

# Autumn 2019 Schedule

PA180, PA185 and PA186

# Traineeship requirements

- Traineeship job corresponds to the profile of SSME graduate (T-shaped).
- Traineeship involves 600 working hours for PA180, alternatively 300 hours for PA185 and 300 hours for PA186.
- Traineeship runs continuously in a single company.
- Min 50% of the traineeship takes place within the tuition period of the term in which it is enrolled.
- Traineeship must be completed a week before the end of the pertinent examination time at the very latest.
- While on traineeship you will be present in the company. Home office is not permitted. Business trips are recognized as part of the traineeship.

# Prior to enrolment

- Send your filled-in Interim Proposal to [hooperova@fi.muni.cz](mailto:hooperova@fi.muni.cz).
  - This is the only email communication, everything else exclusively via IS (Homework Vault).
  - The Proposal will be signed or alternatively at least sent from your university email account.
- **Timely** request teacher's approval with course enrolment in the IS.
- Keep an eye on the request status and respond to any inserted comments if needed.

# By 30/9/2019

- Upload Protocol on Accepting Student to Traineeship to IS
  - Pertains to PA180 and PA185
  - Binding traineeship requirements
  - Contains information on the guarantor
    - 3 years of experience in a technical field
    - University graduate
  - The student keeps the original for any check up if needed (for the duration of the whole term)
- Feedback will be in the IS Notebook within 5 working days.

# By 30/10/2019

- Upload to IS:
  - Interim report
    - PA180 and 186 - min. 6 standard pages
    - PA185 min. 4 standard pages
- Interim and Final Report template will be disclosed in IS.
- Feedback will be in the IS notebook by 15/11/2019

# Examination period (PA180 and PA186)

- Enrol for the final interview
- 10 days prior to the date of the interview - upload to the IS:
  - Technical Report (min. 10 standard pages)
- 3 days prior to interview - upload to the IS:
  - Presentation
  - Confirmation of completion (the student keeps the original)

# Examination period (PA185)

- Upload to the IS:
  - Technical report (min. 6 standard pages)
  - Confirmation of completion (student keeps the original)

# Communication channels during the term

- Email (hooperova@fi.muni.cz) ideally for sending the Proposal of Interim report only.
- Homework Vaults – reports, forms, presentations.
- Notebook – teacher’s feedback (instructions, notes).
- Examination terms and enrolment.
- Coordinator’s office hours (B408a office):
  - Tuesday 8 – 9 AM



# Others

- The school reserves the right of on-the-spot check on the student in the company.
- Serious failure to maintain deadlines (by a week or more) for delivering individual documents may result in failure to obtain credit/colloquium.
- Should the guarantor change, it is vital to inform the school within 3 working days at the latest by uploading a new protocol of acceptance undersigned by the new guarantor. Any longer delay will not be calculated to the traineeship duration.