

Internship evidence

- At pre-graduate studies, it is necessary to register internships longer than 30 days. The requests are approved by the guarantor of the study programme.
- At doctoral studies, it is necessary to register internships longer than 7 days. The internships are approved by supervisors.

Guidelines (+ notification)

Before leaving for internship:

- I. The student makes a request for an internship.
 - Their supervisor/guarantor gets an e-mail.
- II. The supervisor/guarantor assess the request.
 - The student and their given employee at the Department of Study Affairs gets an e-mail in case of approval.
 - If the request is declined, the student gets an e-mail which includes explanation.
 - The employee of the Department of Study Affairs gets an e-mail the day when a student leaves for the internships and the internship gets registered.

After the end of internship:

- III. The student fills the exact day of the internship and uploads all the necessary attachments.
 - Their supervisor/guarantor gets an e-mail.
- IV. The supervisor/guarantor approves the internship/requests additional information/declines.
 - The student gets an e-mail.
 - The given employee at the department of Study Affairs gets an e-mail in case of approval.
- V. The internship is marked as realised by an employee of the Department of Study Affairs.

Before leaving for internship:

I. The student makes a request for an internship.

- signs in in [SIS](#) and chooses the module Internships (fig. 1)

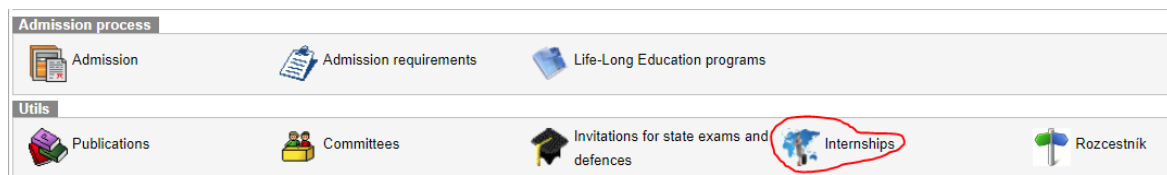


Fig. 1

- The student clicks on “new” and fills in the information required.

Fig. 2

The screenshot shows the 'Internships' web application interface. At the top, there is a blue header with the application name 'Internships (version: 74)' and 'Study visits'. On the right, it displays the user's name 'Firstname Surname', the date 'Wednesday 10th April 2024, 8th learning week (even)', and the study details '7th year, Zoology (D-ZOO), doctoral, full-time, PFF, active'. Below the header, there is a navigation bar with 'Study visits overview' and a 'New' button. A yellow warning banner states 'Testing environment - Testing environment - Testing environment' and 'Data in this database are refreshed every 1st and 15th day of every month with the data from the production environment.' The main form is titled 'New study visit' and contains the following fields:

- 1 * Department proposing study visit record: Department of Zoology (1700) [dropdown] Include external Only academic
- 2 * Type: [dropdown]
- 3 * Country: [dropdown]
- 4 Foreign institution: [dropdown]
- 5 * From: [date input] [dd.mm.yyyy]
- 6 * Until: [date input] [dd.mm.yyyy]
- 7 Note: [text area]
- 8 Motivation Letter: [text area]
- 9 Priority: [input]

At the bottom of the form, there are two buttons: 'Submit application' and 'Cancel changes'.

Obligatory information (fig. 2) is:

1. The department that is suggesting the internship – this should be filled in automatically if the student has a department assigned.
2. Type of internship
3. Country of internship
4. The school abroad – if it is not included in the list, it is necessary to write the name of the school in “Note” (point 1)
5. From (the beginning of the internship)
6. Until (the end of the internship)

Optional information is:

7. Note – e.g. name of the school that is not in the list (see point 3)
8. Motivation letter
9. Priority – not filled in

The request is sent by clicking on “Submit application”.

