

Directive 6/2020	Internal standard Regulation of The Institute of Technology and Business in České Budějovice				
FULL WORDING OF DIRECTIVE 6/2020 PROCEDURE FOR FULFILLING REQUIREMENTS OF THE COURSE PROFESSIONAL PRACTICE AT THE INSTITUTE OF TECHNOLOGY AND BUSINESS FOR PROFESSIONALLY-ORIENTED FOLLOW-UP MASTER'S STUDY PROGRAMME BUSINESS ECONOMICS					
Date of issue:	26 / 10 / 2020	Effective from:	20 / 9 / 2021	Effective to:	revocation
Amendment No. 1 issued on:	20 / 9 / 2021	Effective from:	20 / 9 / 2021	Effective to:	revocation
Reference No.:	VŠTE006659/2020	Pages:	8	Annexes:	2
Regularly updated	annually				
Supersedes	-				
Superior Regulations	Study and Examination Regulations of The Institute of Technology and Business				
Related Regulations	Directive 11/2017 Student Choice of Specialism Rector's Provision 16/2020 Recognition of Courses				
Subordinate Regulations	-				
Distribution List	VŠTE students, Directorate of Study Administration and Lifelong Learning, Division of External Relations				
					
Formally verified:	Legal Department Officer	Approved by:	Vice-rector – The Statutory Deputy of the Rector		
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FULL WORDING OF DIRECTIVE 6/2020 PROCEDURE FOR FULFILLING REQUIREMENTS OF THE COURSE PROFESSIONAL PRACTICE AT THE INSTITUTE OF TECHNOLOGY AND BUSINESS FOR PROFESSIONALLY-ORIENTED FOLLOW-UP MASTER'S STUDY PROGRAMME BUSINESS ECONOMICS AS SPECIFIED BY AMENDMENT 1

PART I. BASIC PROVISIONS

Article 1

General and Basic Provisions

- (1) This Directive regulates a procedure to be applied in the process of fulfilling requirements of the course of Professional Practice at The Institute of Technology and Business in České Budějovice (only the "VŠTE" hereinafter) related to a professionally-oriented follow-up master's study programme Business Economics.
- (2) According to the given curriculum, Professional Practice is a compulsory course of the follow-up study programme Business Economics and is governed by conditions included in the VŠTE Study and Examination Regulations.
- (3) Account of Practice specifies a certain number of hours each student is obligated to work. The relevant number of hours is determined according to the recommended study plan, see [Annex 1](#). Account of Practice grows incrementally as the worked hours are added to it, and under certain conditions, may be transferable between individual companies / institutions and different periods.
- (4) Particular forms related to the Professional Practice commencement and completion can be obtained at the VŠTE Information System (only the "IS" hereinafter), specifically, the IS → Documents → Directorate of Study Administration and Lifelong Learning → Professional Practice → Forms.
- (5) Guarantor department is a department of the relevant specialism. The establishment of a particular guarantor department is approved by a designated Faculty director following a proposal from a study programme guarantor.
- (6) Supervisor is a person who is superior to students in a particular company / institution, and who is responsible for guiding them and assign them their duties.

PART II. ENROLLING IN THE COURSE PROFESSIONAL PRACTICE AND ASSIGNING PROFESSIONAL PRACTICE TO STUDENTS

Article 2

Enrolling in the Course of Professional Practice

- (1) Students may carry out their practice during the course of study provided that they have selected and enlisted the relevant specialism, and a total study load of the courses they have enrolled in for the given semester of the regular study period does not exceed 40 credits.
- (2) Students enrol in the course of Professional Practice according to the updated 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, paragraph 1, a designated staff member of the Directorate of Study Administration and Lifelong Learning shall automatically log off the students who then cannot carry out their professional practice even after the teaching period end date.
- (4) Students enlist the Professional Practice on their own through the relevant topic in the IS, specifically, the IS → Student → During Study → List of Topics → Others. The topic enlistment is obligatory, i.e. with the enlisting period closed, logging of the topic may only be allowed in response to a properly reasoned written application filed by an individual student. The application shall then be delivered for consideration directly to the Head of the Directorate of Study Administration and Lifelong Learning.
- (5) If a student enrolls in the course of Professional Practice and yet does not commence it within the relevant term, the course shall be considered as failed. In such a case, the Directorate of Study Administration and Lifelong Learning shall pass the information on to the relevant Guarantor department which shall enter the "Failed" result into the student record in the IS after the semester is concluded.
- (6) In duly justified exceptional cases, the course of Professional Practice may be postponed to the following term. In such a case, the student must file an application for this act in General Agenda which falls under the Document Office in the IS, upon which the application shall be considered by the Head of the Directorate of Study Administration and Lifelong Learning.

