

Important Information and Schedule

PA180, PA185 and PA186

Traineeship requirements

- Traineeship job in the activities undertaken by the student corresponds to the individual courses and profile of study programme graduate.
- Traineeship involves
 - 600 working hours for PA180,
 - 300 hours for PA185
 - 300 hours for PA186.
- Traineeship runs continuously in a single company.
- Min 50% of the traineeship takes place within the tuition period (further as TP) of the term (see the study schedule).
- Traineeship must be completed a week before the end of the examination period at the very latest.
- While on traineeship you will be present in the company. Home office is not permitted (except for extraordinary measures of the university). Business trips are recognized as part of the traineeship.
- In case of conflict of interests, the teacher may choose to reject the traineeship.

Prior to enrolment

- Upload your filled-in Interim Proposal to the Study Materials, folder labelled Interim Proposals.
- Request teacher's approval with course enrolment in the IS **by midday 1/10/2020** at the latest.
- Keep an eye on the request status and respond to any inserted comments if needed.
- **Communicate any issues with the coordinator, not the teacher.**

In the 2nd week of tuition term at the latest (by 18/10/2020):

- Upload Protocol on Accepting Student to Traineeship to IS
 - Pertains to PA180 and PA185
 - Binding traineeship requirements, beside others
 - Days and time when you can be found at the workplace
 - Contains information on the guarantor
 - 3 years of experience in a technical field
 - University graduate
 - Contact info
 - 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 by 4th week of TP (by 1/11/2020).

During the 4th week of TP (by 1/11/2020)

- Upload to IS:
 - Interim report
 - PA180 and 186 - min. 6 standard pages
 - PA185 min. 4 standard pages
 - Worksheet for work up to date in .xls
- Interim and Final Report template will be disclosed in IS.
- Feedback will be in the IS notebook by 6th week of TP (by 15/11/2020)

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)
 - Worksheet for whole traineeship (carry on with the .xls)
- 3 days prior to interview - upload to the IS:
 - Presentation
 - Confirmation of completion (the student keeps the original)

Examination period (PA185)

- A week before the colloquium date at the very latest upload to the IS:
 - Technical report (min. 6 standard pages)
 - Worksheet for the whole traineeship PA185 (carry on with the interim .xls)
 - Confirmation of completion (student keeps the original)

Documenting and inspecting work

- The student will give the total number of working hours per week and the time when they can be reached at their workplace (min. 50% of the weekly working hours scope) in the Protocole of Acceptance.
- Information in the worksheet must agree with the weekly hours given in the Protocole (10% variation is acceptable).
- Max. number of hours per day accepted is 8 (working weekends and public holidays will not be accepted).

Documenting and inspecting work

- Any absence at the worksite within the working hours set in the Protocole will be reported by the student in advance using Homework Vault (for instance business trip) or a sick note in the IS.
- Implementation of traineeship in the form of a home office is only possible in extraordinary instances (includes antiepidemic measures), whilst any other duties (worksheets, attendance etc.) remain in force. The student must inform the coordinator of the home office through Homework Vault in advance.

Communication channels during the term

- Email (hooperova@fi.muni.cz) for any queries.
- Homework Vaults – reports, forms, worksheets, presentations, info on home office.
- Notebook – teacher’s feedback (instructions, notes).
- Examination terms and enrolment in the IS.
- Coordinator’s office hours (B408a office):
 - Tuesdays 8 – 9 AM

Other

- The school reserves the right of on-the-spot check on the student in the company.
- Failure to adhere to deadlines for filling individual documents may result in failure to obtain credit/colloquium.
- Should the student fail to deliver the Protocole on Acceptaning on time, the traineeship will only count as of the day of delivery.
- 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.