



EUROPEAN UNION



MINISTRY OF EDUCATION,
YOUTH AND SPORTS



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 students**

The recommended process of setting up Interim Project – for students is the guideline for students of SSME study field who are going to enroll in the Interim Project. It contains the overview of the main steps required by Interim Project 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 variety of 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. When using this guideline, always consider the specific conditions in organization where you would like to work on Interim Project.

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

Interim Project coordinators

Faculty of Informatics, Masaryk University Brno

Botanická 68a

602 00 Brno, Czech Republic

- I. **Register for the course PA180 Interim Project Business or PA185 Interim Project – Research (2.5 months before IP starts – end of May / December)**
 - It is necessary to register for the course in the IS MU as soon as possible - without the registration the coordinators of the Interim Project can't count with you in the given semester. Don't forget to apply for permission to enroll the course at the beginning of semester.
 - 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 you.
- II. **Consider well which topic/domain/company is interesting for you and contact the selected partner (2 months before IP starts – June / January)**
 - This is the most important part of the Interim Project setting up. Consider well which topic/domain/company is the most relevant for you future job.
 - You have the opportunity to create your own topic of Interim Project in cooperation with the contacted partner or select one of the published topics. For inspiration visit the *Proposal Repository*, read the Case Study or consider your previous work experience.
 - If you choose creating your own topic, contact the selected organization and arrange the meeting between the guarantor of the organization and the guarantor of SSME study field to set up the cooperation between the organization and the university.
 - The Interim Project topic **has to be relevant to the scope of the SSME study field**. Ensure the acceptance of the Interim Project topic by the SSME coordinators as soon as possible.
- III. **Pass the selection procedure and ensure the formal approval of your Interim Project (1 month before IP 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 your future working environment, co-workers and the scope of your work.
 - 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* and ensure its acceptance by SSME coordinators.
- IV. **Enroll in the Interim Project – Start work in the partner company (October / March)**
 - Participate in the Interim Project meetings.
 - Work continuously on the *Technical report* on Interim Project.
- V. **Deliver all completed forms of Interim Project (within 5 working days after finishing the Interim Project)**
 - Deliver the Confirmation of Completion of Internship and Student Assessment and the Final report on the Internship.
 - Deliver Technical report on Interim Project.
 - End correctly all engagements to the partner organization.

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/>