

Important Information and Schedule

Bachelor internships:

SB100

SB200

Master internships:

SA100

SA200

**PLEASE, PAY ATTENTION FOR THE CHANGES IN THE
INTERNSHIP PROCESS:**

We have created new registration courses

SB100Reg, SB200Reg, SA100Reg and SA200Reg,

which serve as a prerequisite for internship course registration

SB100, SB200, SA100 and SA200.

**The change applies to those students who wish to complete
the internship in the Spring 2025 semester and beyond.**

Brief Internship process:

- 1) Enroll for the “Reg” course (SB100Reg/SB200Reg/SA100Reg/SA200Reg)
- 2) Find and internship
- 3) Submit the Internship Proposal
- 4) Start the internship
- 5) Apply for the internship course enrolment (SB100/SB200/SA100/SA200)
- 6) Submit the Acceptance Protocol
- 7) Submit the Worksheet and Interim Report
- 8) End of the internship

Note: You can find the registration/enrolment/teaching/exam periods in the Term Calendar of the faculty.

Internship Conditions

- Job description must correspond to the composition of courses and graduate profile of the graduate of the given study programme.
- 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 (240 / 200 hours)** must take place in the term of the teaching period (see Term Calendar).
- **Minimum of 50% of the weekly hours take place on-site in the company with colleagues.** Remote working (home office, HO) is admitted up to 50% of the weekly hours. If the student does not work in a team (for example an isolated office for one person), it is considered as a home office. Students fill in their weekly hours and on-site days and hours in the Acceptance Protocol.
- An internship conducted as a self-employed person (**freelancing**) will not be approved.
- **Changes in the working days/hours** report in advance. Only 1 change per internship is allowed (e.g. because of your schedule/when the school starts). Submit a file with a total number of weekly working hours, days and hours when you'll work from the office. The change applies to the beginning of a new working week.

- **Report the absence at the worksite in advance** (sickness, holidays, business trips, etc.). These types of absences are not taken as a change of the working days/hours but still need to be reported in advance.
- Failure to upload individual documents within the specified deadlines may result in the inability to obtain credits (denoted as "z" or "k" grade). Similarly, if the deadline for uploading the Acceptance Protocol is missed, the internship will only be counted from the actual delivery date.
- In the event of a **guarantor change**, the student must notify the Faculty within 3 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.
- Business trips are admitted as hours you have worked in the office.
- 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 (e.g. family members as your guarantor or in the company management), the internship will not be admitted.
- **The internship must end no later than 10 days before the end of the examination period.**

Submission folders and Deadlines

Please make sure to submit documents to the correct folder in the correct subject and period ("Reg" course vs. Internship course SB100/SB200/SA100/SA200)

- **Internship Proposal**
 - No later than 14 days before the intended start of the internship.
 - Study materials of the "Reg" course → Homework Vaults → Internship Proposals

- **Acceptance Protocol**

- No later than 14 days after the start of the internship.
- **BEFORE THE ENROLMENT** – if you are unable to apply for the course enrolment yet, you upload every document to Study materials of the “Reg” course → Homework Vaults → Internship Proposals
- **AFTER THE ENROLMENT** – Study materials of the Internship course (SB100/SB200/SA100/SA200) → Homework Vaults

- **Worksheet and Interim Report**

- In the 4th week of the Teaching period.
- Study materials of the Internship course (SB100/SB200/SA100/SA200) → Homework Vaults

- **Final documents**

- Worksheet - up to 3 days after finishing the internship.
- Videopresentation, Final report, Protocol on Completion - up to 10 days before the end of the exam period.
- Study materials of the Internship course (SB100/SB200/SA100/SA200) → Homework Vaults

Absence and changes in the working hours

- **BEFORE THE ENROLMENT** – Study materials of the “Reg” course → Homework Vaults → Absence in the office and changes in the working hours.
- **AFTER THE ENROLMENT** – Study materials of the Internship course (SB100/SB200/SA100/SA200) → Homework Vaults
- **Report the absence in advance**, on the day of the absence (but before the start of the working hours) at the latest!
- The absence report may be a simple text document with a date and a reason for the absence.

Note: After the enrolment of the internship course SB100/SB200/SA100/SA200 submit everything to the Homework Vault in the study materials of the internship course.

Contact

- **Notebook** – feedback from the tutor (comments and instructions) – **turn notifications on.**
- **Coordinator's contact:**
 - Office hours: Thursdays from 1:00 PM to 3:00 PM, office A207.
 - E-mail: koordinace.stazi@fi.muni.cz.

