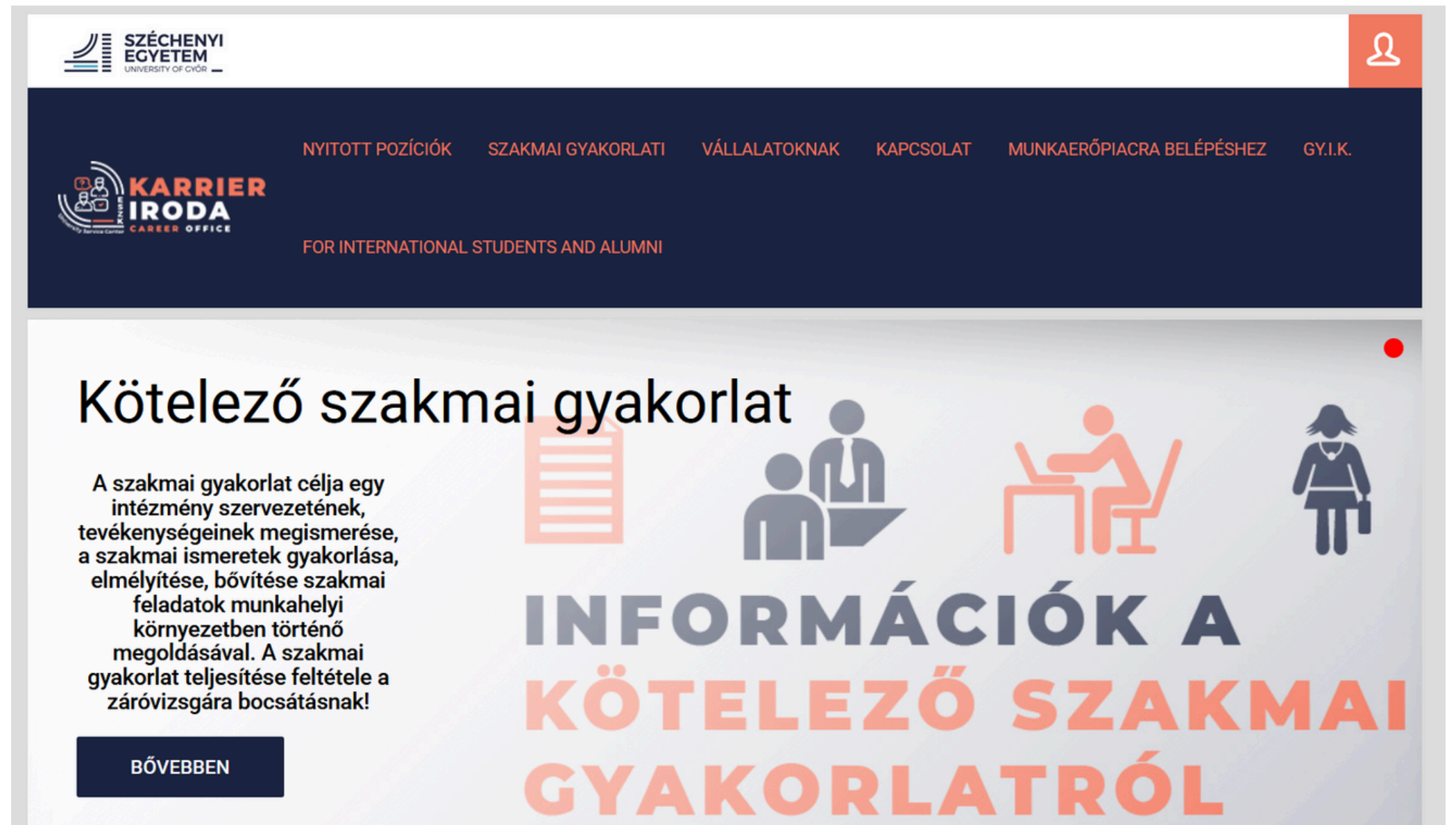
**(AKMK International Student Guide)**

Made by  
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# Informations

The **karrier.sze** website is the hub for internships and job opportunities at the university.

This guide provides you with step by step instructions.



# More informations

By clicking on the “FOR INTERNATIONAL STUDENTS AND ALUMNI” menu you can access a help guide provided by the karrier.sze.

