



EUROPEAN UNION



MINISTRY OF EDUCATION,
YOUTH AND SPORTS



OP Education
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INVESTMENTS IN EDUCATION DEVELOPMENT

Interim Project of SSME study field

Opportunity for your organization

Experience for the students

The recommended process of setting up Interim Project – **for partners**

The recommended process of setting up Interim Project – for partners is the guideline for organizations who have decided to participate in the Interim Project. It contains the overview of the main steps required for Interim Project participation and their timing. The goal of this guideline is to help manage Interim Project preparation, execution and finalization successfully.

It is not possible to define precisely the best process of Interim Project management because of the variety of the organization types and sizes. The guideline defined below is based on our experience and is designed for middle-size organization and trouble-free process of Interim Project preparation. All listed steps and deadlines are intended as recommendation only. Always consider the specific conditions in your organization when using this guideline.

Please, read also **The recommended process of setting up Interim Project – for students** to get better idea of the whole process of Interim Project preparation.

Interim Project coordinators

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- I. Create the vision of the Interim Project in your organization (2.5 months before Interim Project starts – end of May / December)**
 - After learning the Interim Project advantages and rules, create the vision of Interim Project in your organization. Answer collectively questions such as *What benefits will our company gain from participating in Interim Project?*, *What kind of job could students on Interim Project do in our company?*, *Who will lead students on Interim Project?* or *What can our organization offer to students?*. Share the vision across the whole organization.
 - Designate the Interim Project guarantor for your organization who will coordinate further steps and represent your organization in Interim Project.
 - Meet Interim Project coordinators to set up the cooperation between your organization and the university and to obtain more information about Interim Project.
 - Provide Interim Project coordinators with missing information for the completion of the *Contract on Assuring Internship within Interim Project for Students of the Faculty of Informatics*.
- II. Define work and the workload for Interim Project (2 months before Interim Project starts – June / January)**
 - Analyze which job would be most suitable for the student in consideration of the value added for the company. Do not forget that the work content has to be related to service oriented business.
 - Define the Interim Project assignment. Consider whether the business alternative (one semester, 4 days per week) or the research alternative (two semesters, 2.5 days per week) is more appropriate for your organization. Let coordinator of Interim Project approve and publish you Interim Project assignment.
- III. Select students and prepare work environment (1 month before Interim Project starts – September / February)**
 - The selection procedure of the Interim Project is similar to a common selection procedure for both the partner and the student. Find as much as possible information about students' skills, experiences and motivation.
 - Agree on the form of cooperation (e.g. employment), weekday off, workload and payment condition.
 - Complete the *Confirmation of Acceptance of Student as an Intern*.
- IV. Start the Interim Project (October / March)**
 - Approve the start of Interim Project, technically prepare working environment for student(s).
 - Continuously lead the students through Interim Project.
 - Participate in regular Interim Project meetings (during Interim Project and at the end).
- V. Close Interim Project (within 5 working days after finishing the Interim Project)**
 - Complete the *Confirmation of Completion of Internship and Student Assessment* and the *Final report on the Internship*.
 - Review the Technical report on the Interim Project written by student(s).
 - Formally close Interim Project, end all engagements to student(s).

For more information about Interim Project

- Read **Interim Project Case Study** at http://is.muni.cz/do/fi/ssme/ip/podzim_2009.pdf
- Visit our website <http://ssme.fi.muni.cz>
- Send an email to ssme@fi.muni.cz

Document Repositories

Proposal Repository

- contains Interim Project proposals from previous Interim Projects
- <http://is.muni.cz/do/1433/ssme/ip/prop/>

Contract Repository

- contains contract documents required by Interim Project
- <http://is.muni.cz/do/1433/ssme/ip/con/>