II. The supervisor/guarantor assess the request.

Filter:

Study visit ID:

Type:

Country:

Foreign institution:

Given name:

Surname:

Students from the user's faculty only:

Supervisor's doctoral students only:

Type of study:

From: [dd.mm.yyyy]

Until: [dd.mm.yyyy]

Study programme:

Subject area:

Department: Include external Only academic

Pre-approval:

Study visit assessment:

Application status:

Specification:

Show

Fig. 3

- The supervisor/guarantor gets an e-mail together with a link to the detail of the request. It can also be searched in SIS (fig. 3). Then the supervisor/guarantor assesses the request (fig. 4):

	Study visit ID	Student	Type of study	Form of study	Subject area	Department	Type	C
	25704	Surname Firstname, Mgr.	doctoral	full-time	D-ZOO	31-170	other internship	Antarc

Fig. 4

ad 1) detail of the internship – all the information stated by the student

ad 2) Clicking on “Pre-approval” gets the supervisor/guarantor to the approval process.

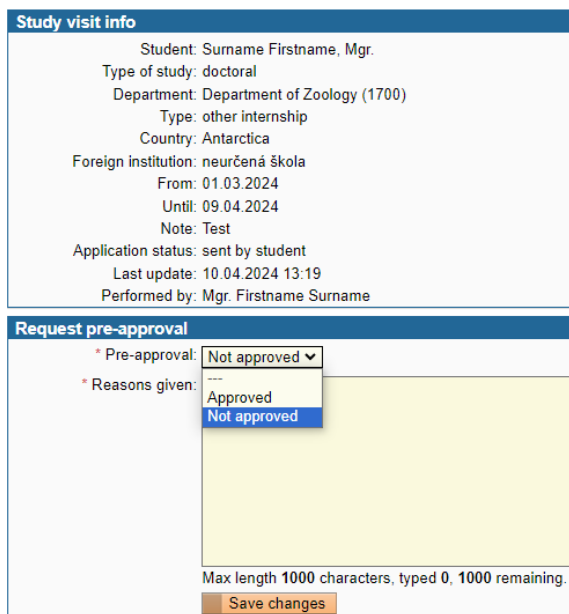


Fig. 5

- The supervisor/guarantor either approves or declines the internship (fig. 5).
- In case of declining, it is necessary to explain the reason. Such request is completely declined, the student would need to make a new request.
- The student and their given employee at the Department of Study Affairs gets an e-mail in case of approval.

After the end of internship

III. The student fills in the actual dates of the internship and uploads all the documents necessary.

A. The actual date of the beginning and the end of the internship (even when it is the same as the dates stated before) (fig. 7)

