

Registration Course

Bc.

SB100Reg / SB200Reg

Mgr./Ing.

SA100Reg / SA200Reg

Important Information and Schedule

**(If your Internship Proposal is approved, follow the
“Internship Course - Important Information” in the study
materials of the internship course
SB100 / SB200 / SA100 / SA200)**

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Internship Conditions

- Job description must correspond to the composition of courses and graduate profile of the graduate of the given study programme.
- The internship takes place in one company, ideally under one guarantor.
- Internship extent:
 - **480 hours** for B.Sc. internships
 - **400 hours** for M.Sc. internships
- **Minimum of 50% of the internship time (240 / 200 hours)** must take place in the term of the teaching period (see Term Calendar).
- **Minimum of 50% of the weekly hours take place on-site in the company with colleagues.** Remote working (home office, HO) is admitted up to 50% of the weekly hours. If the student does not work in a team (for example an isolated office for one person), it is considered as a home office. Students fill in their weekly hours and on-site days and hours in the Acceptance Protocol.
- An internship conducted as a self-employed person (**freelancing**) will not be approved.
- **Changes in the working days/hours** report in advance. Only 1 change per internship is allowed (e.g. because of your schedule/when the school starts). Submit a file with a total number of weekly working hours, days and hours when you'll work from the office. The change applies to the beginning of a new working week.
- **Report the absence at the worksite in advance** (sickness, holidays, business trips, etc.). These types of absences are not taken as a change of the working days/hours but still need to be reported in advance.
- Failure to upload individual documents within the specified deadlines may result in the inability to obtain credits (denoted as "z" or "k" grade). Similarly, if the deadline for

uploading the Acceptance Protocol is missed, the internship will only be counted from the actual delivery date.

- In the event of a **guarantor change**, the student must notify the Faculty within 3 working days by uploading a new, signed Acceptance Protocol with the new guarantor. Any delay longer than this will not be considered towards fulfilling the traineeship requirements.
- Business trips are admitted as hours you have worked in the office.
- Internships can also be taken abroad (for instance <https://www.fi.muni.cz/students/international-studies/internships.html>).
- Companies located outside Brno (particularly the small ones) are subject to more detailed pre-enrollment checks due to complications associated with regular workplace inspections. Therefore, in such a case **we recommend that you post your Proposal as soon as possible/in advance**.
- In case of conflict of interests (e.g. family members as your guarantor or in the company management), the internship will not be admitted.
- **The internship must end no later than 10 days before the end of the examination period.**

Registration Course Enrollment

- Registration course SB100Reg / SB200Reg / SA100Reg / SA200Reg is a prerequisite for the internship course SB100 / SB200 / SA100 / SA200.
- Enroll in the registration course in the semester prior the semester in which you intend to pass the internship course.
 - **Example:** You wish to pass the internship course (SB100/SB200/SA100/SA200) in the Autumn semester, therefore you enroll in the registration course in the prior Spring semester.,
- Find an internship during this course and submit the internship proposal. ↓

Internship Proposal

Submit no later than 14 days before the intended start of the internship to: Study materials of [registration](#) course → Homework Vaults → Internship protocols

- **Internship proposal template** is available in the study materials of the registration course.
- **Internship period in the Proposal:**
 - Start of the internship: 1st January (Spring semester) or 1st July (Autumn semester) at the earliest.
 - Estimated ending of the internship: no later than 10 days before the end of the examination period.
- Fill in the proposed job description as thoroughly as possible. We need to be sure that the company and the job position is acceptable.
- Communicate any issues with the coordinator, not the tutor.
- You will receive feedback on the Proposal via Notebook in IS - **turn notifications on.**
- You will receive credits/colloquium after your Internship Proposal is accepted, during the examination period.

Internship Course Enrollment

- Apply for the SB100 / SB200 / SA100 / SA200 course enrollment permission/exception during the Course enrollment period.
- Once your internship proposal has been approved and you have obtained credits/colloquium for the registration course SB100Reg / SB200Reg / SA100Reg / SA200Reg, you will be given the permission to enroll in the internship course.

Acceptance Protocol

Submit no later than 14 days after starting the internship to these folders:

- **Before the enrolment of internship course:** Study materials of registration course → Homework Vaults → Acceptance Protocols
- **After the enrolment of internship course:** Study materials of internship course → Homework Vaults
- You can find a protocol template in the study materials of registration and internship courses.
- **Binding Internship Parameters:**
 - Weekly hours – a number of working hours in the office per week + home office per week.

- Regular working time in the office (days of the week, exact time, **minimum of 50% of the weekly hours**) and address where you can be reliably available at the worksite for an inspection. Only 1 change is allowed during the internship.
- Please, use only exact information – we do not accept terms like “approximately”, “usually”, “20 to 30 hours weekly”, “somewhere between 8:00 AM and 18:00 PM”, etc.
- Your telephone number is necessary for the purpose of a potential check-up at the worksite.
- **The guarantor should meet these requirements**
 - At least three years of working experience in the technical field counted from graduation.
 - University education – mention the title (at least B.Sc. for SB100/SB200 courses and at least M.Sc. for SA100/SA200 courses).
 - Guarantor’s contact – e-mail and telephone number.
 - You and a company representative sign the Protocol.
 - The student shall keep the original of the Protocol for any potential check-up (for the duration of the semester).
 - We will contact you in case your Protocol needs some corrections.
- In the event of a change of your guarantor, upload a notification to the Homework Vault within 3 days from the change and also upload a new protocol signed by the new guarantor. Any delay may lead to shortening the hours you have worked after the guarantor change.

Internship Inspection

- The faculty reserves the right to conduct workplace (on-site) or online inspections on the student. In both cases, the student will be contacted on the student’s telephone number he/she provides in the Acceptance Protocol.
- Inspection process – If we can’t reach the student on a first attempt, we will wait for 5-10 minutes and try again. After a second unsuccessful attempt the student will receive a text message with a notification that the inspection was unsuccessful.
- Penalty for unsuccessful inspection:
 - **unsuccessful inspection before the enrolment** (see term calendar) – you will not be granted the enrolment.

- **First unsuccessful inspection after the enrolment** – 40 hours will be deducted.
- **Second unsuccessful inspection after the enrolment** – 80 hours will be deducted (therefore total of 120 hours).
- **Third unsuccessful inspection after the enrolment** – 160 hours will be deducted (therefore total of 240 hours).

Note: The hours will be deducted from the hours onsite.

Onsite absence and changes in the working hours

- **Onsite absence** – notify us in advance, on the day of the absence and before the start of the working hours at the latest. Upload a text document with a notification to the Homework Vault. State a date (or specific hours) and a reason of the absence (home office/team building/business trip – meaning you are working or a vacation/sick leave – meaning you are not working).
- **Permanent change in working hours** – allowed once per the whole internship. Upload a notification to the Homework Vault. State the total weekly hours, days and times onsite and a date from which the change is valid.

Contact

- **Notebook** – feedback from the teacher or coordinator – **turn on your notifications!**
- **Coordinator's contact:**
 - koordinace.stazi@fi.muni.cz
 - office hours during a semester: Thursdays 1:00 – 3:00 PM, office A207

Note: Next steps are available in the “Internship course - Important Information” PDF file in the study materials of the internship course SB100 / SB200 / SA100 / SA200.