

COURSE DATASHEET

Semester:	2023/24/2
Course:	Internship
Code:	ELTUD189N
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 Internship (professional practice/on-the-job training) (short version) course:

- The general objective of the internship (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 internship:

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

During the min. 14-week (min. 14 weeks * 40 hours/week = 560 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 internship, 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 internship 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 internship is to combine theoretical and practical knowledge of technology, operations and economics and to apply it in practice before the full completion of the internship. During the internship, 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 internship sub-courses according to the selected (technology) specialization:

- Food engineering BSc - Livestock Products Technologies and Quality Management 2, Ildikó Nyulas-Zeke (PhD), (Department of Livestock Product and Food Preservation Technology)
- Food engineering BSc - Postharvest Technologies and Quality Management 2, Tamás Zsom (PhD) (Department of Postharvest, Commerce, Supply Chain and Sensory Science)
- Food engineering BSc - Confectionary and Edible Fat Production Technologies and Quality Management 2, Baking and Pasta Technologies and Quality Management 2, Györgyné Kóczán (PhD) (Department of Grain and Industrial Plant Processing)
- Food engineering BSc - Food Technology Automatization and Digitalization 2, Bíborka Gillay (PhD) (Department of Food Measurement and Process Control)
- Food engineering BSc – Food Commerce 2, Orsolya Fehér (PhD) (Institute of Agricultural and Food Economics, Department of Agricultural and Food Business Economics)
- Food engineering BSc - Brewing, Distilling and Quality Management 2, Zsuzsanna Kis (Department of

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Course content:

Bioengineering and Fermentation Technology)

- Food engineering BSc - Nutrition and Food Technology 2, Emőke Németh-Szerdahelyi (PhD) (Department of Nutrition Science)
- Food engineering BSc - Food Preservation Technologies and Quality 2, Judit Friedrich-Ivanics (Department of Fruit and Vegetable Processing Technology), György Kenesei (PhD), (Department of Livestock Product and Food Preservation Technology)

The 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 BSc training curriculum, the student has to complete the so called min. 14-weeks long continuous (uninterrupted) compulsory internship (altogether 14+1 weeks are available for this purpose) after the completion of the 6th semester of the BSc training period. Students may complete the 14-week long period of consecutive practical training usually in one, but without interruption (break) in a maximum of two placements (e.g. 6 weeks in an official authority placement and 8 weeks in a food production plant). The factory (on-the-job) training internship course corresponding to the specific technology is recorded and completed via the Neptun Study System (later also as Neptun TR) in the 7th semester of the normal training period.

In the case of full-time students, the minimum requirements for the start of the internship are as follows: already chosen technological field of study, completion of the minimally required 120 credits at the end of the 5th semester, at least the signature of the subjects 'Food Technology and Quality Management I and II' at the end of the 6th semester at the latest. If the student does not have the required minimum 120 credits by the end of the 5th semester, the student may start his/her practical training (internship course) at the earliest when he/she has reached the required 120 credits or has obtained a signature in the subjects 'Food Technology and Quality Management I and II' in the next completed semester.

For Food Engineering BSc students, it is strongly recommended that the student complete 'Food Technology and Quality Management I and II' before starting the internship.

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Course content:

Successful completion of a continuous (uninterrupted) and compulsory internship is worth 30 credits and is a prerequisite for the award of the diploma (final certificate).

The internship (on-the-job training) course is completed in person. 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 internship with a 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 more than 6 weeks, i.e. 14 weeks for the full-time Food Engineer BSc, is based on a contractual relationship (concluded and valid placement Cooperation Agreement and/or its Annex 1) between the University and the Cooperating Partner (namely the placement/internship site).

In addition, the internship (placement) 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.

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 trainee(s) involved in the training, related to the specific specialized technology, in the choice of the location of the compulsory internship and in the necessary coordination activities.

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

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Course content:

Full-time students may start their 14-week long compulsory internship only if and when the Cooperation Agreement and/or its Annex 1 has been formally accepted and signed by all parties concerned between the University and the Cooperating Partner (internship/placement site), and the student employment contract for the internship has been drawn up and signed between the student and the Cooperating Partner.

During the period of the compulsory internship, the student will work under the supervision and guidance of his/her designated contact person and/or responsible supervisor at the training/internship 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 (continuous, uninterrupted) and compulsory (mandatory) internship is equivalent to 30 credits and is a prerequisite for the award of the diploma (final certificate).

The full-time 14-week long ([14*40] 560 hours + 1 week for consultation and oral presentation) practical course (internship) in Food Engineering BSc is advertised and registered by students through the Neptun Study (Neptun TR) System.

The students' compulsory (so-called summer) internship (at BSc 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 (food technology, food process engineering, food business and economics) during the practical training period.

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Requirements, evaluation and grading:

Completion of the internship course and participation in the oral practical report is conditional on the student's enrolment in the internship 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 internship) issued by the 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 internship) 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 internship course (thus proving the completion of the internship additionally), by which he/she fulfils the requirements for obtaining the signature of the internship course taken in the given semester. In the absence of the above, no semester signature of the internship 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, 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 and MSc internships, including the previous work experience. Please, note that MATE-ÉTTI expects in these BSc internship cases the required at least 560 work hours [the sum of 14 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 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-

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Requirements, evaluation and grading:

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 obligation as an internship has been accepted online, i.e. through the NEPTUN Study System (Neptun TR) (with payment of the procedural fee), the student is not exempted from the obligation to prepare a written internship report and present it orally, even in this special case!

A student's internship 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) in one go, without interruption,
- submitted the original official (signed and stamped) certificate from the internship by the deadline (even in electronic form too),
- prepared and submitted a written report on the internship 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:

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Required and recommended readings:

- <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