


Directive 4/2020	Internal standard of the Institute of Technology and Business in České Budějovice				
FULL WORDING OF DIRECTIVE 4/2020 PROCEDURE FOR COMPLETING THE COURSE STUDENT PROFESSIONAL PRACTICE AT VŠTE FOR BACHELOR AND FOLLOW-UP MASTER'S STUDY PROGRAMMES					
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FULL WORDING OF DIRECTIVE 4/2020 PROCEDURE FOR COMPLETING THE COURSE “STUDENT PROFESSIONAL PRACTICE” AT VŠTE FOR BACHELOR’S AND FOLLOW-UP MASTER’S STUDY PROGRAMMES AS MODIFIED BY AMENDMENT 1

PART I. BASIC PROVISIONS

Article 1 General and Basic Provisions

- (1) This directive regulates the procedure for the completion of the course “Student professional practice” at the Institute of Technology and Business in České Budějovice (hereinafter referred to as “VŠTE”) for Bachelor’s study programmes Business Economics, Human Resources Management, Technology and Management of Transport, Mechanical Engineering, Building Construction, and follow-up Master’s Study Programmes Logistics, Building Construction, and Civil Engineering.
- (2) Student professional practice is a compulsory subject of the Bachelor’s or follow-up Master’s study programme and is subject to conditions specified in the VŠTE Study and Examination Rules.
- (3) Account of Practice specifies a certain number of hours each student is obligated to work. The number of hours is determined according to the recommended study plan (see [Annex 1](#)). Account of Practice grows incrementally by the hours worked, and under certain conditions, may be transferable between individual companies/institutions and different periods.
- (4) Particular forms related to the course Student professional practice are available in the VŠTE Information System (hereinafter referred to as the “IS”), specifically, the IS → Documents → Directorate of Study Administration and Lifelong Learning → Student professional practice → Forms.
- (5) Supervisor is a person who is superior to students in a particular company / institution, and who is charged to guide them and assign them their tasks.

PART II. ENROLMENT IN THE COURSE

Article 2 Enrolment in the course “Student professional practice”

- (1) Students may carry out their practice during the course of study provided that they have selected and enlisted the relevant specialization, and a total study load of the subjects they have enrolled in for a given semester does not exceed 40 credits.
- (2) Students enrol in the course Student professional practice in accordance with a valid Academic Year Schedule.

- (3) If students have enrolled in courses with a total study load exceeding 40 credits in the regular study period, as specified by Article 2 (1), an authorised member of the Directorate of Study Administration and Lifelong Learning shall automatically log off the students who then cannot carry out their student professional practice even after the end of the teaching period.
- (4) Students enrol in their Student professional practice through choosing a relevant topic in the IS, specifically, the IS → Student → During Study → List of Topics → Others. Enrolment in the topic is obligatory, i.e. unsubscribing from the topic may be allowed on substantial grounds after the closing date.
- (5) If a student enrolls in the course Student professional practice and yet does not commence it within the relevant semester, the course shall be considered as not passed. In such a case, grade “Failed” is entered in the system after the end of the semester.
- (6) In duly justified and exceptional cases, the course Student professional practice may be postponed to the following semester. In such a case, the student must file an application for this act through “Document Office”, “General Administration”, upon which the Director of Study Administration and Lifelong Learning shall decide on its acceptance or rejection.

Article 3

Assigning students to student professional practice in Bachelor’s study programmes Human Resource Management, Technology and Management of Transport, Mechanical Engineering, Building Construction, and follow-up Master’s study programmes Logistics, Building Construction, and Mechanical Engineering

- (1) After selecting a company from the list of recommended companies or upon approval of some other company by the Director of Study Administration and Lifelong Learning, the student contacts the given company and ensures the completion and signing of the Application for admitting a student for Protocol on Student Admission to Student Professional Practice by an authorized representative of the partner company/institution, supervisor, and the student. The form is available in the IS → Documents → Directorate of Study Administration and Lifelong Learning → Study Department → Student professional practice → Protocol on student admission to student professional practice.
- (2) If a student completes his / her Student Professional Practice directly at VŠTE, a modified form of the Protocol on Accepting Student for Student Professional Practice in the IS → Documents → Directorate of Study Administration and Lifelong Learning → Study Department → Student professional practice → Protocol on Student Admission to Student Professional Practice at VŠTE.
- (3) A completed and signed Protocol shall be delivered by the student to the Directorate of Study Administration and Lifelong Learning no later than 3 weeks after the topic is closed in the IS.