Article 3

Assigning Professional Practice to Students

- (1) Prior to closing the relevant topic, each student is free to file an application for Assigning a Student to Another Company / Institution (as applicable to both forms of study). Students shall deliver the application for consideration directly to the attention of the Head of the Directorate of Study Administration and Lifelong Learning through the "Document Office" application in the IS (specifically, the IS: Agenda: VŠTE Study Department: PROFESSIONAL PRACTICE – Business Economics NMgr. Study). The application shall be considered and decided by the relevant Guarantor department which shall subsequently inform the Head of the Directorate of Study Administration and Lifelong Learning who shall then issue a relevant decision via the Document Office in the IS. Applications delivered after closing the relevant topic shall be automatically rejected, and yet in duly justified exceptional cases, an exemption may be granted by the Head of the Directorate of Study Administration and Lifelong Learning.
- (2) To ensure the Professional Practice is conducted, a relevant Guarantor department shall always be designated in order to consider the Professional Practice suitability with regard to learning outcomes.
- (3) Following consent given by a relevant Guarantor department on compliance of performing the Professional Practice with a graduate profile of the relevant specialism, the practice shall be assigned to students exclusively by the Head of the Directorate of Study Administration and Lifelong Learning no later than 15 (fifteen) working days from when the relevant topic was closed in the IS.

- (4) Selecting a specific company / institution, where the Professional Practice is to be completed, must be in accordance with a graduate profile of the related follow-up master's study programme. As follows from the concept of study programmes at the VŠTE being professionally oriented, an orientation towards the actual practice carried out by students and their transferring knowledge into practice are presupposed. It is therefore necessary for each student to select the company / the institution on the basis of his / her graduate profile and the chosen specialism. The graduate profile compliance with the place of Professional Practice completion is course to consent only granted by the relevant Guarantor department, otherwise the Professional Practice cannot be commenced.
- (5) The database of companies / institutions where the students can be able to complete their Professional Practice shall be provided by the Division of External Relations, which shall also ensure regular updating of the database and concluding co-operation agreements related to terms and conditions of the Professional Practice. The inclusion of a company / an institution into the database of the relevant specialism shall be approved by the relevant Guarantor department with respect to fulfilling the graduate profile.
- (6) The approved database of companies / institutions can be found in the IS under the relevant Guarantor department.
- (7) In case a student does not file the application for Assigning a Student to Another Company / Institution or the application is not granted as anticipated in Article 3, paragraph 1, the student shall be assigned a company / an institution, where to complete his / her Professional Practice, by the relevant Guarantor department in conjunction with the Division of External Relations.
- (8) Assigning to a specific company / institution shall be conducted in conjunction with the Head of the Division of External Relations and is course to consent given by the relevant Guarantor department, considering the student's specialism and the demands of partner companies / institutions with which the VŠTE has concluded general agreements on co-operation.
- (9) The decision on assigning or not assigning to a specific company / institution shall be communicated to the student by a designated staff member of the Directorate of Study Administration and Lifelong Learning in a written notice sent to the student's Institute e-mail address.
- (10) The company / the institution shall be informed about the student's assignment to it by a designated staff member of the Division of External Relations in an e-mail or over the telephone so that the company / the institution may comment on the student. Should the company / the institution reject the student (they may disagree with the student's commencing his / her Professional Practice at their premises), the process shall revert to the stage of Assigning Professional Practice to Students described in this Article.
- (11) Having been assigned to a specific company / institution, the student, his / her Supervisor and a responsible representative of the company / the institution shall fill in and sign the Report on Accepting Student for Professional Practice. A general agreement on co-operation and completion of practice may also be concluded unless it has previously been done so.

- (12) The Report on Accepting Student for Professional Practice must be delivered to the Directorate of Study Administration and Lifelong Learning no later than 3 (three) weeks after when the notice about the student's assignment to the practice was sent via e-mail.
- (13) If a student completes his / her Professional Practice directly at the VŠTE, a modified form of the Report on Accepting Student for Professional Practice shall be filled in and delivered by the student after his / her assignment to the practice.
- (14) In the event that a student does not accept the company / the institution that he / she was assigned to or he / she does not deliver the Report on Accepting Student for Professional Practice to the Directorate of Study Administration and Lifelong Learning within 3 (three) weeks from when the notice about the student's assignment to the practice was sent off, the Directorate of Study Administration and Lifelong Learning shall inform the relevant Guarantor department which shall enter the "Failed" result for the course of Professional Practice into the student record in the IS.

