

COMPULSORY DESIGN INTERNSHIP – INFORMATION

At the Budapest University of Technology and Economics, Faculty of Architecture **8 weeks of design internship are mandatory in the Integrated MSc Program.**

The list of accredited Hungarian and foreign companies and the text of this brochure can be found
<https://epitesz.bme.hu/en/internship-opportunities/>

Companies that are not in the current list of companies accredited by the Faculty but wish to accept students for a design internship must submit an **accreditation request**.

Documents to be submitted for company accreditation – for Hungarian companies:

- Application for accreditation of faculty design internship (there is no specific form).
- Portfolio – max. 20 pages in A/4 format of the most important work, or a website with similar content.
- A list of the firm's leading architectural designers (category É1 or É) and a copy of their certificate of design authorization.

The accreditation is continuous, the application must be addressed to **Prof. Dr. György Alföldi DLA** to the Dean's Office of the Faculty of Architecture, to Ms. Gyöngyi Tamás contact person's e-mail address: tamas.gyongyi@epk.bme.hu. The Faculty evaluates the documentation and notifies the architectural office about the accreditation.

The design internship does not have to be done in one time and only in one company, but the required period must be fully completed. The internship can also be completed in a foreign company, the Faculty also accredits such companies, based on the firm's website or portfolio. If the student does not wish to do the internship with one of the foreign companies in the attached list, they should consult in advance with **Tamás Varga DLA** Associate Professor, who will submit the company's accreditation application to the Faculty. The Faculty cannot accept any subsequent accreditation applications after the internship has been completed.

Submission of certificates:

The certificates issued by the office must meet the following formal and content requirements: be prepared on company letterhead, with the name of the managing director, with his/her own signature and company stamp; they must contain the student's data (name, study program, Neptun code) and the exact date and duration of the period(s) spent in the office and the name of the work performed by the intern. The Faculty will only accept certificates that are completely issued and comply with all the requirements!

Please send the certificates to the e-mail address of Dr. Ákos Zsembery: zsembery.akos@epk.bme.hu

ATTENTION!

Please ALWAYS write your e-mail or phone number on the submitted certificate as well as you are enrolled on a BSc or Integrated MSc course. The Faculty cannot be responsible if the student deviates from the rules described in this information and any disadvantages arise from this! Signatures can only be entered in the NEPTUN system from the beginning of the exam period until 12:00 on the last day of the exam period. After this date, in special cases, only the CAO can grant registration, the financial cost of which is borne by the student.

Registration of the completion is possible by enrolling the subject **DESIGN TRAINING (BMEEPETA980)** in the Neptun system based on the submitted certificates.

We cannot certify partial completion in the Neptun system, less than 8 weeks in the case of Integrated MSc Program!

The course can be taken together with the diploma subject.

Certificates arriving after the termination of the student status but before the diploma defence can only be registered in the Neptun system with the assistance of the CAO staff. In such cases, **please contact in advance Dr. Ákos Zsembery: zsembery.akos@epk.bme.hu**

Budapest, 25 July 2023.

Tamás Varga DLA Associate Professor

Dr. Ákos Zsembery Assistant Professor

Prof. Dr. Alföldi György DLA Professor