

PRAKTIKUM System

To support the administration and tracking of the internships required in your training, our university has developed a new system called **PRAKTIKUM** (replacing the previous GYKER system), which is now available for you to use.

Students who have already submitted documents to the FGYO Internship Coordination Group are requested to retrieve their submitted documents between November 13, 2024, and November 22, 2024, on working days from 08:00 to 12:00, before initiating the process in the PRAKTIKUM system.

We would like to draw your attention to a few key points about using the system:

1. The system can be accessed at <https://praktikum.uni-eszterhazy.hu/login>. You will need your Neptun code and password to log in.
2. As a first step, create a "Practical Sheet" and complete it as required. Only students who have met the prerequisites for the internship and have registered for the internship course in the current semester will be able to create a Practical Sheet in the system.
3. You can choose a training location from the dropdown list. If the program indicates that the collaboration with a specific training location has expired, you may initiate the renewal of the collaboration with that location. If you wish to complete your internship at a training location not listed, please enter all relevant data for the new location in the provided form.
4. The Practical Sheet must be approved by the instructor responsible for the internship.
5. After approval, the Internship Coordination Group administrator will verify if a cooperation agreement or a student employment contract with the "Training Location" is required under the internship regulations.
6. You can then generate the necessary documents using templates available in the system.
7. In coordination with the "Training Location," please complete **any missing data** in the documents, as **documents with missing information cannot be accepted due to legal requirements**.
8. Print out the finalized documents, including:
 - o Cooperation Agreement (2 copies to be submitted),
 - o Acceptance Statement (1 copy to be submitted),
 - o Student Employment Contract (1 copy to be submitted). Ensure all required signatures and stamps are present. Upload the signed documents back into the system on the Practical Sheet for content and format review by the Internship Coordination Group administrator.
9. If the submitted documents are appropriately completed, you will receive a notification in the system. Then, deliver the documents to the Internship Coordination Group (Eszterházy Károly Catholic University, Adult Education and Internship Coordination Department, Internship Coordination Group, 3300 Eger, Egészség ház u. 4. Ground Floor, Room 4).
10. If there are any deficiencies, the administrator will request corrections. Once fully corrected, the procedures outlined in point (i) can be implemented.
11. Follow the procedure detailed in the subsequent instructions. Please review these descriptions carefully before proceeding with implementation.
12. **Internships must be completed by the last day of the semester's study period.**
13. **Within the specified deadlines, the evaluations must be completed by the mentor, the student, and the internship supervisor. An additional 5-10 business days will be required to finalize the closure and transfer data to the Neptun system, depending on the received documents.**

We wish you much success in completing your internships.