Interim Project

Terms and Conditions of Interim Project

Valid as of June 2015

1 Preamble

1.1 Interim Project

Interim Project is a boundary platform between the academic and business sphere. Its aim is to create, employ and innovate environment where service oriented professionals are trained with regards to sustainable development.

1.2 Interim Project Run

The expression „Interim Project Run" is defined as a strictly time limited action/enterprise, when the *student* is provided a chance to get in touch with practice in the real business environment and turn his/her educational knowledge into business applicable competencies. Each Interim Project Run objective corresponds with the long-term goals of Interim Project itself. Interim Project goals cannot be met without particular Interim Project Run instances performed by individual *students.*

1.3 Interim Project Run Instantiated for a Particular student

The expression „Interim Project Run instantiated for a specific *student*" is defined as particular execution of Interim Project Run by the particular *student.*

2 Roles of Concerned Parties

2.1 *Student*

Student is a person who met all requirements for enrolling the course *FI:PA180 Interim Project* (business variant of the Interim Project) or courses *FI:PA185 Interim Project – Research I* and *FI:PA186 Interim Project – Research II* (research variant of the Interim Project). *Student* must enroll the course in the same term in which he/she starts his/her Interim Project in the business partner´s company.

2.2 *Faculty Guarantor*

Faculty Guarantor is a person who has a complex overview of operation and organization of particular Interim Project Runs for all *students* in the given period. The *Faculty Guarantor´s* overview must be sufficient to assure reaching the Interim Project objectives on the side of the Faculty.

2.3 *Business Partner Guarantor*

Business Partner Guarantor is a person who has a complex overview of operation and organization of particular Interim Project Runs in the company for all *students* in the given period. The *Business Partner Guarantor* overview must be sufficient to assure reaching the Interim Project objectives on the side of the business partner.

3 Guarantor´s Responsibilities

3.1 *Faculty Guarantor´s* **Responsibilities**

3.1.1 *Faculty Guarantor* is responsible for *student´s* readiness to enter Interim Project.

3.1.2 *Faculty Guarantor* is responsible for compatibility between Interim Project Run´s content for a particular *student* and the scope of Service Science, Management and Engineering.

3.1.3 *Faculty Guarantor* is responsible for clarifying particularly the difference between parts of a business and academic sphere for each *student.*

3.2 *Business Partner Guarantor´s* **Responsibilities**

3.2.1 *Business Partner Guarantor* is responsible for the company´s readiness for executing Interim Project Run for each *student* in the given period.

3.2.2 *Business Partner Guarantor* is responsible for assigning the *students* to company projects.

3.2.3 *Business Partner Guarantor* is responsible for assigning a mentor for each *student*.

3.2.4 *Business Partner Guarantor* is responsible for **determinig** boundaries between business secret and publishable generealization for academic utilisation of Interim Project for each *student.*

4 Guarantor´s Activities

4.1 Guarantors guarantee together the purposefulness of Interim Project

a) for the *students* of the Service Science, Management and Engineering department

b) and for Business Partner providing the environment for Interim Project.

4.2 Guarantors regularly meet at the Business partner´s place on particular Interim Project Run. Following agenda items are mandatory in the assigned terms:

I. Interim Project Run rules are reviewed, custimized and adjusted before Interim Project starts.

II. Interim Project Run rules are revised on the basis of gained experience one month after Interim Project Run start at the latest.

III. An analysis of Interim Project gains is done before the Interim Project end.

IV. An evaluation is made and the outcomes are taken over for purpose of improving next Interim Project Runs after the end of Interim Project Run.

5 Rules for *Student*

5.1 *Students* shall register relevant course according to the chosen variant of Interim Project in the course registration period for given term.

5.2 Pro-active approach is expected from *student* while searching for an Interim Project job. Faculty offers jobs from SSME partners and support for *students* who try to get a job in non-partner companies. Each partner shall

conclude the „Contract on Assuring Internship within Interim Project" with the Faculty, which specifies conditions of Interim Project execution. The Contract is accesible to the public at the Faculty web site. *Student* must arrange contact between a company delegate and SSME coordinators so that necessary information can be delivered and the Contract can get concluded.

Student can also pass his/her Interim Project in a company, which is not SSME partner and thus there is no contract between the Faculty and this company. In such a case, there is no support from the coordinators during the Interim Project execution. Gaining the credits for Interim Project then depends on Final Report quality and the *student´s* ability to ensure observation of these Terms and Conditions by themselves.

5.3 *Student´s* work in the scope of Interim Project must relate in some way to the subject of the Service Science, Management and Engineering department.

5.4 *Student* shall elaborate an Interim Project assignment („Assignment") in cooperation with Partner Guarantor, if it does not already exist as an Interim Project job offer. Assignment is a document, which includes the definition of the *student´s* Interim Project position, as accurate and specific as possible.

