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

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.

- 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):

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.

- 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)

![Image of an Edit record form]

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.