

PROFESSIONAL PRACTICE AT THE FACULTY OF INFORMATICS



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Aims of Professional Practice

- to provide students with the opportunity to actively participate in planning, developing and implementing specific programs related to different methods of Informatics;
- to improve their knowledge of their specialization gained in the course of their studies, to strengthen their competences expected in their specialization;
- to acknowledge the expectations regarding different positions, to get to know rules related to work, to be aware of the importance of accurate work and keeping deadlines;
- to help students to learn a way of thinking specific to their specialization and to develop their problem solving skills;
- to increase their efficiency both in individual and team work based on their general competences, to improve their communication skills;
- to adapt their previously gained knowledge and to get to know new tools depending on their workplace

Aims of Professional Practice: Competences

In the course of Professional Practice students will get an insight into the work process of an organization (corporation, institution) corresponding to their specialization. They will also take part in the daily work process, perform duties assigned by their superiors on their own, moreover they will gain work experience that will be beneficial for them to find a job in the labour market.

Competences that can be gained and improved in the course of Professional Practice are the following:

- **General Competences**: Students will be able to perform duties accurately and precisely, meet deadlines, work individually or in a team showing a willingness to cooperate depending on the nature of tasks, and communicate using technical language.
- **Professional Competences**: Students will be able to use the knowledge of their specialization acquired during their studies and gain new knowledge.

Related Acts

- Act No. 155 of 2011 concerning contributions to professional training and support of its development
- Act No. 187 of 2011 concerning professional training
- Government Decree No. 280/2011 of 20 December 2011 laying down requirements for standards and reduction factors regarding the accounts of practical training imposed on vocational training levy

The Rules and Regulations of Studies of the Faculty of Informatics

Article 18 /to Article 18 (4) of the Regulations/

(1) **The following students need to complete an internship:**

- **Computer Science, Business Informatics, Computer Science Engineering (BSc)** admitted after fall 2011, all Library and Information Science BA students,
- **Computer Science, Business Informatics, Computer Science Engineering MSc** students admitted after fall 2011, and all Library and Information Science MA students.

Participation in internship is initiated by the student and aided by the Faculty.

The length of the internship is 240 working hours **for BSc students**, in case of students admitted after September 2014, it is **320 working hours**, 15 credits for Library and Information Science BA students, 160 working hours for non-teacher's master programs and **240 working hours for MSc students** admitted after September 2014.

Legislation Background

Act No. 204 of 2011 concerning National Higher Education Professional Practice: **Students of bsc, msc and undivided training courses of higher education must take part in professional practice at outside (independent) practice locations or practice locations provided by an institution of higher education, partly on their own.**

The duration of Professional Practice for students of accredited courses of Informatics:

**8 weeks (320 hours) for BSc students, 6 weeks (240 hours) for MSc students
who started their studies in 2014 or later**

**6 weeks (240 hours) for BSc students, 4 weeks (160 hours) for MSc students
who started their studies before 2014**

Practice Locations

Students can only be sent to such practice locations where a **cooperation agreement** is arranged **before** students **start their professional practice**.

- The **agreement** is valid for a **definite or indefinite duration**.
- Practice locations must be registered at the University of Debrecen.
- Prospective practice locations are qualified by the professional management of the Faculty of Informatics using their own qualification guidelines.

- **AT PRESENT THERE ARE CONTRACTS VALID FOR AN INDEFINITE DURATION WITH 145 CORPORATIONS.**

(COMPANIES WITH INDEFINITE TERM CONTRACT)

Remuneration of Students

As long as a corporation is obliged to pay vocational training levy, all the expenses deriving from employing students, for example allowances, benefits, management and mediation expenses can be debited from their accounts, consequently managing professional practice does not impose additional financial expenditure on them.

An **economic entity** is obliged to **pay students of BSc and MSc courses weekly wages** which cannot be lower than **65% of the guaranteed monthly minimum wage**, provided they **take part in continuous professional practice lasting more than 6 weeks** at the economic entity.

Criteria for Starting Professional Practice

- Professional Practice is not a registerable course unit and no credits can be earned by taking part in it. However, its **accomplishment is a criterion for students to receive their final pre-degree certificate.**

PLEASE DO NOT PROCRASTINATE TO FULFIL IT.

- Professional Practice can be completed if students have accomplished at least a part of their professional course units after a completed second semester.
 - **STUDENTS ALSO CAN DO IT IN THEIR HOME COUNTRY.**

The precondition for applying to Professional Practice

Computer Science BSc

High level programming languages 2, Database Systems

Business informatics BSc

High level programming languages 2, Accounting 1,

Computer Science Engineering BSc

High level programming languages 2, Network architecture.

