Accounting Administrator

Assistant Manager of Economics

Assistant Technical Manager of Logistics

Electrical Engineer Assistant

Engineering Assistant of Mechatronics

Engineering Assistant of the Machine Industry

Image Diagnostics and Intervention Assistant

Legal Assistant

Specialist Manager of Commerce

Specialist Manager of Tourism

Youth Assistant

About the profession

The accounting administrator essentially works independently alongside policy making. They participate in activities concerning the regulation of the accounting information system and in the preparation of the annual report. The job includes executing tasks related to accountancy, formulating an accounting policy, tasks connected to providing and analysing managing activities, and taking part in the regulation of the accounting information system from preparation to execution.

They assist and support the work of the management of the business. They collect accounting data, provide and record information. Besides professional knowledge this work requires a sense of responsibility, diligence and reliability.

Tuition fee (per semester): 120 000 HUF

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Assistant Manager of Economics
An assistant manager of economics may perform administration tasks alongside senior and middle managers at any enterprise or organisation operating in the national economy. They can also perform duties independently in the area of external relations (e.g., customer service, supplier relations) or work as junior group leaders.

They are involved in the collection, systemisation, processing, analysis and evaluation of information and data of the market, which is necessary for making economic decisions. They may be responsible for developing the business strategy and preparing decisions for this purpose for senior and middle managers, and making decisions at the administrator level. In addition, this training qualifies our students to make portfolio analyses based on the business strategy and help work out the business policy.

They can assist in the organisation of complex management/service processes and relevant financial, accounting and taxation tasks, and in the planning of marketing activities. They can also take part in the continuous development and expansion of business and environmental partner relations. Collaboration in preparing legal agreements and contracts and supervision of management/service activities can also be part of their tasks.

About the programme

The university has been training assistant managers of economics since 2006 and places strong emphasis on practice-oriented knowledge. A significant number of our students continue their studies in one of the majors of the university, where they can get accreditation for several of their already completed subjects.

Tuition fee (per semester): 120 000 HUF

Assistant Technical Manager of Logistics
About the profession

The assistant technical manager of logistics supports the logistics management in organising the supply chain. They assist the activities of the management in preparing decisions and providing office management and administrative work while using multimedia tools and office technology. They aid in arranging orders, purchases, sales and provide e-logistics tasks. They are qualified to provide technical and economic duties concerning product planning and carrying out computer-based work. Maintaining relations with partners, customers and handling complaints are also part of their job. In addition they may participate in communication, marketing, and PR activities.

Tuition fee (per semester): 120 000 HUF

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Electrical Engineer Assistant

About the profession

The electrical engineer assistant is characterised by consistent and logical thinking. The ideal applicant is skilled in mathematics and physics, has some experience in the essential professional disciplines, possesses good language skills and is acquainted with the directions of progress concerning the electrical engineering field. They primarily need a good technical sense, a dedication towards the profession, and an inclination for...
A bout the programme

Instruction takes place at partner institutions who work closely together with Széchenyi István University. These are secondary schools in Győr (Jedlik Ányos Secondary School for Machine Industry and IT and Pattantyús Ábrahám Géza Industrial Vocational School) that provide a practice-oriented training using modern and well-equipped electrical and electronics laboratories and computer rooms.

Tuition Fee (per semester): 132 000 HUF

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Engineering Assistant of Mechatronics

A bout the profession

The engineering assistant of mechatronics essentially performs technical computation. They also deal with work organisation activities, use foreign technical languages to perform tasks, know and employ legal and standard specifications, participate in managing tasks related to their work, and they actively take part in planning of projects.

A bout the programme

Instruction takes place under the vocational guidance and supervision of Széchenyi István University at the following partner institutions:

Lukács Sándor Mechatronical and Mechanical Engineering Vocational School (Győr 9027 Mártírok útja 13-15.), Géza Fejedelem Industrial Vocational School (Esztergom 9500 Budai Nagy Antal u. 38.), Machine Industry and IT Technical Secondary School (Szombathely 9700 Rohonci u. 1.).

Tuition fee (per semester): 132 000 HUF

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Engineering Assistant of the Machine Industry
About the profession

The engineering assistant of the machine industry is the subordinate of the responsible engineer and works based on technological instruction. They take part in the organising, managing and control of the production process resulting in machine industry products. They contribute to the planning of the technological process based on the features of the work and the production system.

On the basis of technological plans they carry out the programming and tooling of production systems. They design and utilize different appliances and supplementary production elements, and operate production systems. They justify the suitability of the chosen production system using economic and technical computations. The job includes monitoring the proper operation of production systems, planning the maintenance cycles of these systems based on the operator’s manual, concerning standards and specifications. They control and monitor the installation of different work stations, so that they conform to all legal and technical specifications, while documenting the production process and any connected irregularities, or events. Furthermore, it is important to satisfactorily manage the entrusted resources to participate in the innovation process of new products and their production and follow all regulations concerning job safety, environmental protection and fire protection.

