

M U N I
F I

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 justified cases discussed IN ADVANCE.
- Business trips are included in the total hours.
- Internship can be also 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 to post your Proposal as soon as possible/in advance.
- In a case of conflict of interests, the internship will not be admitted.
- An internship conducted as a self-employed person (freelancing) will not be approved

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 consent with the course enrolment in IS at least a week before the end of enrollment period.
- We strongly recommend submitting the proposal in advance to ensure that both the company and the internship are approved.
- Keep an eye on the request and react to any notes inserted.
- **Communicate any issues with the coordinator, NOT the tutor.**
- **Important dates in the proposal**
- **Earliest from January 1st 2023**
- **Latest by: 20th June 2023**

In 2nd week of teaching (by 26/2/2023)

–Upload Protocole of Acceptance to the **Homeworkd Vault**, providing the dates and times of your presence on site

Information on the guarantor:

1. 3 years of working experience in the technical field counted from graduation
2. University education (At least B.Sc. for SB courses and At least M.Sc. for SA courses)
3. Contact

–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 12/3).

–Switch notifications on the IS Notebook on

4th week – interim reports (by 12/3/2023)

Upload to the IS Vault:

1. Interim Report

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

2. Worksheet up to date in .xlsx

- Form with instructions will be in the Study Materials.

Feedback will be in the IS Notebook by 26/3.

If starting after 30/1, you will have the deadline moved by two weeks to 26/3.

Examination period – final documents

Upload to IS the following documents (deadline 20/6/2023 = 10 days before the end of examination period)

- **Technical/Final report** (continue with the intern, at least 10 standard pages).
- **Worksheet** for the entire internship (continue with the .xlsx)
- **Commented presentation** – one document, comments as an inserted video or audio (you can either use Powerpoint or use your presentation in a recorded Teams call yourself)
- **Protocol on Completion** (student archives the original)
 - **The last day of your internship is 10 days before the end of the examination period.**
 - **The protocol cannot be signed before the end of the internship.**
- In a case of graduation at the end of term, student is obliged to provide all documents with sufficient advance notice and inform the coordinator via email address: koordinace.stazi@fi.muni.cz

Contact us

- Vault – reports, worksheets, presentations, protocols, information on absence, home office, holidays etc.
- Notebook – feedback (comments and instructions) from the tutor – turn notifications on!
- Office hours: Thursday: 9 am to 10 am, offices B502b, B405.
- Via email: koordinace.stazi@fi.muni.cz

Work time reporting and inspection

- The student must indicate the **number of working hours** per week in the **protocol** upon acceptance, as well as the **times** when they would be available for any possible **worksite inspections (at least 50% of the weekly scope)**
- The data provided in the worksheet must correspond to the job description and weekly working hours stated in the protocol of Acceptance, with a **tolerance of up to 10% variation.**
- The maximum allowable work time per one working day is **8 hours**, excluding weekends and bank holidays.

Other information

- The faculty reserves the right to conduct workplace inspections on the student.
- Failure to upload individual documents within the specified deadlines may result in the **inability to obtain credits** and fulfill requirements (denoted as "z" grade). Similarly, if the deadline for uploading the **Protocol of Acceptance** is missed, the internship will only be counted from the actual delivery date, and failure to meet other deadlines will result in a **shortened internship duration**.
- In the event of a **change in the guarantor**, the student must notify the Faculty within **three working days** by uploading a new, signed **Protocol of Acceptance** with the new guarantor. **Any delay longer than this will not be considered towards fulfilling the traineeship requirements.**