

General information

During Master Study Plan an **internship at a company for 4 weeks is compulsory in summer**. The internship should happen **after the second semester** (as only one summer period is available during MSc program) and before thesis work (in the fourth semester). The **internship is a requirement to receive a master diploma**.

First, **the subject BMEKODHM501 has to be taken in second (spring) semester**.

Different courses are available for the three master programs.

Afterwards, **definition of the potential** - program related - **topic and place** of the internship is required in cooperation with:

- Miklós KÓZEL (kozel.miklos@mail.bme.hu), in case of Transportation Engineering program,
- Gábor VIDA (gabor.vida@gjt.bme.hu), in case of Vehicle Engineering program,
- Balázs SZTRAPKOVICS (balazs.sztrapkovics@logisztika.bme.hu), in case of Logistics Engineering program.

As the most preferred option the **location of the company should be ideally in home countries** (as students usually spend the summer period at home). Therefore possible **transportation related companies** should be looked for in the current semester in home countries. Naturally, Hungarian or companies with other nationalities are also acceptable.

As a second option **previous internships from the field of transportation can also be acceptable**. In this case, the requirements of administration process (application form, report and certification form) described later on should be followed, as well.

Looking for a place for internship is basically and individual process. The only official support that the faculty can provide to assist your successful application to companies is that if a company asks for an **attendance conformation** stating that you are a student at BME and you have to fulfill an internship, it will be prepared.

This document is available on demand, in paper format. The need for the document should be indicated personally or via email to Miklós KÓZEL in case of all three master programs.

Transportation Engineering program related information

The **deadline for** sending the **suggested topic and place** (company) for preliminary approval per email is **30th of April!**

Then, **if the topic is agreed**, the **company should be contacted** about further details of the internship. As a result of this, **“SH MSc Application form” should be filled in and needed to be signed and stamped by the company**. The application form can be filled in either electronically or in paper format that can be asked personally in room ST426.

The **deadline for** sending the filled, signed and stamped **application form** is **31st of May** (personal submission or scanned version via email are also suitable)!

The **company should be visited during the summer period** and the tasks agreed with the company should be performed.

After the internship **submission of a 15-20 pages report** of your activities **is necessary**. **Mentioning** personal motivation, general company description, main processes of the company, performed tasks and responsibilities during internship and conclusion are required. The **structure** of the report should be the following: title page, content, list of figures, list of tables (figures and charts in the text should not be larger than half pages). It **has to be formatted** on A4 size, white pages. 12-point size font and 1.5 line-spaces should be used for normal text, with margins of 25 mm (with 10 mm gutter).

Besides summary, **“SH MSc Certificate form”** **should be filled in** and **needed to be signed and stamped by the company**, stating that the agreed tasks were performed. The certification form can be filled in either electronically or in paper format that can be asked personally in room ST426.

The **deadline for** sending the **report** as well as the signed and stamped **certificate form** is **23rd of August** (personal submission or scanned and digital version via email are also suitable)!