

Important Information and Schedule - Spring 2024

Bachelor internships:

SB100

SB200

Master internships:

SA100

SA200

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 internship time takes 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.
- **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.
- Internship must be completed at least 10 days before the end of the examination period.
- 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.
- An internship conducted as a self-employed person (freelancing) will not be approved.
- **The internship must end no later than 10 days before the end of the examination period.**

Submission folders, Notebook, Contact

- **BEFORE THE ENROLMENT** – folders *Proposals - filled in forms*, *Protocols - filled in forms*, *Change of working hours and absence* – if you are unable to apply for the course enrolment, you upload every document in these folders.
- **AFTER THE ENROLMENT** – folder *Homework Vault* – as soon as you are enrolled in the course, upload every document here (reports, worksheets, presentations, protocols, information on absence, home office, holidays, sick days, etc.)
- **Notebook** – feedback from the tutor (comments and instructions) – turn notifications on.
- **Coordinator's contact:**
 - Office hours: Thursday: 1:00 PM to 3:00 PM, office A207.
 - E-mail: koordinace.stazi@fi.muni.cz.

Internship process

1. Find yourself an internship, fill in the [Internship Proposal](#) and submit it **no later than 14 days before starting the internship.**
2. Apply [for the course enrolment](#) **no later than 7 days before the end of the course enrolment changes** (see the Term Calendar).
3. Fill in the [Acceptance Protocol](#) and submit it **no later than 14 days after starting the Internship.**
4. Submit the [Worksheet and the Interim Report](#) **in the 4th week of teaching** (see the Term Calendar).
5. Submit all of the [Final documents](#) **no later than 10 days before the end of the examination period** (see the Term Calendar).

1) Internship Proposal

Upload the Proposal:

- to the *Proposals - filled in forms* folder in the Study Materials
- **no later than 14 days before starting the internship.**
- In PDF format
- Use the forms/templates that you can find in your study materials in IS.

Internship period in the Proposal:

- Start of the internship: 1st January (Spring semester) or 1st July (Autumn semester) at the earliest.
 - End of the internship: at least 10 days before the end of the exam period.
- We strongly recommend submitting the proposal **in advance** to ensure that the company is approved by the internship guarantor.
- Communicate any issues with the coordinator, not the tutor.
- You will receive feedback on the Proposal via e-mail.

2) Application for the course enrolment

- Apply for the course enrolment **no later than 7 days before the end of the course enrolment changes** (see the Term Calendar).
- If your Internship Proposal is not approved yet, you will not be granted the enrolment.

3) Acceptance Protocol

The Acceptance Protocol upload:

- To the folder *Protocols – in filled forms in IS* (before the enrolment) or in Homework vault (after the enrolment).
- **14 days after starting the internship, at the latest.**
- In PDF format.
- Signed by you and your guarantor or a team leader/manager.

Binding parameters of the internship:

- 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 total scope of the internship**) and address where you can be reliably available at the worksite for an inspection. Only 1 change is allowed during the internship.

- Give us 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.

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.
- The student shall keep the original of the Proposal for any potential check-up (for the duration of the semester).
- We will contact you in case your Protocol needs some corrections.
- **Switch on the notifications for the IS Notebook.**

4) Interim report and Worksheet

In the 4th week of teaching upload to the IS Homework Vault:

1. Interim Report

- In PDF format.
- Extent: 6 standard pages.

2. Worksheet up to date

- in .xlsx.
- follow the rules stated in the template of the worksheet.

- Use only templates/forms available in Study Materials in IS.
- Mention your name and učo in both documents.
- The job descriptions, the days and the hours stated in the Worksheet must correspond with the information stated in the Acceptance Protocol.
- **The maximum allowable work time per one working day is 8 hours.** Weekends and bank holidays will not be counted, if indicated in the Worksheet.
- Overtime – tolerance of up to 10% above the weekly working hours stated in the Acceptance Protocol. (e.g.: You work 20 hours per week, 10% from 20 is 2 hours, therefore you can work up to 22 hours per week). It is not possible to exceed the standard weekly working hours, which is 40 h/week.
- **Feedback** will be in the IS Notebook until the 6th week of classes.
- If you are working on a **thesis** in the company, describe what you are doing within the thesis and within the internship.

5) Final documents

Upload these 5 documents to the IS Homework Vault:

Up to 3 days after finishing the internship:

1. **Worksheet**
 - For the entire internship

10 days before the end of examination period:

2. **Continue** with the .xlsx **Technical/Final report**
 - Continue with the Interim report
 - In PDF format
 - At least 10 standard pages
3. **Presentation**
 - In PowerPoint
 - At least 5 slides
 - Describe your internship, projects, team, technologies, etc.
4. **Commented Video Presentation**
 - Approximately 10 minutes audio/video with comments on the presentation.
 - In MP4 format
5. **Protocol on Completion** (student archives the original).
 - In PDF format
 - The Protocol cannot be signed before the end of the internship.

- In case of **graduation at the end of term**, students are obliged to provide all documents with sufficient advance notice and inform the coordinator via e-mail address: koordinace.stazi@fi.muni.cz.
- **Document submission is at least 10 days before the end of the examination period.**

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 time the student worked at the worksite (not home office).

Other information

- **Keep in mind that the coordinators and the internship guarantor can be absent due to holiday, sick leave, etc. We strongly recommend that you arrange everything 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 three 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.

In case you have any suggestion, recommendation or objection to address a case of sexual harassment during your internship, you can contact the following contact persons:

For Faculty of Informatics:

[doc. Ing. RNDr. Barbora Bůhnová, Ph.D.](#)

buhnova@fi.muni.cz

+420 549 494 494

Other contact persons in MU:

<https://www.muni.cz/en/students/sexual-harassment/who-can-you-contact-at-mu-in-case-of-sexual-harassment>

More information

[What is sexual harassment?](#)

[What to do if you are a victim of sexual harassment?](#)

[What to do if you witness sexual harassment?](#)

[Protection of Rights](#)