



<b>Title of course</b> Workplacement 1.	<b>Code</b> HRCM21-138	<b>Credits</b> 3
<b>Lecturer's name, availability</b> Luca Alexa Erdei, PhD assistant professor <a href="mailto:erdei.luca@ppk.elte.hu">erdei.luca@ppk.elte.hu</a> Consultation time: Based on prior consultation via email	<b>Program and level</b> MA  <b>Form</b> regular	<b>Type</b> Practice
<b>Prerequisites:</b> -	<b>Type of assessment</b> Qualification (3)	<b>Number of contact lessons</b> 30 hours/semester
<b>The language of the course</b> English	<b>Program</b> HRC MA	<b>Offered semester</b> 3
<b>Any other important information</b> Individual practice The workplacement can be implemented in home office, upon agreement between the host institution and the intern. Canvas LMS	<b>Responsible organisation</b> Institute of Research on Adult Education and Knowledge Management	<b>Semester</b> 2023/24 fall

<b>Aims of the course</b>
The General Professional Practice aims to give an opportunity for students of the Human Resource Counsellor MA (HRC MA) programme to gain practical experience in the field of HR counselling, and to acquire further knowledge about related fields of activities, as well as the types and characteristics of institutions and organizations in the field.
<b>Learning outcomes, competences</b>
<p>Knowledge:</p> <ul style="list-style-type: none"> <li>• Getting to know relevant knowledge acquisition methods and sources</li> <li>• Getting a multi-faceted approach to potential problems within the field of study</li> <li>• Getting familiar with the principles and methods of evaluating the solutions</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>• Possession of the right techniques for gathering information and critical analysis</li> <li>• Capability of reflective analysis and development of knowledge-based processes</li> <li>• Ability to integrate personal experience into scientific frameworks, and independent human resource consulting</li> </ul> <p>Attitude:</p> <ul style="list-style-type: none"> <li>• Openness to lifelong learning</li> <li>• Realistic self-knowledge, self-esteem and success orientation within the framework of individual work</li> </ul>



- Humane and ethical attitude towards others
- Empathic, flexible and tolerant behaviour when applying theoretical knowledge to practice
- Cooperation with others
- Commitment to quality work.

#### **The general content of the course**

Students need to develop their competences in at least 3 of the below areas during their workplacement:

- HR management,
- HR counselling,
- organizational development (OD),
- HR-related fields, e.g., learning and development,
- HR management, counselling or development tasks and projects.

#### **Planned learning activities and teaching methods**

Full-time students will complete the Workplacement I. course as follows:

##### **1. Individual practice.**

*Application:* Students can individually choose a placement where they can participate in projects or activities related to the Human Resource consulting activity (whether in their place of residence or workplace).

Students may also choose a place for the practice from the list of optional practical places given by the responsible instructor of the course available on the [institutional website](#). Students are also allowed to search for partner institutions where they would like to implement the workplacement activities. In either case, the students shall contact the organizations individually, send a **CV and a motivation letter** to the contact person and follow the instructions given below. Further information can be obtained from the responsible instructor of the course via Canvas DM or email, [internship\\_hr@ppk.elte.hu](mailto:internship_hr@ppk.elte.hu)

Individual practice should be authorised in writing. You can download the Datasheet and Reception Declaration form from the [institutional website](#) or find it uploaded to Canvas.

The form shall be fully completed and uploaded to the Canvas no later than **24<sup>th</sup> of September 2023**. Please note that the workplacement cannot be done without an official contract between the university and the host institution, unless you would like to apply for a credit transfer (for that see point 2). Please note that in order to secure that the contract is finalised and signed before the student's workplacement period would start, the Institute does not allow an earlier start date than the **24<sup>th</sup> of October 2023**.

The form must clearly indicate:

- The exact name of the organization
- The address of the organization
- The name, official email address and phone number of the external practitioner



- Start and end date of your professional practice, indicating the length of the planned workplacement. *Please note that start date cannot be earlier than the 24<sup>th</sup> of October 2023.*
- A short description of the task in line with the aims and learning outcomes of the course.

In case a student wants to carry out the 30 and 110 hours of workplacement consecutively at the same host institution, they do not need to deliver 2 separate documents. In this case, the student must apply for HRC-21 138 138 Workplacement I. and HRC-21 138 Workplacement II. courses and the Datasheet and Reception Declaration form needs to be uploaded to the Canvas site of the HRC-21 138 Workplacement course.

*Acceptance of application by the instructor:* Once the student's application to the host institution is settled and the signed document is uploaded, the instructor and the Institute's secretariat reviews each document separately. In case the student does not receive any feedback, then the application is approved, and the Institute launches the official contracting process.

Please note that students have no tasks or responsibilities in the contracting process, nevertheless, neither of the students can start the workplacement before the contract would be finalised and signed by both parties. In case of a regular procedure, the students will not receive any feedback, they can start the workplacement on the day indicated in their own form. In case of problem in the contracting process, the Secretary of the Institute will let the student concerned know in advance that would cause a delay in starting the workplacement.

**2. Request for credit transfer.** Full-time students who work in the aforementioned fields of HR (see Aims of the course), may request for credit transfer considering their previous or current work experience (e.g., full-time job, traineeship, volunteering experience).