Computer Science MSc

Students may apply for internship **from the second semester.**

The precondition for applying to Professional Practice

The precondition for applying to internship for **2017 September starting students:**

Computer Science BSc

High-level programming languages 2, Database systems, Database systems labor

Business Informatics BSc

Programming 2, International financial accounting

Computer Science Engineering BSc

Programming languages 2, Computer Networks

All MSc students (Computer Science Msc and Computer Science Engineering BSc) may apply for internship from the second semester.

Application for Professional Practice

- Students must apply for Professional Practice by filling in a form called **Declaration of Acceptance**, having it signed by the representative of the practice location (**the signature of the supervisor and the CEO, and the company stamp are absolutely necessary**) and send it to **coordinator of professional practice practice** (szakmaigyakorlat@inf.unideb.hu) and both to the Educational Office (to@inf.unideb.hu)
- Students' application for **Professional Practice is registered in NEPTUN system.**
- You can **check data of your internship** (Studies/Field practice).

Application for Professional Practice

IMPORTANT!

The **DECLARATION OF ACCEPTANCE** must be sent to the coordinator of professional practice (szakmaigyakorlat@inf.unideb.hu) and both to the Educational Office (to@inf.unideb.hu) **ONE MONTH PRIOR to starting professional practice.**

- The **preconditions of Professional Practice are checked** by the coordinator of professional practice. Its acceptance is decided by the Subcommittee of Professional Practice.
- Changes in Professional Practice can only be made with the consent of the Subcommittee of Professional Practice.

Concluding Contracts

- After the acceptance of the Declaration of Acceptance, the coordinator of professional practice sends the **cooperation agreement** (based on the data included in the Declaration of Acceptance) to the corporation.
- The CEO has to sign it (signature of CEO and company stamp are necessary) and send back to the Faculty of Informatics.

Accomplishment of Professional Practice

Students certify the accomplishment of Professional Practice by filling in a form called **CERTIFICATION OF FULFILMENT** and writing a **ONE PAGE REPORT** which is confirmed by the representative of the practice location (**The signature of the supervisor and the CEO, and the company stamp are absolutely necessary on both documents**).

The documents must be sent to the **coordinator of professional practice** (**szakmaigyakorlat@inf.unideb.hu**) and both to the **Educational Office** (**to@inf.unideb.hu**). The Subcommittee of Professional Practice will decide whether it is accepted.

Accomplishment of Professional Practice

IMPORTANT!

- The student is obliged to send the **CERTIFICATION OF FULFILMENT** and the **ONE PAGE REPORT** to coordinator of professional practice (szakmaigyakorlat@inf.unideb.hu) and both to the Educational Office (to@inf.unideb.hu) at least **2 WEEKS BEFORE THE STATE EXAM.**
- **PROFESSIONAL PRACTICE IS NOT ACCEPTABLE WHEN THE STUDENT DISREGARDED THE PROCESS OF THE PROFESSIONAL TRAINING (made it without any official documents).**
- **IF STUDENTS FAIL TO ACCOMPLISH THEIR PROFESSIONAL PRACTICE, THEY HAVE TO TAKE PART IN IT ONCE MORE.**

For the Attention of Corporations

- **Before starting the internship, it is necessary to conclude a company agreement (and officially signed by both parties).**
- **Otherwise, the Certificate of fulfilment document cannot be issued to the student at the end of the internship.**

Finding a Practice Location for Professional Practice

- To help students to find professional practice, the list of the **Companies with indefinite term contract** is available on the website of the Faculty of Informatics.
- **Europass style CV template**, you can also download from the Faculty's website.



Finding a Practice Location for Professional Practice

Europass CV

It consists of 8 points which can be deleted or expanded completely or partly to match personal needs:

- Personal Information
- Position Applied for, Personal Statement
- Work Experience
- Education and Training
- Language Skills
- Personal Skills and Competences
- Additional Information (e.g. references)
- Annexes

Committee of Professional Practice

- **Computer Science Engineering**

Dr. József Sütő lecturer

- **Business Informatics**

Csaba Noszály lecturer

- **Computer Science**

Dr. Zoltán Godó lecturer

CONTACT

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Download of documents:

Faculty portal: www.inf.unideb.hu

Login with NEPTUN code and password

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