

University of Chemistry and Technology, Prague

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| Title | DIRECTIVE No. A/S/961/8/2021 |
| Subject | Organisation of compulsory subject 'Specialised Practice' in Master's studies |
| Applicability | All university |
| Effective from | Summer semester 2021/22 |
| Effective to | Indefinite |
| Revision | Once per year |
| Cancelled | A/S/961/5/2021 |
| Prepared by | Department of Education, UCT Prague |
| Issued by | Prof. Dr. RNDr. Pavel Matějka, Rector of UCT Prague |

Article 1

Introductory provisions, definitions

1. This Directive defines the basic terms and procedures related to the organisation of the compulsory subject 'Specialised Practice' in Master's study programmes at the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague') (hereinafter referred to as the 'Directive'). Specialised Practice is a subject in Master's study programmes whose study plan includes this subject (hereinafter referred to as 'Specialised Practice').
2. This Directive further implements certain provisions, in particular the provisions of Art. 21, Para 1 of the internal regulation 'Study and Examination Rules of UCT Prague' (hereinafter referred to as 'SER').
3. Specialised Practice is focused on complementing professional knowledge, on the development of practical professional skills and experience and on acquiring general knowledge of production and research practice.
4. The head of department at the relevant faculty of UCT Prague collaborating on the implementation of the study programme that includes Specialised Practice will authorise an employee listed in Art. 21, Para 3 of SER at this department to administer Specialised Practice (hereinafter referred to as 'internship administrator') and will inform the Department of Education about this fact.

Article 2

Specialised Practice

1. Specialised Practice of students in follow-up Master's study is prescribed to a total length of 4 weeks.
2. Specialised Practice consists of (i) an excursion and (ii) an individual internship.
3. The excursion which lasts 1 week in the form of one-day repeated visits or a one-week visit to production companies, research institutes, industrial or communal buildings is organised by UCT Prague. Students will be given more information at the start of the semester in which the excursion is planned in the study plan.
4. The individual internship in the minimum amount of 120 hours, or 3 weeks of standard working hours at the relevant entity may be implemented in one block (in particular, during summer holidays) or regularly (several hours a week outside of regular lessons). The individual internship can be taken at entities in the Czech Republic or abroad. Its content must fully correspond to the focus of the student's study programme.

5. The individual internship is free of charge; any remuneration paid to students by the internship provider is fully at the discretion of the student and the internship provider.

Article 3 **Internship administrator**

1. The practice administrator, in particular:
 - is responsible for the setting of professional conditions for Specialised Practice in cooperation with the guarantor of the study programme and the head of department;
 - is responsible for the organisation and proper course of Specialised Practice;
 - is responsible for the quality and content of Specialised Practice;
 - advises students on the focus and content of Specialised Practice, informs about the evaluation of Specialised Practice and the conditions for granting credit;
 - provides cooperation in concluding internship agreements;
 - assesses and approves students' proposals for completing individual internships;
 - is in contact with the person responsible for the course of individual internships at a specific workplace;
 - controls and supervises the course of individual internships;
 - maintains basic data on the internship in SIS in the Grupík module, at least in the following scope:
 - Company ID, name of the entity in case of internships in Czech entities
 - name of the entity and country where the internship was carried out, in case of internships abroad
 - maintains records of agreements and documents related to Specialised Practice;
 - processes documents for the head of department for their opinion on the recognition of individual internships.

Article 4 **Organisation of individual internships**

1. Individual internships are primarily arranged by the students or, if necessary, they will be arranged in partner companies by UCT Prague in cooperation with the internship administrator.
2. In case the student makes arrangements with a company where they could, in terms of the content of internship, take an internship, they must present to the administrator a completed and confirmed '*Consent to Internship*' (template form in Annex 1) for approval before they start the internship.
3. Students take individual internships primarily based on a trilateral agreement concluded between the internship provider, the student and UCT Prague – '*Internship Agreement*' (template form in Annex 2). Individual internships can also be taken based on an agreement provided by the internship provider.
4. Before the student begins their individual internship, an agreement must be made that will regulate the student's position in relation to the internship provider, its content and organisation.
 - a. A dean of faculty is authorised to conclude the internship agreement as provided in Annex 2;
 - b. The bursar of UCT Prague is authorised to conclude a differently worded internship agreement or an internship agreement proposal presented by the internship provider.
5. The agreement referred to in Para 4, letter b) of this Article must be presented by the

student to the internship administrator electronically; the internship administrator will forward it to the bursar's secretariat for further processing.

6. The conditions and time schedule of the individual internship of a study programme must be published by the administrator no later than the beginning of the relevant semester in which Specialised Practice is included in the study plan of the study programme.
7. An individual internship abroad will be arranged individually by the student with the internship administrator, while the above shall apply mutatis mutandis.

Article 5

Other requirements

1. The student may be granted financial compensation associated with taking Specialised Practice (eg travel expenses, meal allowances, accommodation, vaccination fees, fee for issuing a health card for a food industry worker, contribution to protective equipment etc). The conditions for granting financial expenses for individual internships will be published by the internship administrator in agreement with the head of department no later than the beginning of the relevant semester in which Specialised Practice is included in the study plan of the study programme.
2. The student is:
 - a. obliged to comply with the rules and procedures set by the internship provider and the instructions of the responsible employee of the internship provider;
 - b. obliged to provide evidence of completed health examinations and vaccinations if they are required for the performance of individual internship;
 - c. obliged to duly excuse any absence and present a doctor's note;
 - d. obliged to submit a document confirming the completion of the internship after the completion of the individual internship (Annex No. 3);
 - e. entitled to request the cooperation of the internship administrator in the event of resolving any problems that may arise;
 - f. entitled to request that the individual internship is taken in accordance with the concluded agreement;
 - g. entitled to request recognition of the course 'Specialised Practice', or its part, the individual internship, if the student is employed and complies with the other conditions stated below.

Article 6

Recognition of individual internships of employed students

1. This is a proceeding commenced upon request of the student and it concerns recognition of completion of another study obligation under Art. 5, Para 5, letter b) of SER. The proceeding is commenced upon a request that complies with requirements listed in Art. 5, Para 3 of SER.
2. A student's individual internship may be recognised under the following conditions:
 - a. The student is employed and working in a field for which they are being trained and their activity is in accordance with the graduate's profile of the studied programme;
 - b. The student will give to the internship administrator information about the performed work, including the time schedule, specification of the job role and precise definition of the performed specialised activities;
 - c. The student will present to the internship administrator an employer's confirmation of the performed work, including the time schedule of the performed specialised activities.
3. Upon request, the student will present an application supplemented with the documents specified in Para 2 of this Article to the internship administrator, who, in cooperation with the guarantor of the study programme and the head of department, shall prepare a written statement on the application for recognition of individual internship and shall return this

statement to the student, who shall forward the application, including all supporting documents, to the relevant Dean's Office for a decision in accordance with SER.

Article 7
Credit from subject 'Specialised Practice'

1. The credit is awarded by an employee authorised by the head of department.
2. The award of credit is conditioned on the submission of a report on the completion of the individual internship, which will include the compulsory attachment: *Confirmation of Completion of Internship* (Annex 3), and possibly also a decision on recognition of other study obligations.
3. The conditions for the award of credit from the subject 'Specialised Practice' including the time schedule must be published by the internship administrator no later than the beginning of the relevant semester in which Specialised Practice is included in the study plan of the study programme.

Prof. Dr. RNDr. Pavel Matějka, m. p.

Rector, UCT Prague

Annex 1 – Consent to Internship

Annex 2 – Internship Agreement

Annex 3 - Confirmation of Completion of Internship