

Autumn 2019 Schedule

PA180, PA185 and PA186

Traineeship requirements

- Traineeship job corresponds to the profile of SSME graduate (T-shaped).
- Traineeship involves 600 working hours for PA180, alternatively 300 hours for PA185 and 300 hours for PA186.
- Traineeship runs continuously in a single company.
- Min 50% of the traineeship takes place within the tuition period of the term in which it is enrolled.
- Traineeship must be completed a week before the end of the pertinent examination time at the very latest.
- While on traineeship you will be present in the company. Home office is not permitted. Business trips are recognized as part of the traineeship.

Prior to enrolment

- Send your filled-in Interim Proposal to hooperova@fi.muni.cz.
 - This is the only email communication, everything else exclusively via IS (Homework Vault).
 - The Proposal will be signed or alternatively at least sent from your university email account.
- **Timely** request teacher's approval with course enrolment in the IS.
- Keep an eye on the request status and respond to any inserted comments if needed.

By 30/9/2019

- Upload Protocol on Accepting Student to Traineeship to IS
 - Pertains to PA180 and PA185
 - Binding traineeship requirements
 - Contains information on the guarantor
 - 3 years of experience in a technical field
 - University graduate
 - The student keeps the original for any check up if needed (for the duration of the whole term)
- Feedback will be in the IS Notebook within 5 working days.

By 30/10/2019

- Upload to IS:
 - Interim report
 - PA180 and 186 - min. 6 standard pages
 - PA185 min. 4 standard pages
- Interim and Final Report template will be disclosed in IS.
- Feedback will be in the IS notebook by 15/11/2019

Examination period (PA180 and PA186)

- Enrol for the final interview
- 10 days prior to the date of the interview - upload to the IS:
 - Technical Report (min. 10 standard pages)
- 3 days prior to interview - upload to the IS:
 - Presentation
 - Confirmation of completion (the student keeps the original)

Examination period (PA185)

- Upload to the IS:
 - Technical report (min. 6 standard pages)
 - Confirmation of completion (student keeps the original)

Communication channels during the term

- Email (hooperova@fi.muni.cz) ideally for sending the Proposal of Interim report only.
- Homework Vaults – reports, forms, presentations.
- Notebook – teacher’s feedback (instructions, notes).
- Examination terms and enrolment.
- Coordinator’s office hours (B408a office):
 - Tuesday 8 – 9 AM

Others

- The school reserves the right of on-the-spot check on the student in the company.
- Serious failure to maintain deadlines (by a week or more) for delivering individual documents may result in failure to obtain credit/colloquium.
- Should the guarantor change, it is vital to inform the school within 3 working days at the latest by uploading a new protocol of acceptance undersigned by the new guarantor. Any longer delay will not be calculated to the traineeship duration.