

COURSE DATASHEET

Semester:	2023/24/2
Course:	Professional Practice
Code:	ELTUD160N
Responsible department:	Institute of Food Science and Technology, Budai Campus
Department code:	ELTUD-BUDC-TECH
Responsible instructor:	Dr. Tamás Zsom

Course objectives:

General purpose of professional practice (on-the-job training) (short version) course:

- The general objective of the professional practice (on-the-job training) is the practical application of the general and specific knowledge acquired during theoretical training, the synthesis and adaptation of the acquired knowledge in practice in the workplace and job function corresponding to the qualification;
- identifying, promoting and linking theoretical knowledge and practice to real-life situations;
- acquiring knowledge and practical experience of materials, tools, technology, techniques and methods specific to the profession
- developing employee competences, carrying out and organizing independent work using the infrastructure available at the workplace;
- collecting information on the organizational structure;
- developing cooperation, communication, presentation and innovation skills and self-awareness;
- to familiarize the student with the profession, to strengthen the aptitude for the career, to develop the evaluative and self-evaluative behavior in the task solutions, to improve the students' chances of employment.

Aim of professional practice:

The aim of the professional practice is to provide students of the Food Engineering MSc with basic and up-to-date knowledge of practical food engineering tasks relevant to their chosen field of study.

During the min. 4-week (min. 4 weeks * 40 hours/week = 160 hours) long continuous practical training period, full-time students will become familiar with the professional activities for which they have been prepared by acquiring theoretical and practical knowledge during their studies.

Furthermore, students will develop their competences as employees in an actual work environment. Accordingly, students will become familiar with the organizational and professional structure of the workplace (e.g. food production plant, food trading company, food control authority, etc.), the current processes, machinery, equipment and procedures related to food production, product development, food trading and

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control.

Students will also become familiar with relevant regulatory, quality assurance and control systems, procedures, codes, legislation. During their professional practice, students will gain active engineering experience through the possible organization, control, development, measurement, etc. tasks performed, and will also prepare for their future engineering work. The general expectation is that during the professional practice the student will have the opportunity to apply elements of the profession at a skill level and to observe how management tasks are solved.

Moreover, the purpose of the professional practice is to combine theoretical and practical knowledge of technology, operations and economics and to apply it in practice before the full completion of the practice. During the practice, students are expected to be assigned to and perform development, production, planning, organization, evaluation, operation, etc. and other (e.g. administrative) tasks. This practical period, based on the theoretical knowledge, will enhance the students' technological, organizational and technical knowledge, complementing their training with a practical approach.

Course content:

Persons in charge of professional practice according to the selected specialization:

- Food engineering MSc – Food biotechnology specialization, Mónika KOVÁCS (PhD) (Department of Food Microbiology, Hygiene and Safety).
- Food engineering MSc - Food economy product handling and logistics specialisation, Zsuzsanna BOGÓ-TÓTH (PhD) (Institute of Agricultural and Food Economics, Department of Agricultural Business and Economics).
- Food engineering MSc - Food industry process planning specialisation, Katalin KLOSZ (Department of Food Process Engineering), Bíborka GILLAY (PhD) (Department of Food Measurement and Process Control).
- Food engineering MSc - Food technology and product development specialisation, Beatrix SZABÓ-NÓTIN (PhD) (Department of Fruit and Vegetable Processing Technology).

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Content of the course:

The professional practice location is specified in the fixed/indefinite-term type cooperation agreement assigned between MATE-ÉTTI (and its predecessors) and the internship partner(s) (Cooperating Partner) and its Annex 1, or the location is sought by the student and approved by the supervisor / supervisor of the specialization / module supervisor.

Under the current full-time Food engineering MSc training curriculum, the MSc-student has to complete the so called min. 4-week long continuous (uninterrupted) compulsory professional practice (internship) after the completion of the 3rd semester of the MSc training period (altogether 8 weeks are available for this purpose).