## Duration of the compulsory internship and conditions / requirements for starting

|     |                          |          |                                           |
|-----|--------------------------|----------|-------------------------------------------|
| BSc | Agricultural Engineering | 12 weeks | 90 credits + 4 completed active semesters |
| BSc | Food Engineering         | 12 weeks | 90 credits + 4 completed active semesters |

The screenshot shows the website of the Széchenyi Egyetem Career Office. The header includes the university logo and name. The main navigation bar contains links: NYITOTT POZÍCIÓK, SZAKMAI GYAKORLATI, VÁLLALATOKNAK, KAPCSOLAT, MUNKAERŐPIACRA BELÉPÉSHEZ, and GY.I.K. Below this, a dark blue banner features the 'KARRIERIRODA' logo and a prominent orange button labeled 'FOR INTERNATIONAL STUDENTS AND ALUMNI'. An orange arrow points from the 'KAPCSOLAT' link in the navigation bar to this button. Below the banner, a red bar contains links: INTERNATIONAL INTERNSHIP, JOB OPPORTUNITIES, CV, and ABOUT THE COVER LETTER. The main content area is titled 'International internship' and contains text explaining the purpose and requirements of the internship program.

**SZÉCHENYI EGYETEM**  
UNIVERSITY OF GYŐR

**KARRIERIRODA**  
CAREER OFFICE

NYITOTT POZÍCIÓK SZAKMAI GYAKORLATI VÁLLALATOKNAK KAPCSOLAT MUNKAERŐPIACRA BELÉPÉSHEZ GY.I.K.

**FOR INTERNATIONAL STUDENTS AND ALUMNI**

INTERNATIONAL INTERNSHIP JOB OPPORTUNITIES CV ABOUT THE COVER LETTER

### International internship

The aim of the internship is to combine theoretical and practical knowledge in the workplace corresponding to the qualification, to develop employee competencies necessary for practising the profession in work processes, the knowledge of materials, tools and technologies and related practical skills, as well as the development of personal relationships and cooperation in work processes, evaluative and self-evaluative behaviour in problem solving and innovation skills. Internship is a training activity defined jointly by the higher education institution and the place of the internship, which is planned, organized and evaluated as defined in the training and output requirements in accordance with the higher education vocational training programme and the programme curriculum.

The higher education institution and the place of the internship enter into a cooperation agreement to provide internships for students of the higher education institution.

# STEP 1

## Finding a company for your internship/practice!

Be aware that this procedure takes a long time, so we ask you to start as early as you can to secure a company that can accept you.

Would recommend to start messaging companies as early as one semester before the internship itself.

Internships for certain programmes can be spent in the following areas / institutions:

BSc Agricultural Engineering:  
Practice farm and livestock farm

BSc Food Engineering:  
food production plants, affected areas, raw material food processing company, food science research institute and higher education institution

# STEP 1

## Where to look for companies?

**<https://ovarikar.sze.hu/gyakorlati-helyek>**

*(please use the browsers translation to have access to this site)*

### **GOOGLE MAPS**

*(write in Food Manufacturing Companies and look up/write to them)*

### **CARRIER OFFICE**

*(aks for help from the Carrier Office's colleagues)*

### **DEPARTMENT RELATED TO THE STUDENT'S STUDIES**

*(aks for help from the Department where you are studying or their International contact)*

**Carrier Office  
(Mosonmagyaróvár)  
Colleagues**

**Petra Amtmann  
([amtman.petra@sze.hu](mailto:amtman.petra@sze.hu))**

**Krisztina Réder  
([reder.krisztina@sze.hu](mailto:red.krisztina@sze.hu))**



# STEP 2

**In order to fill in the necessary data on the documents, the student must first agree on the following with the host company:**

- **company name,**
- **registered office/business premises,**
- **telephone number,**
- **email address,**
- **tax number,**
- **registration number,**
- **authorized representative,**
- **student's position,**
- **student's field of work (brief description of activities),**
- **name of immediate supervisor,**
- **student's responsibilities (precise and detailed description of specific tasks associated with the position),**
- **the student's powers (elements of authority - control, instruction, accountability, opinion, proposal, representation, signature, task assignment, reporting, etc.),**
- **the student's responsibilities (specification of the scope of personal responsibility for work),**
- **the student's working relationships (with whom and what kind of information, cooperation, and consultation relationships must be established in order to perform the job)**