- (4) Shall the Application for Assigning Student to another company/institution was not approved or the partner company/institution does not admit the student, the student is assigned a company/institution by the Director of Study Administration and Lifelong Learning. Specific company or institution is selected in cooperation with the Head of the Division of External Relations based on the selected specialization of the student and demand of partner companies or institutions.
- (5) The student is informed about having been assigned to a specific partner company/institution via email.
- (6) The student shall deliver the Protocol on Student Admission to Student Professional Practice to the Directorate of Study Administration and Lifelong Learning no later than 2 weeks after the email about assigning the student to a specific company was sent.
- (7) In the event that a student does not accept the assignment to the company / institution he / she has been assigned to or shall he/she fail to deliver the Protocol on Student Admission to Student Professional Practice to the Directorate of Study Administration and Lifelong Learning within the required period, the student is graded "Failed" after the end of the semester.

Article 4

Assigning student to student professional practice in Bachelor's study programme Business Economics

- (1) The student has to submit an Application for Assigning Student to another company/institution before the closing of the topic (this applies to both forms of study).
- (2) The application shall be delivered in an electronic form by the student via "Document Office" in the IS (Administration: VŠTE Study Department: STUDENT PROFESSIONAL PRACTICE – Business Economics, Bachelor's Study programme).
- (3) The application is assessed by the guarantor department, which shall inform the Director of the Study Administration and Lifelong Learning about the decision. The Director then publishes the decision via the Document Office in the IS.
- (4) The applications delivered after the deadline for closing the topic are automatically rejected. In exceptional and justified cases, the Director of Study Administration and Lifelong Learning may grant an exception.
- (5) To ensure the Student Professional Practice, a guarantor department is determined to assess the proper completion of the course with regard to the learning outcomes. As a guarantor department, the faculty of the relevant accreditation is selected. The establishment of a guarantor department is approved by the Head of the relevant faculty based on the proposal of the relevant study programme guarantor.
- (6) Students are assigned to professional practice exclusively by the Director of Study Administration and Lifelong Learning following the approval of the guarantor department no later than 15 days after the topic is closed in the IS.

- (7) The selected place of student professional practice must be in compliance with the graduate's profile. Since all VŠTE study programmes are professionally oriented, the focus on the application of knowledge in practice in general as well as in the student professional practice is required. Therefore, students' selection of the place student professional practice shall be based on the graduate profile.
- (8) The compliance of the graduate profile and place of student professional practice is subject to the approval of the guarantor department; otherwise, student professional practice cannot be commenced.
- (9) The database of companies for completion of student professional practice shall be provided by the Division of External Relations, which shall also ensure regular updates of the database and concluding cooperation agreements concerning student professional practice.
- (10) The inclusion of a company into the database is approved by the relevant guarantor department with respect to the compliance with the graduate profile.
- (11) The approved database of companies is available in the IS under the relevant guarantor department.
- (12) In case a student did not apply for assignment to another company/institution or the application was not approved in accordance with Article 3 (1), the student is assigned a company/an institution for completing the student professional practice by the relevant guarantor department in cooperation with the Division of External Relations.
- (13) Selection of a specific company/institution shall be conducted in cooperation with the Head of the Division of External Relations and is subject to the approval of the relevant guarantor department based on the relevant study programme and the demands of partner institutions with which VŠTE has concluded general agreements on co-operation.
- (14) The student is informed about the assignment to a specific company/institution by an authorised staff member of the Directorate of Study Administration and Lifelong Learning through an approval to the student's school e-mail address.
- (15) If the application is rejected, the student is informed via his school e-mail address.
- (16) The company/the institution is informed about the student's assignment by a designated staff member of the Division of External Relations via an e-mail or over the telephone so that the company/institution may comment on the assignment of the given student.
- (17) Should the company/institution reject the student (the company/institution does not agree with the student's commencing of professional practice at their premises), the process shall revert to the stage of assigning professional practice to students described in this Article.
- (18) After assigning the student to a specific company/institution, the Protocol on Accepting Student for Student Professional Practice is completed and signed by an authorized representative of the company/institution, supervisor, and the student. A general agreement on co-operation and completion of practice may also be concluded unless it has previously been done so.