Students may complete the 4-week long period of consecutive (continuous) practical training in one run, but without any interruption (break) (e.g. 4 weeks in an official authority placement or in a food production plant, etc.). The factory (on-the-job) training professional practice course corresponding to the MSc-specialization technology is recorded and completed via the Neptun Study System (later also as Neptun TR) in the 4th semester of the normal MSc training period.

In the case of full-time students, the minimum requirements for the start of the practice are as follows: already chosen specialization of study, completion of the minimally required 20 credits at the end of the 1st semester. If the student does not have the required minimum 20 credits by the end of the 1st semester, the student may start his/her practical training (professional practice course) at the earliest when he/she has reached the required 20 credits in the next completed semester. This means that the internship can only start in the following semester.

Successful completion of a continuous (uninterrupted) and compulsory internship is worth 5 credits and is a prerequisite for the award of the diploma (final certificate).

The professional practice (on-the-job training) course is completed in person (with personal attendance). The student may work on the basis of a student employment contract between him/her and the Cooperating Partner (practice/placement site), i.e. he/she may start and complete the compulsory professional practice with a

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Cooperating Partner (internship training partner), who has a valid official cooperation with the University.

In general, no cooperation agreement is required if the duration of the placement (internship) at an external placement is less than 6 weeks. Accordingly, according to the training and outcome requirements for the BSc/MSc level education, the officially accepted completion of a continuous placement (internship) of less than 6 weeks, i.e. 4 weeks for the full-time Food Engineer MSc, is based on a concluded and valid student contractual relationship between the student and the Cooperating Partner (namely the placement/practice site).

In addition, the professional practice site may be organized/arranged by the student individually, but in this case the chosen cooperating partner/placement site must be approved by the supervisor / supervisor of the specialization / supervisor of the professional module.

In addition, in these cases, it is also recommended that a Cooperation Agreement and/or its Annex 1, formally accepted and signed by all parties concerned, be drawn up between the University and the Cooperating Partner.

The student can also rely on the relevant practical/internship contacts of the institute responsible for the training, as well as on the administrative, organizational and other assistance of the departmental practical training officer(s) involved in the training, related to the BSc level specialized technology or MSC level specialization in the choice of the location of the compulsory internship/professional practice and in the necessary coordination activities.

In all cases, the activities of the internship/professional practice must be related to food production, food trade, food quality testing, official inspections, etc.

Full-time MSc-students may start their 4-week long compulsory professional practice only if and when the student employment contract for the professional practice between the student and the Cooperating Partner has been formally accepted and signed by all parties concerned.

During the period of the compulsory internship/professional practice, the student will work under the

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supervision and guidance of his/her designated contact person and/or responsible supervisor at the training/internship/professional practice site and will carry out the tasks assigned and agreed upon by this (these) person(s), taking into account the terms of the student's concluded and valid work contract.

Requirements, evaluation and grading:

Conditions for fulfilling the subject requirements and obtaining quantitative credits:

Successful completion of a continuous (uninterrupted) and compulsory (mandatory) MSc level professional practice is equivalent to 5 credits and is a prerequisite for the award of the diploma (final certificate).

The full-time 4-week long ([4*40] 160 hours + 1 week for consultation and oral presentation) practical course (professional practice) in Food Engineering MSc is advertised and registered by students through the Neptun Study (Neptun TR) System.

The students' compulsory (so-called summer) professional practice (at MSc level) concludes with the preparation and submission of a written practical report by the related deadline and an oral presentation of the report to a reviewing committee. The contents of the written practical report will take the form of an oral presentation, scheduled in the timetable of the semester, posted in Neptun Study System (Neptune TR) for the practical course and agreed with the student in advance. During this mandatory oral presentation, the student registered for this examination must give an account of his/her activities, tasks and experiences (especially in relation to food technology, food process engineering, food business and economics) during the practical training period.

