

# Important Information and Schedule

SB100; SB200

SA100; SA101 a SA102

SA200; SA201 and SA202

# Traineeship requirements

- Traineeship job in the activities undertaken by the student corresponds to the individual courses and profile of study programme graduate.
- Traineeship involves
  - 400 working hours for SA100,
  - 200 hours for SA101 followed by 200 hours for SA102
- 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 ten days before the end of the examination period at the very latest.
- While on traineeship you will be present in the company. Home office is only permitted up to 50% scope. Exceptions are only possible in duly substantiated cases agreed in advance. Business trips are deemed working hours.
- In case of conflict of interests, the teacher may choose to reject the traineeship. Traineeship cannot be taken in the form of self-employment.

# Prior to enrolment

- Upload your filled-in proposal to the Study Materials, folder labelled Filled-in Proposals.
- Request teacher's approval with course enrolment in the IS **at least a week before the end of changes** 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 26/9/2021):

- Upload Protocol on Accepting Student to Traineeship to IS
  - Not applicable for SA102 and SA202
  - 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 (in case of Master course, the education must be Master degree)
    - 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 10/10/2021).

# During the 4th week of TP (by 10/10/2021)

- Upload to IS:
  - Interim report
    - SA100, SA200 SB100, SB200, SA102 and SA202 - min. 6 standard pages
    - SA101 and SA201 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 24/10/2021)

# Examination period

(SB100, SB200, SA100, SA200, SA102 a SA202)

- Ten days before the end of exam period at the latest - upload to the IS:
  - Technical Report (min. 10 standard pages)
  - Worksheet for whole traineeship (carry on with the .xls)
  - Videopresentation of 8-10 minutes with your spoken word
  - Confirmation of completion (the student keeps the original)

# Examination period (SA201, SA201)

- Ten days before the end of exam period at the latest - upload to the IS:
  - Technical report (min. 10 standard pages)
  - Worksheet for the whole traineeship (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).
- Coordinator’s office hours (B533 office):
  - Tuesdays 8 – 9 AM
  - Use email, possibly MS Teams.

# 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.