- (19) Protocol on Accepting Student for Student Professional Practice must be delivered to the Directorate of Study Administration and Lifelong Learning no later than 3 weeks after the notice about the student's assignment to the practice was sent via e-mail.
- (20) If a student completes his/her Student Professional Practice at VŠTE, a modified form of the Protocol on Accepting Student for Student Professional Practice.
- (21) Upon assignment of professional practice, the student delivers the Protocol on Accepting Student for Student Professional practice.
- (22) In the event that a student does not accept the assignment to the company/institution he/she has been assigned to or shall he/she fail to deliver the Protocol on Student Admission to Student Professional Practice to the Directorate of Study Administration and Lifelong Learning within the required period of 3 weeks after the notice on assigning professional practice to the student, the Directorate of Study Administration and Lifelong Learning shall inform the guarantor department, which grades the student "Failed".

PART III. COURSE AND COMPLETION OF STUDENT PROFESSIONAL PRACTICE

Article 5

Student professional practice in Bachelor's study programmes Human Resource Management, Technology and Management of Transport, Mechanical Engineering, Building Construction, and follow-up Master's study programmes Logistics, Building Construction, and Mechanical Engineering

- (1) After the Protocol on Accepting Student for Professional Practice has been delivered, a designated staff member of the Directorate of Study Administration and Lifelong Learning shall enter the relevant information on the student's professional practice in the IS within 15 days from the delivery of the Protocol. Students are not allowed to commence the professional practice before it is recorded in the IS.
- (2) Student's attendance shall be inspected by a designated staff member of the Division of External Relations. The Head of the Division of External Relations informs the Director of Study Administration and Lifelong Learning on inspections.
- (3) If the student cannot be present on any day, he/she is obliged to report the fact via e-mail, giving plausible reasons, to a designated staff member of the Directorate of Study Administration and Lifelong Learning no later than one working day in advance. The designated staff member shall immediately inform the Division of External Relations about the fact.
- (4) In the event of absence due to unexpected causes (e.g. a sudden illness), the student shall report the absence via e-mail to a designated staff member of the Directorate of Study Administration and Lifelong Learning on the day when the event occurred. The designated staff member shall immediately inform the Division of External Relations about the fact.

- (5) Should the student fail to either report his/her absence as indicated above, carry out his/her duties, repeatedly come in good time to the place of his/ her practice or sufficiently perform the job as instructed by his/her supervisor, the Director of Study Administration and Lifelong Learning enters the grade "Failed" in the IS based on the information from the supervisor.
- (6) If the cooperation between the company/institution and the student is terminated before the completion of the practice, the reason for this is assessed by the Director of Study Administration and Lifelong Learning.
- (7) Should the termination result from culpable conduct on the part of the student, which could be evaluated as a particularly serious breach of working duties within the employment relationship, the Director of Study Administration and Lifelong Learning shall enter the grade "Failed" for the course Student Professional Practice into the IS.
- (8) If the reasons specified in Article 5 (6) are any other than those specified in (5), the process shall revert to assigning professional practice to students described above. However, the student shall keep his/her already worked hours recorded in the Account of Practice.
- (9) Students are allowed to suspend the student professional practice via the IS: IS → Document Office → Study Department: Professional Practice → Application for Suspension of Professional Practice. The application is assessed by the Director of Study Administration and Lifelong Learning. The student is informed about the approval or rejection of the application in a written notice sent by registered post (Česká pošta) to the address recorded in the IS either by a designated staff member of the Directorate of Study Administration and Lifelong Learning or via the VŠTE IS.
- (10) Students shall maintain a Daily Log Book whose entries are gradually added to his/her Account of Practice.
- (11) Having commenced their professional practice, students are obliged to complete the practice either by the end of a current or the following semester at the latest.