**(Subject-specific information and deadlines related to professional practice are in the further pages.)**



# TIP

**When you are messaging companies send them your CV and**  
***THE MEMORANDUM OF UNDERSTANDING AND JOB DESCRIPTION FOR THE INTERNSHIP AND COOPERATION AGREEMENT***  
**(document from the Department),**  
**so they can see what they have to offer you and what information will you need.**

**Carrier Office  
(Mosonmagyaróvár)  
Colleagues**

**Petra Amtmann  
([amtman.petra@sze.hu](mailto:amtman.petra@sze.hu))**

**Krisztina Réder  
([red.krisztina@sze.hu](mailto:red.krisztina@sze.hu))**

# STEP 3

**After having agreed with the company that they can provide you an internship, you have to inform your supervisor about the company so they can accept it. (They have to deem it that it's professionally qualified)**



## **Supervisors**

**Food engineering:  
lakatos.erika@sze.hu**

**Agricultural engineering:  
beke.dora@sze.hu**



# STEP 4

Once the application has been accepted by the supervisor, the student can start filling out the needed document from the Department, which must be printed in **DUPLICATE**, signed and stamped by the host company first.

Both copies of the Cooperation Agreement and the Letter of Intent must be submitted to the  
Career Office  
(9200 Mosonmagyaróvár, Castle 1st Floor, SZKK Office)

One copy of the documents certified by Széchenyi István University will be mailed to the host institution.

**In accordance with the provisions of the Tvsz., the staff of the Career Office will not accept any documents on which the start date of the internship is earlier than the date of submission! Retroactive acceptance is not possible; in all cases, the administration must precede the start date of the internship.**

