# Important information and schedule

Bachelor internships: SB100; SB200

Master internships: SA100; SA200

# Internship Basics

- Job description must correspond to the composition of courses and graduate profile of graduate of the given study programme – see the course curriculum.

- Internship scope:
  - 480 hours for B.Sc. internships,
  - 400 hours for M.Sc. internships,

- Minimum of 50% of the internship time is located in the term teaching period (see Term Schedule).

- Internship must be completed at least 10 days before the end of the examination period.

- Internship takes place onsite in the company at least half of the time, i.e. remote working is admitted up to 50% of the total scope. Exceptions are only possible in duly justified cases agreed IN ADVANCE.

- Business trips are included in the total hours.

BEWARE: In case there is a conflict of interests, the internship will not be addmitted. Internship cannot be carried out in freelancing position.

# Prior to Enrollment

- Upload your Proposal to the Filled in Proposals folder in the Study Materials 14 days from starting the internship at the latest.

- Request approval with the course enrolment in IS at least a week before the end of enrolement period. We strongly recommend to file the proposal as soon as possible in order to know for sure if both the company and the work description are going to be endorsed.

- Keep an eye on the request and react to any notes inserted.

**DATES IN THE PROPOSAL:**

- Earliest from 1/7/ 2022
- Latest by 31/1/2023

**Communicate any issues with the coordinator, NOT the tutor.**

# In 2nd week of teaching (by 25/9/2022)

Upload Protocole of Acceptance to the Vault, stating:

- Binding internship parameters, beside other things:
    - Days and times when you will be realibly on site.

- Information on the guarantor
    - 3 years of working experience in the technical field counted from graduation
    - University education
        - ✓ At least B.Sc. for SB courses
        - ✓ At least M.Sc. for SA courses
    - Contact info

The student shall keep the original for any potential check-up (for the duration of the term)

Feedback will be in the IS Notebook by the end of the 4th teaching week (by 9/10).

# 4th week – interim reports (by 9/10/2022)

Upload to the IS Vault:

- Interim Report:
  - ✓ Scope: 6 standard pages
  - ✓ Template of the interim and final report will be displayed in IS.

- Worksheet up to date in **.xlsx**
  - ✓ Form with instructions will be in the Study Materials.

Feedback will be in the IS Notebook by 30/10. If starting after 15/9, you will have the deadline moved by two weeks to 23/10).

# Examination period – final documents

Upload to IS the following documents 10 days before the end of examination period at the latest, i.e. **by 31/1/2023**:

- Technical/Final report (carry on with the interim; min. of 10 standard pages)

- Worksheet for the entire internship (continue with the .xlsx)

- Commented presentation – one document, comments as an inserted video or audio.

- Protocole on Completion (student archives the original)

⚠️ **Due to massive number of students in internships, expect closure within 30 days of delivering all documents.**
**The last date for document delivery is 31/1/2023.**

**In case of graduating at the end of the term, you must deliver documentation with sufficient time reserve and notify the coordinator!**

# Work time reporting and inspection

- The student gives the number of working hours per week in the protocole on acceptance  and the time when s/he would be available at the worksite for any possible inspection (min. 50% of weekly scope).

- Data given in the worksheet must correspond to the job description and weekly working hours stated in the Protocole of Acceptance (a 10% variation is tolerated).

- Maximum admissible worktime per one working day is 8 hours (weekends and Bank holidays are excluded).

# Others

- The Faculty reserves the right to check up on the student at their workplace.

- Failure to meet the deadlines for uploading individual documents may result in failure to obtain credits and „z – fulfilling requirements".

- Failure to meet the deadlines for uploading Protocole of Acceptance will mean that the internship only be counted as of the day of actual delivery thereof, similarly the internship will be shortened in case of failure to meet other deadlines.

- Should there be a change of the guarantor, the Faculty must be notified within 3 work days at the latest by the student uploading new Protocole of Acceptance signed by the new guarantor. Any longer delay shall not be counted into the traineeship.

# Means of communication

- Email (hooperova@fi.muni.cz) for queries.

- Vault – reports, worksheets, presentations, protocoles, information on absence, home office, holidays etc.

- Notebook – feedback (comments and instructions) from the tutor.

Coordinator office hours (B533):
Tuesday 8:00 - 9:00 AM

**Use email or MS Teams**