Article 6

Professional practice in Bachelor's study programme Business Economics

- (1) In the case the student does not apply for the recognition of the professional practice (or if it cannot be recognized), the student completes the professional practice in the company he/she selects or is assigned to a company the school has already concluded the cooperation agreement with.
- (2) After the Protocol on Accepting Student for Professional Practice has been delivered, a designated staff member of the Directorate of Study Administration and Lifelong Learning shall enter the relevant information on the student's professional practice in the IS within 15 days from the delivery of the Protocol. Students are not allowed to commence the professional practice before it is recorded in the IS.

- (3) Prior the commencement of the professional practice, the student is obliged to check all particulars of formal nature and agree on a specific course of the professional practice with the company/institution where the professional practice shall take place.
- (4) Student's attendance shall be inspected by a member of the Division of External Relations, its content is checked by the guarantor department. The Head of the Division of External Relations informs the Director of Study Administration and Lifelong Learning on inspections.
- (5) If the student cannot be present on any day, he/she is obliged to report the fact via e-mail, giving plausible reasons, to a designated staff member of the Directorate of Study Administration and Lifelong Learning no later than one working day in advance. The designated staff member shall immediately inform the Division of External Relations about the fact.
- (6) In the event of absence due to unexpected causes (e.g. a sudden illness), the student shall report the absence via e-mail to a designated staff member of the Directorate of Study Administration and Lifelong Learning on the day when the event occurred. The designated staff member shall immediately inform the Division of External Relations about the fact.
- (7) Should the student fail to either report his/her absence as indicated above, carry out his/her duties, repeatedly come in good time to the place of his/ her practice or sufficiently perform the job as instructed by his/her supervisor, the Director of Study Administration and Lifelong Learning enters the grade "Failed" in the IS based on the information from the supervisor.
- (8) If the cooperation between the company/institution and the student is terminated before the completion of the practice, the reason for this is assessed by the Director of Study Administration and Lifelong Learning in cooperation with the guarantor department for the relevant specialization. If the Division of Foreign Relations has not been informed by the company/institution, it shall be informed by the Directorate of Study Administration and Lifelong Learning.
- (9) Should the termination result from culpable conduct on the part of the student, which could be evaluated as a particularly serious breach of working duties within the employment relationship, the Director of Study Administration and Lifelong Learning shall enter the grade "Failed" for the course Student Professional Practice into the IS.
- (10) If the reasons specified in Article 6 (6) are any other than those specified in (7), the process shall revert to assigning professional practice to students described above. However, the student shall keep his/her already worked hours recorded in the Account of Practice.
- (11) Students are allowed to suspend the student professional practice via the IS.
- (12) The application is assessed by the Director of Study Administration and Lifelong Learning, who subsequently informs the guarantor department and the Division of External Relations.
- (13) The student is informed about the approval or rejection of the application in a written notice sent by registered post (Česká pošta) to the address recorded in the IS either by a designated staff member of the Directorate of Study Administration and Lifelong Learning or via the VŠTE IS.

(14) Students shall maintain a Daily Log Book whose entries are gradually added to his/her Account of Practice.

(15) Having commenced their professional practice, students are obliged to complete the practice either by the end of a current or the following semester at the latest.

Article 7

Completion of Student Professional Practice in Bachelor's study programmes Human Resource Management, Technology and Management of Transport, Mechanical Engineering, Building Construction, and follow-up Master's study programmes Logistics, Building Constructions, and Mechanical Engineering – Documentation

(1) Once the Account of Practice reaches the required value in accordance with [Annex 1](#), the student is obliged to deliver the following documents to the Directorate of Study Administration and Lifelong Learning within 30 days:

- a) Daily Log Book certified by the supervisor (the certification refers to the confirmation of the correctness of the information recorded in the daily log book by the signature of the supervisor, the stamp of the company/institution and the student's signature).
- b) Certified Protocol on Completion of Professional Practice (the certification refers to the completion of the Protocol on the Completion of Professional Practice, the stamp of the company/institution, and the supervisor's signature).
- c) Evaluation of Professional Practice by Student,
- d) Record of Work Experience – each student shall fill in the Record of Experience in the IS, specifically, the IS → Student → During Study → Record of Work Experience),

(2) A designated staff member of the Directorate of Study Administration and Lifelong Learning shall check for formal correctness of the documents delivered, as listed in Article 7 (1), and the Record of Work Experience in the IS.