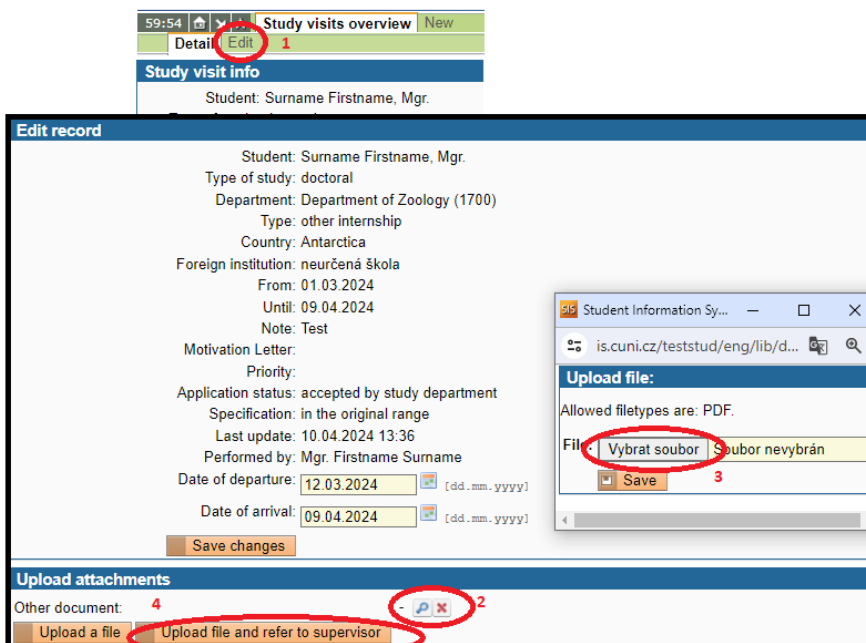


Fig. 7

1. In the list of the requests, the student chooses “Edit”
2. Writes down the dates.
3. Saves the changes.

B. The student uploads the documents. (fig. 8)

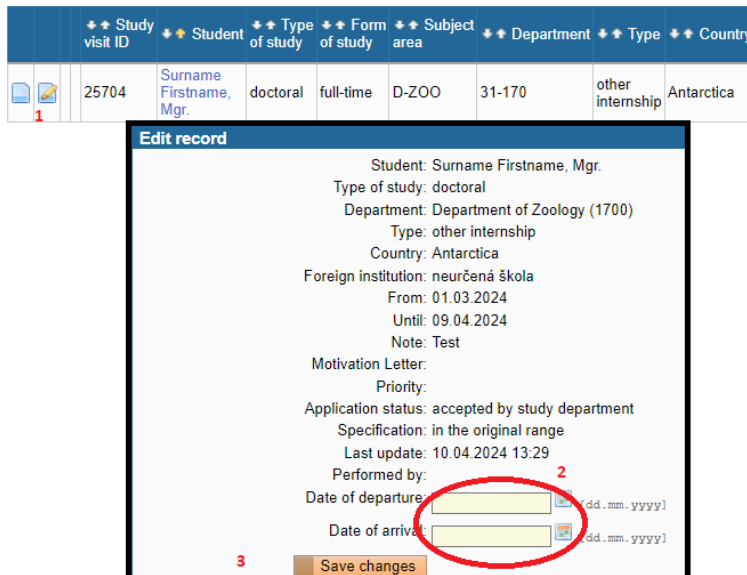


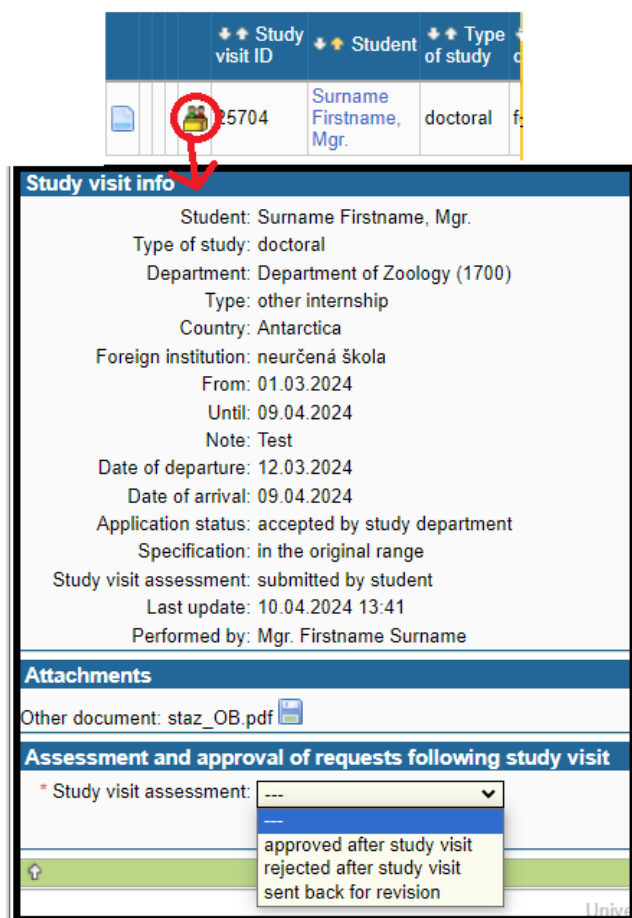
Fig. 8

1. The student chooses “Edit”.
2. Chooses uploading of documents.
3. Selects files from their computer.
4. And then submits those to the supervisor/guarantor. (Upload file and refer to supervisor)

IV. The supervisor/guarantor approves the internship/requests additional information/declines.

- The supervisor/guarantor is informed about new information and documents uploaded and assesses the internship.
- They can:
 - Approve the internship – after that, the Department of Study Affairs registers the internship as completed (such internship can be included in the ISP of doctoral students).
 - Send it back to the student and request additional information – this needs to be explained. The student gets a notification.

- Decline the internship.



V. The internship is marked as realised by an employee of the Department of Study Affairs. Such internship can be included in the ISP of doctoral students.