

## Practical Internship – General Information

A student of the study program must complete a practical internship (a bachelor's practical internship and, for the follow-up study, a master's practical internship).

For students of the bachelor's programme in **Regional Development (RER)**, the required internship duration is **112 hours**.

For students of the bachelor's programme in **International Territorial Studies (METS)**, due to the programme's classification as a strategic study programme at MENDELU, the required internship duration is **240 hours**.

For students in **the master's programmes** (both Regional Development and International Territorial Studies), the required internship duration is **160 hours**.

Students must enrol in the internship course in **the semester when the internship is expected to be completed**.

### Procedure

#### Before Starting the Internship

The student fills out an **e-form** (link), providing the following information:

- Personal identification data (name, surname, ID, degree, and field of study)
- Information about the company where the internship will take place (name, company registration number)
- Contact details of the supervisor (name, surname, contact information)
- The position the student will hold
- The expected internship duration

Once the form is submitted, the internship will be approved (if not, the student must select another company and complete the form again).

After the internship is approved (the student will receive an email confirming the approval), **the student must bring a signed original document of the Internship Agreement (3 copies) to the study department**. The agreement must already be signed by both the student and the company representative.

The agreement will be checked for completeness and signed by the course guarantor **before the internship begins** (the agreement can be downloaded from the "internship" page). After signing, the student will be notified to pick up the signed contracts. One copy will remain with the faculty for archiving.

**After Completing the Internship, once the required number of hours is reached**, the student will send the **employer a link to the evaluation questionnaire** (available on the internship page). After it is filled out, returned, and checked for completeness, the student will be awarded the appropriate credits.

## Important Notices

- The practical internship and its content must be **related to the intern's study programme**.
- The practical internship **must not interfere with the student's participation in classes**.
- The student must **enrol in the course during the semester in which they can submit all documents for internship recognition, no later than the end of that semester**. The credits will be awarded by the course guarantor based on the completion of all the above steps.
- The student independently decides in which semester to enrol for the internship course. **The latest possible enrolment is the 6th semester of study**.
- For any questions, please contact the FRRMS study department; in urgent cases, contact the course guarantor.

### **! The practical internship will not be recognized if:**

- The student violates any of the conditions for completing the practical internship.
- The student requests retroactive recognition of the internship.
- There are discrepancies in the submitted documents.
- The evaluation questionnaire, completed by the student's supervisor, is not filled out and submitted.

**The internship can also be completed under the same conditions outside the Czech Republic.**

### **Requirements:**

1. Completion of the e-form.
2. Internship agreement submitted before starting the internship.
3. Evaluation questionnaire filled out by the employer after the internship is completed.

An internship within the scope of **foreign mobility programs** (e.g., Erasmus+, CEEPUS, bilateral agreements, etc.) can be recognized if it meets the required hours.

### **Requirements:**

1. Completion of the e-form on the internship website.
2. Learning Agreement for Traineeship.
3. Traineeship Certificate of Completion.

Completion of **mobility with academics organized by the university/faculty**, with a minimum stay of one month, can be recognized as a practical internship too.

### **Requirements:**

1. A copy of the internship/exit agreement submitted before starting the internship.
2. A final report on the completion of the internship/exit.