- a) If the documents and the Record of Work Experience meet the requirements for granting a credit, they shall be passed on to the Director of Study Administration and Lifelong Learning. The Director of Study Administration and Lifelong Learning enters the grade "Credited" in the IS.
- b) Shall the documents or the Record of Work Experience are improperly completed or incomplete, the designated staff member of the Directorate of Study Administration and Lifelong Learning shall inform the student via the school e-mail, where:
 - The student is obliged to correct the mistakes or complete the Record of Work Experience within 14 days from being notified by the designated member of the Directorate of Study Administration and Lifelong Learning.
 - In the case the student fails to do so, the Director of Study Administration and Lifelong Learning enters the grade "Failed" from the course Student Professional Practice.

- (3) In case the student does not deliver the documents listed in Article 7 (1) within 30 days after having completed the course, the Director of Study Administration and Lifelong Learning shall enter the grade "Failed" in the IS.
- (4) A copy of the Protocol on Completion of Student Professional Practice and Student Evaluation of Practice are sent to the designated member of the Division of Foreign Relations via email.

Article 8

Completion of Student Professional Practice in Bachelor's study programme Business Economics – Documentation

- (1) Once the Account of Practice reaches the required value in accordance with [Annex 1](#), the student is obliged to deliver the following documents to the Directorate of Study Administration and Lifelong Learning within 30 days:
 - a) Submitting the Final report on the content of the professional practice and acquired competencies,
 - b) Daily Log Book certified by the supervisor (the certification refers to the confirmation of the correctness of the information recorded in the daily log book by the signature of the supervisor, the stamp of the company/institution and the student's signature).
 - c) Certified Protocol on Completion of Professional Practice (the certification refers to the completion of the Protocol on the Completion of Professional Practice, the stamp of the company/institution, and the supervisor's signature.
 - d) Submitting Evaluation of Professional Practice by Student,
 - e) Submitting evaluation of student professional practice by a responsible person (supervisor). This is not required if the student proves his/her student professional practice by operating his/her own business,
 - f) Record of Work Experience – each student shall fill in the Record of Experience in the IS, specifically, the IS → Student → During Study → Record of Work Experience),
 - g) Consent of the guarantor department on meeting all the required learning outcomes,
 - h) Successful defence of the Final Report on Professional Practice from the course Professional practice in front of a defence committee.
- (2) A designated staff member of the Directorate of Study Administration and Lifelong Learning shall check for formal correctness of the documents delivered, as listed in Article 8 (1), and the Record of Work Experience in the IS.
 - a) If the documents and the Record of Work Experience meet the requirements for granting a credit, they shall be passed on to the guarantor department.

- c) Shall the documents or the Record of Work Experience are improperly completed or incomplete, the designated staff member of the Directorate of Study Administration and Lifelong Learning shall inform the student via the school e-mail, where:
- The student is obliged to correct the mistakes or complete the Record of Work Experience within 14 days from being notified by the designated member of the Directorate of Study Administration and Lifelong Learning.
 - In the case the student fails to do so, the Director of Study Administration and Lifelong Learning enters the grade "Failed" from the course Student Professional Practice.
- (3) In case the student does not deliver the documents listed in Article 8 (1) within 30 days after having completed the course, the Director of Study Administration and Lifelong Learning shall inform the guarantor department, which then enters the grade "Failed" in the IS.
- (4) The guarantor department assesses the correctness of the submitted documentation specified in Article 8 (1) and the Record of Work Experience in the IS.
- (5) Learning outcomes are determined by the studied courses and given specialization.
- (6) In cooperation with the guarantor of the study programme, the guarantor department prepares a list of learning outcomes to be fulfilled within the student professional practice and publishes it in the IS under the relevant guarantor department. Within the professional practice, the student must fulfil all required learning outcomes.
- (7) If it so happens that a student of the part-time form of study is a holder of a business licence, he/she may submit it with other relevant documents giving sufficient evidence that the student genuinely performs this activity. Even in this case, the documents must be submitted for approval to the Directorate of Study Administration and Lifelong Learning before the commencement of the practice. The Directorate shall decide on the recognition/non-recognition of the professional practice upon the decision received from the guarantor department and based on assessing the compliance with the learning outcomes.
- (8) Business licence does not replace the Report on the completion of professional practice. This report shall be submitted upon the completion of the professional practice along with other particulars.