The request for credit transfer is submitted through the **Student Affairs and Registrar's Office**. It is not an automatic procedure and is the responsibility of the Credit Transfer Committee. More information on this procedure as well as the necessary forms can be found at the following link: [https://ppk.elte.hu/en/student\\_administration/academic\\_bodies/credit\\_transfer\\_committee](https://ppk.elte.hu/en/student_administration/academic_bodies/credit_transfer_committee).

The request for credit transfer must be done by filling out the Request for the **Credit Transfer Committee form** ([https://ppk.elte.hu/en/student\\_administration/forms](https://ppk.elte.hu/en/student_administration/forms)). In the main table of the form, the course code(s) should be indicated on the left side for which the students request the validation, while the expression "work experience" shall be indicated on the right side of the table. Furthermore, it is necessary to prepare such **attachments** that can be used as a proof of the work experience indicated in the application. Our Institute recommends using the following documents:

- a **detailed justification** in which the applicant presents why he/she is requesting the credit transfer (about one page) – signed by the student;
- **employer's reference letter or employer's certificate** (the form of this is not defined), in which the students include all information regarding the length and the detailed list of the professional activities performed earlier in order to support the request form and the justification – officially signed and stamped by the employer



- **anything else** that the applicant considers important (e.g., professional CV, job description, additional reference certificate, etc.)

Students can submit their requests to the **Student Affairs and Registrar's Office** in the following ways:

- electronically by sending the full package to the [ppkto@ppk.elte.hu](mailto:ppkto@ppk.elte.hu) email address
- in person in the customer area during reception hours
- by post (ELTE PPK Student Affairs and Registrar's Office, 1075 Budapest, Kazinczy utca 23-27.)

The application deadline is **15<sup>th</sup> September 2023, 4pm (CET)**! In the case of electronic requests, the Office may request the original document to check the authenticity of the attachments. In the case of submission by post, the applicant needs to pay attention to the delivery time when submitting, as the above deadline set by the committee is the deadline for receipt of the application package!

Please note that **neither the lecturer of the course nor the secretary of the Institute is responsible for assessing or validating the credit transfer requests**, therefore please contact the aforementioned office for further information! If the credit transfer application is positively assessed, the completion of the course will be credited in the Neptun study system.

### **Requirements & Evaluation**

Requirements (*Academic Regulation for Students – Section 66*):

*Due to the Academic Regulation for Student - Section 63: (4) Attendance alone is not enough to complete the course and gain credits.*

The students must spend 30 hours of practice at the chosen organization, and while completing the practice, they must prepare a Practice Journal. The Practice Journal must be uploaded to the Canvas system in the relevant task. The parts and relevant criteria regarding the Practice Journal is as follows:

- Professional report (Annex 1): filled out in detail (at least 5 pages of text with a detailed task description) by the student,
- Evaluation form (Annex 2): filled out and signed by the external practitioner (supervisor)
- Self-evaluation questionnaire (Annex 3): filled out in detailed by the student
- Certificate/Letter of reference (Annex 4): filled out and signed by the external practitioner (supervisor)

*The deadline for submission of the Practice Journal:* as soon as the placement over, but not later than **15<sup>th</sup> of December 2023, 11:59pm (CET)**. The document in a **single PDF file** must be **uploaded** to relevant task of the **Canvas** course.

*Evaluation:* The Professional journal will be reviewed based on the above criteria. A detailed rubric is prepared to support the evaluation. The rubric can be accessed on the Canvas site as part of the relevant task.

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**Grading:**

- 20-15 points: excellent (5)
- 14-10 points: average (3)
- 9-0 points: unsatisfactory (1)

- in case of failing on the course requirements (*Academic Regulation for Students - Section 66 (6)*):

Method: resubmission of the reviewed Professional journal

Deadline: only the failed practice mark can improve in the first two weeks of the examination period.

**Compulsory literature**

-

**Recommended literature**

-



## **SEMINAR, PRACTICE, PRACTICAL GRADE**

### **Section 66**

*(1) If the student has not received an excuse note specified under Section 63 (5), and the lecturer monitors attendance, due to the student's absence*

*a) the lecturer cannot withhold a practical grade from the student, if the student was absent from a quarter of the classes at the most;*

*b) if the student is absent from between a quarter or third of the classes, the lecturer is entitled to give extra assignments to the student or withhold giving a practical grade, however, the lecturer must let the students know in the first class which option he/she chooses;*

*c) if the student is absent from a third of the classes, the student cannot be awarded a practical grade.*

*(2) The limit for tolerable absence from laboratory practice is set by the Head of the organisational unit responsible for the study unit. Students will be informed of this in the first class.*

***(4) The practical grade must be awarded until the end of the first week in the examination period. Exemptions from this provision include field practice, school practice and practice at public education institutions.***

*(5) Requirements of the practical grade – with the exception of field practice, professional training, school practice and practice at public education institutions – must be completed during the study period, however, at the request of the students after having consulted with the lecturer, the Head of the organisational unit responsible for the course may allow for extra assignments (e.g. retakes for in-class tests) that students perform before the end of the study period but not later than during the first week in the examination period, in order to achieve a grade. In this case, the deadline under paragraph (4) must be extended by a week.*

*(6) Students must be given an opportunity to **improve a failing practical grade** – if the programme's (including higher education vocational training) curriculum permits, or the course listing should the curriculum has no relevant specification – **in the first two weeks of the examination period**. This must be entered into the course listing.*