5.5 Assignment should include following information: position title, company name, registered office of the company, *student´s* name, company guarantor´s name and their contact information (email address and phone number), Interim Project variant (Business/Research); further the document must include the project specification, project goals, project outputs and specification of typical activities involved. Assignment should include a short company introduction.

5.6 *Student* shall send Assignment in PDF format via e-mail to ssme@fi.muni.cz at least 5 workdays before the end of the course enrollment changes period (see IS). The approval for course enrolling will be given on the basis of the Approval demand (*student* must send it via IS), if *student´s* Assignment had been approved and Admission report had been filled in and delivered.

5.7 Reports shall be delivered to the place specified by SSME coordinators.

5.8 *Student* must assure filling in the „Confirmation on Internship Passing" by their partner guarantor at the end of the Interim Project form, to which the Technical Report is attached. All the closing protocols including the Final Report must be handed in printed at latest on the day of *Student´s* final presentation. The Final Report must be inserted into homework vaults in Information System of MU named „Technical reports" at the same time.

5.9 All the forms, entering and closing as well, are available in Information System of MU after login in the Interim Project documents in folder „Forms". The link to the repository can be found at the SSME website at ssme.fi.muni.cz in Interim Project section.

5.10 *Student* is obliged to create a Technical Report on his/her instance of Interim Project Run. The Technical Report must give a summary of progression, advice and generalization of Interim Project. There is at least one day of the workweek dedicated to these educational tasks during the whole Interim Project Run. Technical Report outline must match the outline of IPMA level B Project Manager candidate Project Report from year 2014.

5.11 Each *student* has to do a public presentation on the results of his/her Interim Project instance. The presentation is based on Final Report. If public presentation of given Interim Project Run takes place before its completion, the *student* generates the presentation on the basis of their semi-finished Technical Report. Presentations are presented on the dates published in the Information System of MU. Best presentations will be given the chance to become a part of the program on SSME Open Day.

5.12 Experience gained during the particular *student´s* instance of the Interim Project must be used in the *student´s* master thesis. However, the master thesis itself does not need to be directly related to Interim Project. It can be just general experience gained during Interim Project Run that will reflect in the thesis.

5.13 *Student* is obliged to consult business and academic boundaries with both of the guarantors or other people appointed by the guarantors to prevent publishing of business sensitive information, which could harm the business interest of the business partner.

5.14 If *student´s* work is not satisfactory, he/she can be withdrawn from the instance of Interim Project Run. In consequence, all related contracts can be cancelled and the enrolled course FI:PA180 Interim Project or FI:PA185 Interim Project Research I, or FI:PA186 Interim Project Research II. considered as being not accomplished.

6 Time Frame of Interim Project Runs

6.1 *Student* can start his/her Interim Project on any workday in the month.

6.2 The length of one Interim Project Run is at least 5 months.

6.3 The basic time model of Interim Project Run in the autumn term is set to the period from **September to January**.

6.4 The basic time model of Interim Project Run in the spring term is set to the period from **February to June**.

6.5 Interim Project can take place in any other time period than specified above, but it has to end before the deadline for applying for being enrolled in the next term.

7 *Student´s* Capacity for Interim Project

7.1 It is possible to pass Interim Project in one of these two variants:

I. business-oriented

II. research-oriented

Student´s capacity for the given instance of Interim Project Run depends on the chosen variant. All three concerned parties have to agree on the variant. The partner is not obliged to offer both variants of Interim Project. The possible variant of each assignment is specified by the Partner on the basis of its nature.

7.2 The **business-oriented** variant prescribes a compulsory capacity of 4 workdays a week for execution of Interim Project Run. The day remaining is reserved for school duties and it is set to one particular day of the workweek on the basis of course name of a common agreement between *student* and both guarantors. The matching course name of the business variant is *FI:PA180 Interim Project.*

7.3 The **research-oriented** variant prescribes a compulsory capacity of 2 workdays in a week for execution of Interim Project Run. It requires passing Interim Project in two terms directly one after the other by *student.* The matching course name of the business variant is *FI:PA185 Interim Project Research I* and *FI:PA186 Interim Project Research II.*

7.4 It is necessary to find a compromise between the needs of Partner and the needs resulting from the school timetable of the *student* when specifying the work schedule.

8 Substituting Illness-caused Absence

8.1 The base for deciding on the necessity to substitute illness-caused absence („Absence") during Interim Project is the minimum lenght of Interim Project. This is set to 5 month.

8.2 SSME department permits up to 1 week of Absence within these 5 months, i. e. an overal Absence of 5 workdays. *Student* must substitute any Absence exceeding 5 days during a month Interim Project accomplish the requirements set by SSME department.

8.3 It is the Partner´s company competence to set up its own stricter rules for substituting Absence exceeding the scope of SSME department requirements based on an agreement with *students*. These rules do not supersede the rules for substituting Absence set by the SSME department.