Article 9

Completion of Professional Practice – Presentation of Results at Guarantee Department for Bachelor's study programme Business Economics

- (1) The presentation of the results of the student professional practice shall place at the guarantor department according to the requirements specified in the course's syllabus.

- (2) Provided that the student does not acquire the required skills, the guarantor department shall ensure additional training in the specific issues that were not sufficiently presented during the professional practice in cooperation with the guarantor of the study programme.
- (3) The additional training shall take the form of e-learning and shall be followed by a reassessment of the student's achievement of the required learning outcomes of the course
- (4) In case a minimum of 50% of the assessed criteria (learning outcomes) is not achieved, the course Student Professional Practice shall not be recognized and the guarantor department enters the grade "Failed" in the IS.
- (5) The relevant guarantor department shall announce a defence schedule at least once per a given semester. Students shall register for the defence in the IS, specifically, the IS → Schedules → Defence of Final Report on Professional Practice from the course Professional Practice.
- (6) After completion of the course Student Professional Practice and meeting all formal particulars, the students shall prepare written outputs corresponding with the relevant guarantor department, specifically:
 - a) Final Report on Professional Practice,
 - b) Presentation of the results of the course Student Professional Practice in accordance with requirements specified in the course syllabus.
- (7) The examiner prepares a written report which shall reflect his/her opinion on the presentation and achievement of the learning outcomes.
 - a) Based on the written report delivered to the guarantor department, the student is entered a credit in the IS.
 - b) In the case of a negative result (not granting a credit), the written report shall include the corrective measures (e.g. the requirement for submitting a corrected report, completion of the professional practice, additional training within VŠTE).
- (8) In the event of any discrepancies between the genuinely achieved and the required learning outcomes, the written report clearly specifies how the necessary skills shall be complemented respecting the individual approach to each student. The report shall also specify the deadlines by which the student is obliged to complete the tasks assigned to him / her.
 - a) In the case of administrative discrepancies, the relevant period is 30 days, whilst in case of complementing the learning outcomes, the period is decided with regard to the time required for study and subsequent examination. The examination shall take place on the date decided by the relevant guarantor department.
 - b) If the student fails the examination, the guarantor department grants the grade "Failed" into the student's record.
 - c) The guarantor department shall award the credit to the student if the learning outcomes are achieved. The complete file on the students practice is returned to the Directorate of Study Administration and Lifelong Learning.

PART IV. CERTIFICATION OF STUDENT PROFESSIONAL PRACTICE COMPLETION

Article 10

Certification and procedure of recognising the completion of student professional practice in Bachelor's study programmes Human Resource Management, Technology and Management of Transport, Mechanical Engineering, Building Construction, and follow-up Master's study programmes Logistics, Building Construction, and Mechanical Engineering

