



Introduction

The **educational development and management** specialization is a 47 ECTS part of the Education Science MA program. The coordinator of the specialisation is [Dr. László Horváth, assistant professor](#). The language of the program is English.

The specialization aims to equip students with comprehensive skills and knowledge to effectively contribute to and lead educational innovations. The overarching goal of the specialization is to develop experts in education who are adept in the art and science of managing educational institutions, enhancing educational programs, and implementing innovative educational projects.

The specialization covers the following main contents:

- Leadership, management and governance of educational organisations
- Knowledge management and strategic organizational learning
- Implementation of educational (organizational) development projects
- Evaluation and Assessment: data-driven decision-making in education
- Educational Development and Innovation
- Program Design

Before the Internship

The student can choose an institution/organisation (Internship Institution) from the [list](#) proposed by the Institute of Education (Institute) based on his/her interests or ask the coordinator of the Internship to initiate a cooperation agreement with a new Internship Institution. **Internship activities can start only in case of a valid cooperation agreement between the university and the Internship Institution!** The selection of the internship will be made by electronic questionnaire between 1st November and 15th November of the academic year. Based on feedback from the head of the Internship Institution, the Institute will conclude a cooperation agreement for the internship.

During the internship

The internship is 60 hours and 6 credits. The 60 hours of work can be done continuously or in stages but must be completed by 30 April.

During the internship, the student is mentored by a field expert (Mentor) appointed by the head of the Internship Institution. During the semester, students are supported by the lecturer of the internship seminar, discussing work experiences and lessons learnt.

The student prepares a professional development and work plan (PDWP) at the beginning of the Internship, the content of which is agreed upon with the Mentor. The PDWP is presented to the lecturer of the Internship seminar. A template of the PDWP is available [here](#).

Proposed activities:

- Examination and analysis of institutional documents
- Development of institutional communication documents and platforms (e.g. website, information and marketing materials, social media platforms, infographics, videos).
- Supporting the organisational development process, designing and implementing small sub-processes, preparing reports.

- Preparation of small-scale organisational research, data collection through online and offline questionnaires, interviews, observations; analysis and evaluation of results, preparation of reports.
- Literature collection, reports and summaries. Preparation of learning materials for professional development.
- Collection and analysis of good practices in the field of education, preparation of summaries and reports on results.
- Participation in the development of educational programmes, courses, training, educational materials etc., planning and gathering data for impact assessment.

The student will keep a reflective learning diary during the Internship. A template is available [here](#).

After the internship

Students present their experience gained during the internship at a professional seminar (Internship Seminar) at the university. The presentation is 10 minutes long and summarises the following:

- Brief introduction of the internship institution (based on documents).
- A brief presentation of the internship activities.
- Learning journey.
- Further plans, personal development plan.

Evaluation of the internship

The evaluation of the internship is based on the recommendation of the Mentor, and the grade for the internship is given by the lecturer of the internship seminar.

More information:

- Program description in Hungarian: <https://nevtud.ppk.elte.hu/szakmaigyakorlat>
- Coordinator of the specialisation and lecturer responsible for internship: Dr. László Horváth (horvath.laszlo@ppk.elte.hu)

Organisation and administration: Viktória Huszár (huszar.viktoria@ppk.elte.hu)