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<p>Document title:</p> <p style="text-align: center;"><b>TRANSLATION OF RECTOR'S DIRECTIVE No. 8/2019</b></p> <p style="text-align: center;"><b>Professional experience</b></p> <p><b>Processed and approved:</b> (issuer of the document) <b>Dr. Martina Mannová</b> <b>Rector</b></p> <p style="text-align: right;"><b>Date: 25. 2. 2019</b></p>		
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<b>First</b>	Replaces: Directive on proceeding in organisation of the Professional Experience of the College of the Regional Development and Banking Institute – AMBIS, a.s. of the 1 <sup>st</sup> November 2018.	

## **Art. I**

### **Opening stipulations**

- (1) Professional experience forms a part of the accredited professionally focused programmes of studies within bachelor and subsequent magister studies.
- (2) The professional experience extent and content forms a part of the programme of studies accreditation.
- (3) The experience quality and content and the experience development and its content conformity with accredited programme is the responsibility of the programme of studies warrantor.
- (4) The professional experience is arranged and organised by the experience warrantor who is the academic employee of the college. The warrantor also assesses and approves students' applications on experiences and grants credits after experience completion.
- (5) Experience warrantor is appointed by the head of department under approval of the programme of studies warrantor.

## **Art. II**

### **Professional experience within attended form of studies**

- (1) Professional experience within attended form of studies is realised in extent set in programme of studies accreditation.
- (2) Terms of the Professional experience are specified by the head of department for each academic year. Such instruction shall be issued not later than 10 days prior to the respective academic year tuition commencement and the instruction shall be publicly accessible in information system (IS). This experience usually takes place in fourth and fifth semester of the bachelor studies and in third and fourth semester of the continuing magister programme. There can be approved even terms during holidays or academic year however the term shall not be coincident to the tuition terms in respective semester.

## **Art. III**

### **Professional experience selection**

- (1) Professional experience is arranged and organised by the authorised person of the department – experience warrantor. The Student is authorised to select or to propose place of the professional experience execution.
- (2) Students may submit proposals for organisation or institution in which their professional experience should be performed, however not later than 8 weeks prior to scheduled experience commencement. The proposal for own selected experience shall be submitted in written using form available in IS.
- (3) The proposal shall be submitted to the Department of Studies (hereinafter the "DS" only).
- (4) After submitting the proposal shall be assessed by the experience warrantor considering following facts:
  - Professional experience forms a part of the programme of studies and requirements for such experience are defined in the programme of studies;
  - Experience focusing is related to the profile of the graduate.
  - Professional experience is without reward and any possible remuneration paid to students is a matter of student and organisation.
- (5) In case that the proposed experience is in conformity with the college requirements there is concluded agreement on experience execution.

- (6) For students who are not going to submit their own proposal for experience execution the college shall arrange professional experience with the contractual partners. Contractual partners listing is published in IS. The student shall enrol on experience through IS where the contractual partners listing is published. At each contractual partner there is stated contact person from the college that shall agree experience details in cooperation with the experience warrantor.

## **Art. IV**

### **Experience commencement and documents for experience execution**

- (1) Sufficient information on commencement and aims of experience is the responsibility of the experience warrantor. The students have not to arrange any activity during the term of experience that would disrupt or threaten experience progress.
- (2) Every student shall be informed prior to experience commencement on the experience rules: obligations of student, obligations of the organisation, obligations of the college, contact to the experience leader, tutor responsible for check of experience, administrative support employee and respective section methodically leading respective experience
- (3) The student is entitled to :
- professional experience carried out in conformity with the concluded agreement,
  - health and hygienic working environment,
  - protective health requisites, if necessary for experience execution,
  - observation of working conditions as stipulated by the Labour Law,
  - if the student is of the opinion that his experience is not in conformity with concluded agreement he shall ask a person authorised with tutorial supervision for assistance.
- (4) The student is obliged to:
- observation of working discipline, ethical code and rules set by the organisation organising experience, observation of the company culture of the organisation, and to execute experience in conformity with instructions of experience leader at respective workplace.
  - eventual absence from the professional experience shall be evidenced by the physician report,
  - after professional experience termination there shall be elaborated and delivered the assessment of the professional experience.
- (5) The professional experience authorised leader at the workplace shall elaborate at experience termination the assessment of the student and shall send it to the college. Signing this assessment, the student shall confirm that he has learned this assessment. If the student does not agree with his assessment he shall inform experience warrantor at the section that is leading respective Professional experience.
- (6) On a base of experience assessment by organisation and even by student the experience warrantor shall decide if all conditions for experience completion were fulfilled. If conditions were fulfilled than he shall register classification "credit" into the IS and both assessments shall deliver to the DS for inserting in a personal file of the student.
- (7) If conditions of the professional experience are not met, the warrantor shall inform student on such reality and shall agree with the student the way of passing professional experience.
- (8) If the student of attended studies is employed or such student is an independent gainful person than he may ask for professional experience crediting. In such case the proceeding shall be similar to combine form of studies.

## **Art. V**

### **Professional experience within combine form of studies**

- (1) Professional experience of students within combine form of studies is executed according to the rules set for attended form of studies herein this directive.
- (2) Professional experience terms may be set individually, and experience execution can be spread out to longer time period.

## **Art. VI**

### **Professional experience crediting**

- (1) If the student of the combined form of studies is employed or is an independently gaining person (OSVČ) in a field that is subject matter of his studies, such student may ask for crediting of his professional experience.
- (2) Precondition for crediting is a meeting of conditions set herein this article  
The professional experience can be credited to the student under following requirements :
  - he works or is in the business in a field he is studying for and his activity is following a profile of the studied programme graduate.
  - He submits through department of studies application on Professional experience crediting.
- (3) The application on Professional experience crediting shall be submitted by the student not later than the end of fifth semester of bachelor studies or third semester of the subsequent magister studies. The application shall content (application form is available in IS):
  - student's name and surname , ID number - UČO,
  - application justification (description of executed job, explanation of compliance with the studied programme),
  - consent of organisation set in application,
  - extract from business (or similar) registry as evidence of the existence of said organisation.
- (4) Student shall submit application through DS to the experience warrantor who in case of meeting set criteria shall prepare documentation for crediting.
- (5) If the professional experience is credited, then there shall be issued written resolution on Professional experience crediting that shall be delivered to student and inserted in a file of this student. Experience warrantor shall insert assessment "credited" into the information system (IS).
- (6) Students who do not meet above stated requirements there shall not be the professional experience credited.

**Art. VII**  
**Closing stipulations**

- (1) Within this directive there is for indication of participating persons used gender neutral masculine.
- (2) This inner directive is published at Official desk in a section of regulated documentation.

**Art. VIII**  
**Distribution list**

- (1) Copy No. 1 administrator's printout
- (2) Copy No. 2 print on the loan