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<b>29. 9. 2023</b>	<b>until repealed</b>	<b>AMBIS University</b>
<p>Document title:</p> <p style="text-align: center;"><b>RECTOR´S DIRECTIVE No. 8/2023</b></p> <p style="text-align: center;"><b>Internship</b></p> <p><b>Drawn:</b> Barbora Wendlerová (document guarantor) manager of the department of internship</p> <p>Approved by: _____ <b>Date:</b> 6. 9. 2023 (document editor)</p> <p style="text-align: right;">Dr. Martina Mannová Rector</p>		
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<b>Sixth</b>		

## **Art. I**

### **Introductory provision**

- (1) This directive establishes the conditions for ensuring, organizing, and conducting internship at AMBIS University, Inc. (hereinafter referred to as "**AMBIS**").
- (2) The scope and focus of internship in individual study programs are determined by the model curriculum approved by the Study Program Council (hereinafter referred to as the "curriculum"). The name of the study subject in which the internship is carried out may vary in individual study programs.
- (3) The quality and content of the internship, as well as the alignment of the course and content of the internship with the accredited study program, are the responsibility of the program guarantor.
- (4) The course of the internship is the responsibility of the internship guarantor. The internship guarantor evaluates and approves the internship plan for students, assesses the fulfilment of internship conditions, and decides on granting credit upon successful completion.
- (5) If the internship guarantor is not the same as the program guarantor, the head of the relevant department proposes the internship guarantor, and with the consent of the program guarantor, submits it to the Study Program Council for approval. There may be multiple internship guarantors for one study program.
- (6) The student is professionally supervised during the internship by an internship supervisor/mentor from the organization where the internship is conducted.
- (7) Administrative tasks may be performed by an internship coordinator, who, with the authorization of the internship guarantor, may enter internship evaluations into the AMBIS Information System (hereinafter referred to as "**IS**").
- (8) All applications and necessary documents are submitted by the student through the IS. All statements or decisions are also issued electronically through the IS.

## **Art. II**

### **Scope and Duration of Internship**

- (1) The internship is conducted within the scope defined in Article I, Paragraph 2, and its allocation to individual semesters is based on the curriculum.
- (2) The internship is carried out without remuneration; any reward paid to the student is at the discretion of the organization and the student.
- (3) Deadlines for submitting applications, delivering necessary documents, and specifying conditions for conducting the internship are specified in the methodological guideline for internship (hereinafter referred to as the "**methodological guideline**") issued for each semester and study program. After approval by the program guarantor, the methodological guideline is published in the IS before the semester commences.

## **Art. III**

### **Selection of internship**

- (1) For the implementation of their internship, students may:
  - a. Propose an organization or institution where they wish to undertake the internship themselves,
  - b. Choose and independently approach an organization that is freely available in the list of organizations for internship placements on the internship notice board in the IS.

- c. Through the Office in the IS, request the arrangement of an organization where they will subsequently undertake the internship. Securing an internship in a given semester is possible only if the student is actively enrolled (meaning their studies are not interrupted in that semester) and has submitted a request for internship placement within the deadline specified in the methodological guideline for the respective semester.
- (2) Before commencing the internship, students have the option to submit the completed "Internship Plan" form via the IS to ensure that their internship aligns with the study program and the graduate profile. The internship plan will be evaluated by the internship guarantor, and if the organization meets the conditions set for conducting the internship and the internship plan is in line with the requirements of the study program's graduate profile, the internship plan will be approved. Otherwise, the student will be informed of the rejection with justification. The student may then submit a new internship plan or request an internship placement from AMBIS.

## **Art. IV**

### **Commencement of Internship and Documents for Performing the Internship**

- (1) Before commencing the internship as per Article III, Sections 2 and 3, the student shall fill out the "Notification of Permission to Perform an Internship" form. In case the organization is arranged by AMBIS for the student, the student must submit the "Internship Provision Agreement" document, which they sign and have stamped and signed by the organization. The completed agreement confirmed by the organization should be uploaded by the student to the IS.
- (2) Upon approval of both documents by the guarantor, the internship coordinator will ensure the agreement is signed on behalf of AMBIS.
- (3) Students have the right to:
  - an internship conducted according to the signed agreement,
  - a healthy and hygienic work environment,
  - protective work equipment, if necessary for the internship,
  - adherence to working conditions set by the labour code,
  - request assistance from the person conducting pedagogical supervision or the internship guarantor or coordinator if they believe the internship does not comply with the agreement.
- (4) Students are obligated to:
  - uphold the good name of AMBIS, adhere to the school's ethical code, and follow the methodological guidelines,
  - observe work discipline, ethical code, and rules established by the organization where the internship is conducted,
  - respect the corporate culture of the organization and carry out the internship according to instructions from the internship supervisor/mentor at the workplace.
- (5) AMBIS is authorized to conduct checks on the progress of individual students' internships. The check is carried out by the internship guarantor, another academic worker, or an AMBIS employee designated by the internship guarantor or the study program guarantor.
- (6) If, during an inspection of the internship or based on information from the organization, it is found that a student is not participating in the internship without a valid excuse, a motion for disciplinary action may be filed for failing to fulfil academic obligations.

## **Art. V Internship Evaluation**

- (1) Upon completion of the internship, the student is required to submit through the IS an "Internship Completion Report" confirmed by the organization where the internship was performed. Specific requirements for the content and deadlines for submission are specified in the methodological guidelines.
- (2) Successful completion of the internship may also include additional conditions (e.g. defence of the results and objectives of the internship). These conditions are determined by the characteristics of the course and are detailed in the methodological guidelines.
- (3) Based on the documentation of the internship completion according to paragraphs 1 and 2, the internship guarantor will decide whether all conditions set for its successful completion have been met. If the conditions have been met, a "credit" classification will be recorded in the IS.
- (4) If the internship conditions are not met, the student cannot complete the course within which the internship is realized.

## **Art. VI Concluding provisions**

- (1) This internal regulation repeals Directive VP-R-08 dated September 15, 2022.
- (2) Gender-neutral masculine is used to designate the individuals involved in this directive.
- (3) This internal regulation is published on the Notice Board in the section of controlled documentation.

## **Art. VII Distribution list**

- (1) Copy 1 administrator copy.
- (2) Copy 2 loan copy.