About the programme

Instruction takes place under the vocational guidance and supervision of Széchenyi István University at the following partner institutions:

Lukács Sándor Mechatronical and Mechanical Engineering Vocational School (Győr 9027 Mártírok útja 13-15.), Géza Fejedelem Industrial Vocational School (Esztergom 9500 Budai Nagy Antal u. 38.), Machine Industry and IT Technical Secondary School (Szombathely 9700 Rohonci u. 1.).

Tuition fee (per semester): 132 000 HUF
About the profession

This qualified expert works in all fields providing imaging invasive and non-invasive diagnostics and therapy (x-ray diagnostics, ultrasound examination computer tomography, magnetic resonance, angiography, and interventional radiology). They are equal in rank to other group members who provide medical attention, they organise and carry out tasks according to their competences, and actively perform educational healthcare activities. This job requires logical thinking, good organisational skills, stress tolerance, a great deal of independence and the ability to make connections easily.

About the programme

The basis for the medical and healthcare training is Petz A ladár County Teaching Hospital, the region’s prominent hospital, which represents all areas of medical treatment and image diagnostics. The region’s institutions for radiology and diagnostics provide excellent practice opportunities for students. The Petz Lajos Institute of Health and Social Sciences ensures qualified teachers, a modern infrastructural background and good community spirit for learning.

Tuition Fee (per semester): 132 000 HUF

Legal Assistant

About the profession

This higher level vocational training qualifies students to perform administrative tasks in courts,
prosecutor’s offices, land registry offices and other administrative bodies, and/or to be able to perform special office management tasks (e.g., keeper of minutes). Their duties at the lawyer’s or notary’s office is not just administrative in nature, their job also includes precise legal preparation work.

About the programme

The legal assistants acquire the theoretical and practical knowledge from the professors who teach at the Law Faculty, which guarantees the acquisition of this knowledge. Experts of the Győr-based courts, prosecutor’s offices and administrative bodies also take part in the instruction of the students. They have extensive practical experience in their special fields. Instruction takes place at Deák Ferenc Faculty of Law and Political Sciences, and Móra Ferenc Primary and Secondary School.

Tuition Fee (per semester): 120 000 HUF

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Specialist Manager of Advertising

About the profession

The specialist manager of advertising carries out professional communication activities. They participate in the governing of international commercial relations of the business, lead the commercial part and organise the managing of the business. They organise relations with EU partners and seek out funding opportunities in the EU. They plan, organise, and analyse the trading process, apply and evaluate marketing tools. The job includes taking part in the development of the office management, incentive and communication system and planning the managing of the business. They perform all the important duties for foreign transactions and organise the marketing activities. Defining and documenting the tasks to conform to quality requirements is another part of their job. They also define and document tasks connected to sales and communication problems and organise the execution of plans.

About the programme

The university places strong emphasis on practice-oriented knowledge. It is possible to continue studies in one of the majors of the university, where they can get accreditation for several of their already completed subjects.

Tuition fee (per semester): 120 000 HUF
Specialist Manager of Commerce

The tasks of the specialist manager of commerce include the application of office management and labour market knowledge, the use of job-hunting techniques and professional communication activities. They take part in the governing of international commercial relations of the business, lead the commercial part and organise the managing of the business. They plan, organise, and analyse the trade process, apply and evaluate marketing tools. The applicant must possess diligence, a sense of responsibility and flexibility for this job.

About the programme

The university places strong emphasis on practice-oriented knowledge. It is possible to continue studies in one of the majors of the university, where they can get accreditation for several of their already completed subjects.

Tuition fee (per semester): 120 000 HUF

Specialist Manager of Tourism

A bout the profession
The tasks of the specialist manager of tourism include the application of office management and labour market knowledge, the use of job-hunting techniques, professional communication activities and the management of businesses. This includes management duties for businesses in the hospitality industry and the operative organisation as well as organising accommodation services and events, and analysing activities concerning tourism. The specialist manager of tourism follows with attention and evaluates the comprehensive system of tourism and efficiently operates the businesses. They work out and make use of the products of the tourism business and take into consideration the special characteristics regarding service and relations in this industry.

About the programme

The university has been training specialist managers of tourism since 2010 and places strong emphasis on practice-oriented knowledge. A significant number of our students continue their studies in one of the majors of the university, where they can get accreditation for several of their already completed subjects.

Tuition fee (per semester): 120 000 HUF

Youth Assistant

A good youth assistant is able to establish connections with young people individually, or in groups. They can help shape young people’s lives by providing information, advice and services, offering mediation, and organising programs or training. Besides professional knowledge a high degree of openness, helpfulness, flexibility and familiarity is required.

About the programme

Széchenyi István University is the only place in the country where youth assistants are trained. The training program is locally developed and offers all sorts of theoretical knowledge and practical experience through field institutions. Students are involved in group projects for two semesters where they become acquainted with project planning, project realisation and managing, and also practise writing applications. Uniquely, students also participate in camping practice.

Tuition fee (per semester): 120 000 HUF