- (1) The certification of the completed professional practice can be issued exclusively by the Director of Study Administration and Lifelong Learning.
- (2) In the case a part-time student is or was employed in the past (employment contract) or is self-employed in the field corresponding to his/her specialization, he/she can apply for the Certification of professional practice completion. The extent of employment does not have to correspond to the requirements of the course Professional Practice according to the student's recommended study plan.
- (3) In case:
 - a) a student is employed, he / she can submit the application via the IS (IS → Document Office → Directorate of Study Administration and Lifelong Learning → Professional Practice → Certification of Professional Practice Completion). The procedure is identical with that the procedure of applying for the recognition of a course, only the official certification of successful completion of each course is replaced by a certification on employment provided by a given employer including the details on the position, the length of the employment, job content and the employment relationship. The curriculum of the course is not documented.
 - b) A student is self-employed, he/she submits the application in the same way as specified in (3) a); the student shall deliver the certification of his/her business activities along with the specification of the business activities of the student.
- (4) The conditions of submitting an application for the Certification of Student Professional Practice Completion in case:
 - a) The student is employed: delivering the original certification from his/her employer to the Directorate of Study Administration and Lifelong Learning no longer than 15 working days from the submission of the electronic application. In the case the student does not fulfil this condition, the application is considered incomplete and a designated staff member closes the application for the Certification of Student Professional Practice Completion without any other activities.
 - b) The student is self-employed: the official certification of his/her business activities is delivered to the Directorate of Study Administration and Lifelong Learning within 15 working days from the submission of the electronic application. In the case the student does not fulfil this condition, the application is considered incomplete and a designated staff member closes the application for the Certification of Student Professional Practice Completion without any other activities.

- (5) The designated staff member of the Directorate of Study Administration and Lifelong Learning may also ask the student to deliver additional documents concerning his / her employment or business activities.
- (6) The application for Certification of Student Professional Practice Completion is assessed exclusively by the Director of Study Administration and Lifelong Learning.

Article 11

Certification and procedure of recognising the completion of student professional practice in Bachelor's study programme Business Economics - documentation

- (1) Student professional practice in Bachelor's study programme Business Economics can be recognised based on the student's work experience; however, the student has to prove that he/she has acquired all required learning outcomes of the course Student Professional Practice. In such a case, the extent of the employment must correspond to the minimum requirements of the course Student Professional Practice according to the recommended study plan.
- (2) The student may apply for the Recognition of the course "Professional Practice". The electronic application must be submitted via the "Document Office" in the IS (VŠTE Study Department: PROFESSIONAL PRACTICE – Business Economics, Bachelor's study). The application is then delivered to the evaluation committee, which assess whether the student has acquired all the required learning outcomes.
 - a) In the case the committee decides that the learning outcomes have not been acquired sufficiently, the student is assigned e-learning lessons (including the final test) the student has to learn.
 - b) If the student passes the final test in all required e-learning lessons, the course Professional Practice is recognized.
- (3) The certification of the completed professional practice can be issued exclusively by the Director of Study Administration and Lifelong Learning upon the prior consent of the guarantor department for the relevant specialization.
- (4) In case:
 - a) a student is employed, he / she can submit the application via the IS (IS → Document Office → Directorate of Study Administration and Lifelong Learning → Professional Practice → Certification of Professional Practice Completion). The procedure is identical with that the procedure of applying for the recognition of a course, only the official certification of successful completion of each course is replaced by a certification on employment provided by a given employer including the details on the position, the length of the employment, job content and the employment relationship. The curriculum of the course is not documented.
 - b) A student is self-employed, he/she submits the application in the same way as specified in (5) a); the student shall deliver the certification of his/her business activities along with the specification of the business activities of the student.

- (5) The conditions of submitting an application for the Certification of Student Professional Practice Completion in case:
- a) The student is employed: delivering the original certification from his/her employer to the Directorate of Study Administration and Lifelong Learning no longer than 15 working days from the submission of the electronic application. In the case the student does not fulfil this condition, the application is considered incomplete and a designated staff member closes the application for the Certification of Student Professional Practice Completion without any other activities.
 - b) The student is self-employed: the official certification of his/her business activities is delivered to the Directorate of Study Administration and Lifelong Learning within 15 working days from the submission of the electronic application. In the case the student does not fulfil this condition, the application is considered incomplete and a designated staff member closes the application for the Certification of Student Professional Practice Completion without any other activities.
- (6) The designated staff member of the Directorate of Study Administration and Lifelong Learning may also ask the student to deliver additional documents concerning his / her employment or business activities.
- (7) The application for Certification of Student Professional Practice Completion is assessed exclusively by the Evaluation Board, which shall receive all necessary documentation from the Directorate of Study Administration and Lifelong Learning immediately after the assessment of the correctness of each document submitted.

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Vice-rector – Statutory Deputy of the Rector

Annexes:

[Annex 1 – Account of Practice](#)