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 the graduate of the given study programme – see the course curriculum.
- The internship takes place in one company, ideally under one guarantor.
- Internship extent:
  - **480 hours** for B.Sc. internships
  - **400 hours** for M.Sc. internships
- Minimum of 50% of the internship time must take place in the term of the teaching period (see Term Calendar).
- Internship must be completed at least 10 days before the end of the examination period.
- Internship takes place on-site in the company at least half of the time, i.e. remote working (home office) is admitted up to 50% of the total internship extent. If the student does not work in a team (for example an isolated office for one person), it is considered as a home office. Exceptions are only possible in justified cases discussed IN ADVANCE.
- Business trips are included in the total hours.
- Internships can also be 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 that you post your Proposal as soon as possible/in advance.**
- In case of conflict of interests, the internship will not be admitted.
- An internship conducted as a self-employed person (freelancing) will not be approved.

Submission folders, Notebook, Contact

- **BEFORE THE ENROLMENT** – folders *Proposals - filled in forms*, *Protocols - filled in forms*, *Change of working hours and absence* – if you are unable to apply for the course enrolment, you upload every document in these folders.
- **AFTER THE ENROLMENT** – folder *Homework Vault* – as soon as you are enrolled in the course, upload every document here (reports, worksheets, presentations, protocoles, information on absence, home office, holidays, sick days, etc.)

- **Notebook** – feedback (comments and instructions) from the tutor – <u>turn notifications on.</u>
- **Coordinators contact:**
  - Office hours: Thursday: 9:00 AM to 10:00 AM, office B416.
  - E-mail: koordinace.stazi@fi.muni.cz.

Internship process

1. Find yourself an internship, fill in the **Internship Proposal** and submit it **no later than 14 days before starting the internship.**
2. Apply **for the course enrolment** **no later than 7 days before the end of the course enrolment changes** (see the Term Calendar).
3. Fill in the **Acceptance Protocol** and submit it **no later than 14 days after starting the Internship.**
4. Submit the **Worksheet and the Interim Report** **in the 4th week of teaching** (see the Term Calendar).
5. Submit all of the **Final documents** **no later than 10 days before the end of the examination period** (see the Term Calendar).

1) Internship Proposal

<u>Upload the Proposal:</u>
- to the *Proposals - filled in forms* folder in the Study Materials
- **14 days before starting the internship at the latest**
- In PDF format
- Use the forms/templates that you can find in your study materials in IS.

Internship period in the Proposal:
- Start of the internship: July 1st 2023 at the earliest
- End of the internship: at least 10 days before the end of the exam period

➔ We strongly recommend submitting the proposal **in advance** to ensure that the company is approved by the internship guarantor.
➔ Communicate any issues with the coordinator, NOT the tutor.
➔ You will receive feedback from us via e-mail.

2) Application for the course enrolment

- Apply for the course enrolment no later than 7 days before the end of the course enrolment changes (see the Term Calendar).
- If your Internship Proposal is not approved yet, you will not be granted the enrolment.

3) Acceptance Protocol

The Acceptance Protocol upload:
- To the folder *Protocols – in filled forms in IS* (before the enrolment) or in Homework vault (after the enrolment).
- **14 days after starting the internship, at the latest**
- In PDF format
- Only signed Protocol will be accepted.

Binding parameters of the internship:
- Number of working hours per week, including home office.
- Days of the week, exact time and address where you can be reliably available at the worksite for the inspection.
- Give us exact information – we do not accept terms like "approximately", "usually", "20 to 30 hours weekly", "somewhere between 8:00 AM and 18:00 PM", etc.

The guarantor should meet these requirements:
- At least three years of working experience in the technical field counted from graduation.
- University education – at least B.Sc. for SB100/SB200 courses and at least M.Sc. for SA100/SA200 courses.
- Guarantor's contact – e-mail and telephone number.

➔ The student shall keep the original of the Proposal for any potential check-up (for the duration of the semester).
➔ Your Protocol is accepted if you don't receive any feedback from us in the Notebook or via e-mail.
➔ **Switch notifications on the IS Notebook on.**

4) Interim report and Worksheet

Upload to the IS Homework Vault **(in the 4th week of teaching)**:
1. **Interim Report**
    - In PDF format
    - Extent: 6 standard pages.
2. **Worksheet up to date**
    - in .xlsx

➔ Use only templates/forms available in Study Materials in IS.
➔ The job descriptions, the days and the hours stated in the Worksheet must correspond with the information stated in the Acceptance Protocol.
➔ **The maximum allowable work time per one working day is 8 hours**. Weekends and bank holidays will not be counted, if indicated in the Worksheet.
➔ Overtime – tolerance of up to 10% above the weekly working hours stated in the Acceptance Protocol. (e.g.: You work 20 hours per week, 10% from 20 is 2 hours,

therefore you can work up to 22 hours per week). It is not possible to exceed the standard weekly working hours, which is 40 h/week.

➔ **Feedback** will be in the IS Notebook until the 6th week of classes.

➔ If you are working on a **thesis** in the company, describe what you are doing within the thesis and within the internship.

5) Final documents

Upload to the IS Homework Vault: **(10 days before the end of examination period):**

1. **Technical/Final report**
   - Continue with the interim report
   - In PDF format
   - At least 10 standard pages
2. **Worksheet**
   - For the entire internship
   - Continue with the .xlsx
3. **Commented Video Presentation**
   - Approximately 10 minutes audio/video
   - In MP4 format
4. **Presentation**
   - In PowerPoint
   - At least 5 slides
5. **Protocol on Completion** (student archives the original).
   - In PDF format
   - The Protocol cannot be signed before the end of the internship.

➔ In case of graduation at the end of term, students are obliged to provide all documents with sufficient advance notice and inform the coordinator via e-mail address: koordinace.stazi@fi.muni.cz.

➔ **Document submission is at least 10 days before the end of the examination period.**

Other information

- **Keep in mind that the coordinators and the internship guarantor can be absent due to holiday, sick leave, etc. We strongly recommend that you arrange everything in advance.**
- The faculty reserves the right to conduct workplace (on-site) or online 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 Acceptance Protocol 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 **guarantor change**, the student must notify the Faculty within three working days by uploading a new, signed Acceptance Protocol with the new

guarantor. Any delay longer than this will not be considered towards fulfilling the traineeship requirements.

- **Changes in the working days/hours** report in advance by uploading a text document to a Homework Vault.
- Please, use the right documents uploaded in the Study Materials in the semester you'd like to finish your internship (1_Navrh_staze, 2_Protokol_o_prijeti, etc.).