**FAQ – INTERNSHIP PRACTICE**

1. **When is the agreement of cooperation required to be submitted**?

- For MM students, **at least** **two weeks** before starting the internship practice; if the practice is held in the summer, on the last day of the examination period, at the latest.
- For **GM and KM** students, **on the last day of the registration week**, at the latest.
**- The signing of agreements is suspended during the summer holidays.**

1. **Who is the first to sign** the agreement of cooperation?
- the **economic** operator
2. **Is it possible to submit** an agreement of cooperation **subsequently**, after commencing the internship practice?
- **no**
3. **Who should be** the agreement of cooperation **submitted to?**
- to the **contact person at the institution**, who is included in the agreement (**only during office hours;** derogations are only allowed if previously agreed with the professor)
4. **When and how do students get back** the agreement of cooperation signed by the university?
- students can collect it **after one week of submission at the secretariat of the institute or during the office hours of the professor acting as contact person**
5. **Is it possible** to conclude an agreement of cooperation **with a students’ cooperative?**
- **yes**, it is possible, but in this case the certificate of completion of the internship practice shall be filled in by the student’s cooperative, and the competency evaluation by the organization where the student has been allotted. Annex 1 to the agreement should include the name and site address of the economic operator providing for actual work.
6. **Is it possible to break up** the period of internship practiceto several intervals?
- no
7. Is it possible to use the **economic operator’s own agreement** in lieu of the agreement of cooperation?
* **only if agreed to by the university lawyer**- the economic operator is required to consult with the university lawyer in respect of any sections derogating from the Faculty Agreement of Cooperation
- the university lawyer decides on the acceptability of the amended version, subject to notification to the contact person of the institute
- afterwards the original deadlines shall enter into effect (if the amended agreement can be accepted, then the student shall submit it – signed by the economic operator – to the contact person of the institute two weeks before starting the internship practice)
1. **When are the 4 documents to certify completion required to be submitted?**- **within one week of completion; in case of summertime internship practice, during the ensuing registration week.**
2. I am preparing for a final examination in the semester concerned. **Until when do I need to complete** my internship practice and submit the 4 documents to certify completion?
- the internship practice is required to be completed by the last day of the examination period; certification documents (4 in total) **are required to be submitted 1 week before the expected date of the final examination**.
* The same rule applies to the **Declaration** of **correspondence** students. This is planned to start after 1 week from the last day of the examination period of each semester. **In case of belated submission, the student shall not be allowed to sit for the final examination in the semester concerned.**
1. **To whom should be submitted the 4** documents to certify completion, the Declaration of **correspondence** student and employer certificate?
- to he contact person of the institute, **only during their office hours**
2. What are the content requirements of the **study report** to be completed about the internship practice?
- a case study where students provide evidence that they are able to participate **actively in solving a company problem**. The key elements of the study are as follows: presentation and analysis of the problem, **proposal**, conclusion.
3. What are the **formal rules** of producing the study report on the internship practice?
- the same as the formal requirements of producing a degree project (Times New Roman, Font size 12, 1.5 line spacing, justified)
4. **When** is the completion of internship practice recorded in the **Neptun** system?
- in case of accepting the 4 documents, within the first two weeks of the examination period, two working days preceding the date of the final examination, at the latest.
5. Are technical management students allowed to complete internship practice in the study period??
- yes, on days when they do not have lessons scheduled in the timetable. In order to certify this, they are required to submit the timetable printed out from the Neptun system as an attachment when submitting the agreement. Therefore the Work Log may only include free days as per the timetable. (Even this way, the 30 days according to the Work Log should be completed in accordance with the working order of the economic operator.)
6. When can GM and KM students commence internship practice at the earliest?
- the internship practice to be completed in semester 7 according to the curriculum: on the starting date of the semester, that is, on the first day of the registration week, subject to compliance with all the criteria set out in the regulations.
- Internship practice may be started in the semester preceding the semester of registering for the subject titled Internship Practice (e.g. in case of a fall semester, in the summer period preceding the registration week, and in case of a spring semester, in the examination period preceding the registration week; in this case as well, however, at least 15 weeks are required to fall within the period of the semester of signing up for the subject (obviously in the first 15 weeks thereof, by reason of the criterion for continuity).