Detailed Internship Process

1) Enroll for the “Reg” course (SB100Reg/SB200Reg/SA100Reg/SA200Reg)

- Enroll the “Reg” course one semester before you intend to pass the internship course.
 - **Example:** You wish to pass the internship course (SB100/SB200/SA100/SA200) in the Autumn semester, therefore you enroll in the “Reg” course in the prior Spring semester.

2) Find and internship

- Find an internship during the semester in which you have enrolled in the “Reg” course.

3) Submit the Internship Proposal

- **Internship period in the Proposal:**
 - Start of the internship: 1st January (Spring semester) or 1st July (Autumn semester) at the earliest.
 - End of the internship: estimated date shouldn't be at least 10 days before the end of the exam period.
- Fill in the proposed job description as thoroughly as possible. We need to be sure that the company and the job position is acceptable. Describe your responsibilities, your team (organization, number of employees, etc.), projects, applications, technologies.
- Use only the template available in the study materials.
- Communicate any issues with the coordinator, not the tutor.
- You will receive feedback on the Proposal via Notebook in IS - **turn notifications on.**

- You will receive credit after your Internship Proposal is accepted.

4) Start the internship

- Start to fill in the worksheet.
- The hours will be counted from the day of the Internship Proposal approval.

5) Apply for the internship course enrolment (SB100/SB200/SA100/SA200)

- If your Internship Proposal is not approved yet, you will not be granted the enrolment.
- Please, enroll as soon as possible - in the first week of the enrollment period.

6) Submit the Acceptance Protocol

- **Binding parameters of the internship:**
 - Weekly hours – a number of working hours in the office per week + home office per week.
 - Regular working time in the office (days of the week, exact time, **minimum of 50% of the total scope of the internship**) and address where you can be reliably available at the worksite for an inspection. Only 1 change is allowed during the internship.
 - 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 – mention the title (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.
- Use only the template available in the study materials.
- Please, provide your telephone number for the purpose of a potential check-up at the worksite.
- You and a company representative sign the Protocol.

- The student shall keep the original of the Protocol for any potential check-up (for the duration of the semester).
- We will contact you in case your Protocol needs some corrections.

7) Submit the Worksheet and Interim Report

- **Worksheet for the period up to now**
 - follow the rules stated in the template of the worksheet.
- **Interim report**
 - Extent: 6 standard pages
- Use only templates/forms available in Study Materials in IS.
- Mention your name and učo in both documents.
- 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 Teaching period.
- If you are working on a **thesis** in the company, do not include the time spent on the thesis in the worksheet.

8) End of the internship

- a) inform us that you ended your internship (therefore we will not do the inspections)
- b) upload these 4 documents to the IS Homework Vault:

Up to 3 days after finishing the internship:

1. Worksheet

- For the entire internship - continue in the .xlsx.

10 days before the end of examination period:

2. Technical/Final report

- Continue with the Interim report (in PDF)
- At least 10 standard pages

3. Commented Video Presentation

- Approximately 10 minutes audio/video with comments on the presentation.
- In MP4 format
- Describe your internship, projects, team, technologies, etc.

4. Protocol on Completion (student archives the original).

- In PDF format
 - The Protocol cannot be signed before the end of the internship.
 - State real start and end dates of the internship.
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- 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.

Internship Inspection

- The faculty reserves the right to conduct workplace (on-site) or online inspections on the student. In both cases, the student will be contacted on the student's telephone number he/she provides in the Acceptance Protocol.
- Inspection process – If we can't reach the student on a first attempt, we will wait for 5-10 minutes and try again. After a second unsuccessful attempt the student will receive a text message with a notification that the inspection was unsuccessful.
- Penalty for unsuccessful inspection:
 - **unsuccessful inspection before the enrolment** (see term calendar) – you will not be granted the enrolment.
 - **First unsuccessful inspection after the enrolment** – 40 hours will be deducted.
 - **Second unsuccessful inspection after the enrolment** – 80 hours will be deducted (therefore total of 120 hours).
 - **Third unsuccessful inspection after the enrolment** – 160 hours will be deducted (therefore total of 240 hours).

Note: The hours will be deducted from the time the student worked at the worksite (not home office).

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.

In case you have any suggestion, recommendation or objection to address a case of sexual harassment during your internship, you can contact the following contact persons:

For Faculty of Informatics:

[doc. Ing. RNDr. Barbora Bůhnová, Ph.D.](#)

buhnova@fi.muni.cz

+420 549 494 494

Other contact persons in MU:

<https://www.muni.cz/en/students/sexual-harassment/who-can-you-contact-at-mu-in-case-of-sexual-harassment>

More information

[What is sexual harassment?](#)

[What to do if you are a victim of sexual harassment?](#)

[What to do if you witness sexual harassment?](#)

[Protection of Rights](#)