Completion of the MSc professional practice course and participation in the oral practical report is conditional on the student's enrolment in the professional practice course in the Neptun Study System (Neptune TR), and the submission of a written practical report in accordance with the formal and content requirements (at least of sufficient quality, 'pass') to the relevant department (to the departmental practical training officers in charge for internship and practical training) by the deadline, together with the submission of a certified 'Certificate and Evaluation' (official signed & stamped confirmation of the completion of the practice) issued by the

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Cooperating Partner. The final deadline for submitting the official 'Certificate and Evaluation' document to the departmental practical training officers is no later than the date of the oral report on the internship. These are also the conditions for obtaining the signature of the internship course.

Additionally, the earlier mentioned internship documents (namely the written report and the official 'Certificate and Evaluation' of the practice) must be uploaded by the student in an electronic form (PDF-file is preferred) to the this purpose dedicated platform on the MATE e-learning site of the professional practice course (thus proving the completion of the practice additionally), by which he/she fulfils the requirements for obtaining the signature of the professional practice course taken in the given semester. In the absence of the above, no semester signature of the MSc professional practice course can be granted.

The relevant and acceptable previous or current work experience of the student who is required to complete the work placement may also be accepted as the required internship/professional practice, subject to the following:

The Organizational and Operational Regulations (later SzMSz), III. Student Requirements System, III. 1. Annex 1 of the Study and Examination Regulations (later TVSz), i.e. the Professional Internship Regulations, adopted and in force by MATE (from the 1st of February, 2021, amended on the 25th of June, 2021) regulate the issues related to the BSc internships and MSc professional practices, including the previous work experience. Please, note that MATE-ÉTTI expects in these MSc level professional practice cases the required at least 160 work hours [the sum of 4 weeks*40 hours/week] of officially certified work experience.

In accordance with the provisions of the MATE-SZMSz III.1. TVSz and its Annex 1, the crediting of relevant work experience as a BSc/MSc internship/professional practice at MATE must be applied for online (with reimbursement of the procedure fee) through the Neptun Study System (Neptun TR). For further details on this, please refer to the current valid official information brochure (MATE Directorate of Education/Study Information/Request/E-request in Neptun) prepared by the MATE Directorate of Education and available online (<https://ed.uni-mate.hu/> , <https://ed.uni-mate.hu/e-requests-in-neptun>).

It is necessary to draw attention to the fact that if and insofar as the application for the acceptance of the previous work experience of a student with a BSc / MSc internship/professional practice obligation as an internship/professional practice has been accepted online, i.e. through the NEPTUN Study System (Neptun TR)

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(with payment of the procedural fee), the student is not exempted from the obligation to prepare a written internship/professional practice report and present it orally, even in this special case!

A student's internship/professional practice is considered acceptable if:

- there is a valid contract between the University and the Cooperating Partner (placement site), or a positive online application via Neptun Study System (Neptun TR) has been submitted by the deadline for acceptance and credit for previous work experience,
- completed the required period of practical training (internship/professional practice) in one go, without interruption,
- submitted the original official (signed and stamped) certificate from the internship/professional practice by the deadline (even in electronic form too),
- prepared and submitted a written report on the internship/professional practice by the deadline (even in electronic form too),
- the submitted written practical report has been accepted by the department and the student has passed the oral report.

Required and recommended readings:

Additional information available at:

- <https://ed.uni-mate.hu/> MATE Directorate of Education official website in English
- <https://ed.uni-mate.hu/professional-training> MATE Directorate of Education official website in English for professional training (internship)
- <https://foodscience.uni-mate.hu/bsc-in-food-engineering> MATE-ÉTTI official website for BSc level training in English
- <https://ed.uni-mate.hu/e-requests-in-neptun> MATE Directorate of Education website in English for E-requests in Neptun Study System (Neptun TR)
- <https://ed.uni-mate.hu/rules-regulation1> MATE Directorate of Education website in English for Rules & Regulation