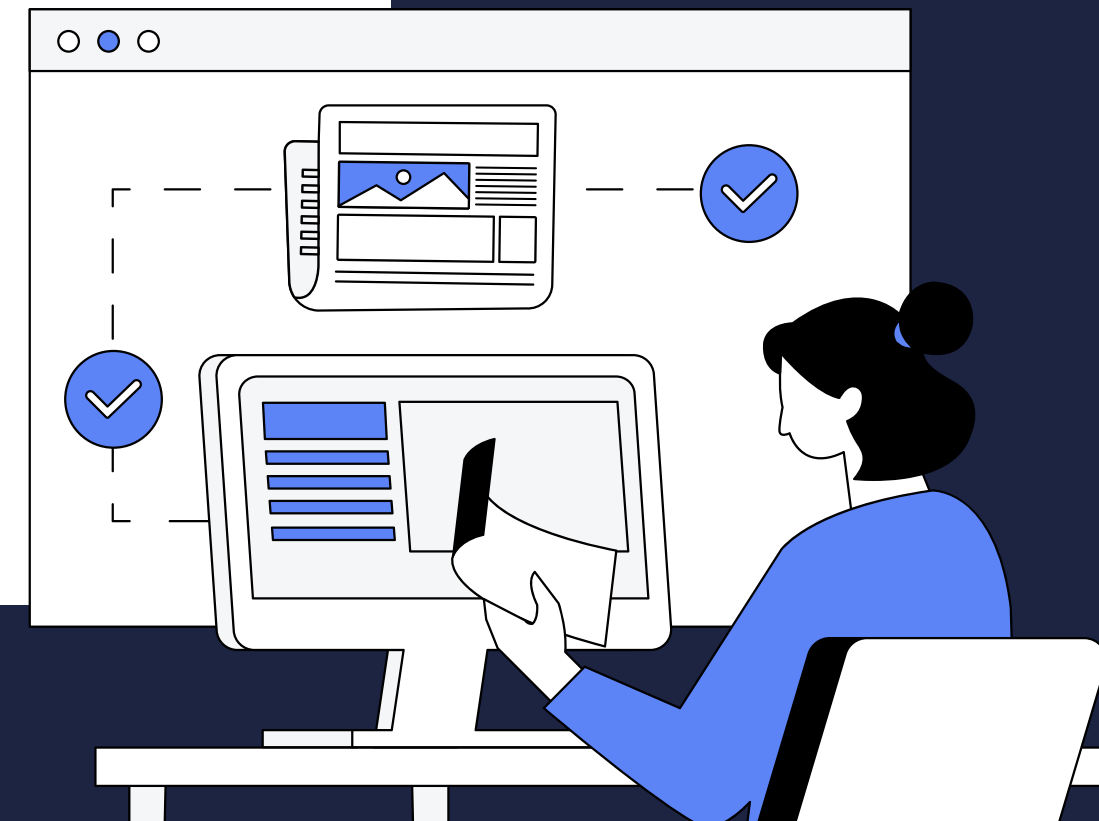
# STEP 5

## THE INTERNSHIP

**Once the administrative procedures have been completed, the student can begin their internship.**

**In parallel with the preparation of the report (more information is in the further pages),  
a company certificate is required, certifying that the student has completed his / her internship, with part of this document being an evaluation of the students work.**

**Company Certificate needed to be asked from the department related to the student's studies.**



# STEP 7

**The report and company certificate have to be submitted 2 weeks following the last day of the internship in email to the supervisor.**

**The deadline for submitting the documentation for the internship is 20 December.**

**The earliest start date for the internship is February 1.**



## Supervisors

**Food engineering:  
lakatos.erika@sze.hu**

**Agricultural engineering:  
beke.dora@sze.hu**

# STEP 6

**The report and company certificate** is checked by the relevant instructor, and if everything is found to be in order, the internship is accepted, which is communicated to the student by email.

After the internship has been accepted, the **SUPERVISOR** will enter the completed internship into Neptun.

The expected duration of this is the end of the given semester/exam period.



# THE REPORT

The formal requirements for the report

During the internship, the student prepares a report. The content structure is the same as the general topics and tasks of the internship. The Written Report, as a summary of the practice, should be prepared in a computer-edited form, with 10 - 15 pages per internship.

Formal requirements: 1.5 line spacing, with justified margins, Times New Roman CE font, size 12. The margins should be uniformly 2.5 cm at the bottom and top, right and left.

**The report must not contain confidential information.**





# THE REPORT

## The content requirements for the report

- **General economic characteristics:** familiarization with the environmental conditions, areas of activity and economic environment of the place of internship. The student should be familiar with the internship's area of operation, product structure, personnel and ownership. Be aware of the most important natural farming indicators
- **Internal and external relations of the plant:** Record the forms of sectoral cooperation / self-accounting units /. A further task of the student is to become familiar with and to describe the commercial activity of the place of internship. (Sales contracts, sales plan, data, market activity, financial management).
- **Management organization and leadership:** observation of management tasks related to the management of the food industry and the organization of production / task definition - performance control. Describe the leadership organization of the place of internship and record the schematic of the leadership structure. Become familiar with the management organization system of the place of internship. In general, become familiar with descriptions and competencies associated with the management's scope of activities in the place of internship. Under the supervision of a manager leading a field in the given plant, studying the managerial tasks in daily practice.



# THE REPORT

## The content requirements for the report

- **Planning, analysis:** Find out about farming planning figures and actual data, production costs and sales results. Learn about the internship's financial management and certification procedures.
- **Theme:** operating regulations: study the Organizational and Operational Regulations of the internship site as well as other regulations in force. Become familiar with the labour related responsibilities of the site. /e.g. labour records, payroll management, performance regulations, etc./ as well as the occupational safety, fire protection and safety regulations of the place of internship. Study the applied quality assurance systems. Information on machine operation activities (maintenance, troubleshooting, repair).
- **Production technologies:** Describe the main technological characteristics and equipment systems used in the management of the internship site and in the production of the products. Supply and grading of basic, additive and auxiliary materials. Familiarization with the range of products manufactured by the plant and the conditions of production technology. Where possible, participation in complex implementation of each specific production process. Familiarity with the storage conditions of finished goods and their regulatory specifications.

# THE REPORT

## The content requirements for the report

- **Laboratory processes:** Study (where relevant) the principles of sampling and laboratory testing required to identify food technology and food safety risks, as well as the laboratory's management and quality assurance system at the internship site.
- **Food safety and quality assurance:** Study the quality assurance and quality management systems applied at the internship site and their operation.

**These where suggested topics and chapter titles of the report, its much easier if you use these topics for your report. You don't have to use all these topics!**

# Contact Information

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**Laboratory Technician**  
**for the**  
**Department of Food Science**

**Email: [sinko.ferenc.ferdinand@sze.hu](mailto:sinko.ferenc.ferdinand@sze.hu)**