PART III. COURSE AND COMPLETION OF PROFESSIONAL PRACTICE

Article 4

Course of Professional Practice

- (1) In case a student does not apply for recognition of the course of Professional Practice (or the practice cannot be recognized), the student shall complete his / her practice in a company / an institution of his / her choice. Alternatively, the student shall be assigned to a specific company / institution with which the VŠTE has concluded a general agreement on co-operation (see Article 3).
- (2) After the Report 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 practice into his / her student record in the IS within 15 (fifteen) days from when the Report was delivered. Before this act is accomplished, the student must not commence the practice.
- (3) Prior to commencing the practice, each student must check all formal requisites and agree on the course of the practice with the company / the institution where the practice shall be completed.
- (4) While the practice is under way, each student's attendance shall be inspected by a designated staff member of the Division of External Relations, whilst activities of each student shall be inspected by a relevant Guarantor department. The Head of the Division of External Relations shall communicate the course of the inspections to the Head of the Directorate of Study Administration and Lifelong Learning.

- (5) If on any day a student is to be absent from the place of his / her practice, 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 (1) working day in advance. The designated staff member shall immediately inform the Division of External Relations about the fact. 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. 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 relevant Guarantor department, as advised by the Division of External Relations, and previously notified by the Supervisor, shall enter the "Failed" result for the course of Professional Practice into the student record in the IS.
- (6) If it so happens that the co-operation between the company / the institution and the student is terminated during the course of the practice, the reason of such termination shall be assessed by the Head of the Directorate of Study Administration and Lifelong Learning in co-operation with the Guarantor department of the relevant specialism. On the condition that the Division of External Relations has not been notified by the company / the institution, it is subsequently done so by the Directorate of Study Administration and Lifelong Learning.
- (7) Should the termination result from culpable conduct on the part of the student, which within the employment relationship could be assessed as a particularly serious breach of working duties, the relevant Guarantor department shall enter the "Failed" result for the course of Professional Practice into the student record in the IS.
- (8) When the reasons specified in paragraph 3 are any other than those specified in paragraph 5, the process shall revert to the stage of Assigning Professional Practice to Students described above. However, the student shall keep his / her already worked hours recorded in the Account of Practice.
- (9) Each student is free to discontinue the Professional Practice using the relevant application in the IS. The application shall be considered by the Head of the Directorate of Study Administration and Lifelong Learning who shall then inform the relevant Guarantor department and the Division of External Relations. The granting or rejection decisions on the application shall be communicated to the students in a written notice sent as a recorded delivery letter, using the Czech Post, to the address stated in the IS either by a designated staff member of the Directorate of Study Administration and Lifelong Learning or via the Institute email.
- (10) While the Professional Practice at a company / an institution is in progress, each student shall maintain a Daily Log Book whose entries are gradually added to his / her Account of Practice.
- (11) Having commenced his / her Professional Practice, each student is obliged to complete the practice either by the end of the given semester or the following semester at the latest.

Article 5

Completion of Professional Practice – Documentation

- (1) Once the Account of Practice reaches a required value, as specified in [Annex 1](#), within 30 (thirty) days each student is obliged to deliver to the attention of a designated staff member of the Directorate of Study Administration and Lifelong Learning the following documents:
 - a) Final Report on Professional Practice – an official Institute document related to the Professional Practice content and acquired competencies,
 - b) confirmed Daily Log Book – the confirmation shall consist in signing all of the relevant information entered in the Daily Log Book by the Supervisor, and in attaching to it the company's / the institution's rubber stamp and the student's signature,
 - c) confirmed Record of Completed Practice – the confirmation shall consist in filling in the Record of Completed Practice form and in attaching to it the company's / the institution's rubber stamp and the Supervisor's signature,
 - d) Evaluation of Professional Practice by Student,
 - e) Evaluation of Professional Practice by Responsible Person – the responsible person shall involve a Supervisor superior to the student; it is not applicable if the student documents the Professional Practice related to continuing trade activities carried out independently in the student's own name and at his / her own responsibility,
 - 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 Guarantor department – an official Institute document related to the fulfilment of all required learning outcomes,
 - h) Defence of Final Report on Professional Practice – an official Institute document to be defended by each student in front of a defence committee.
- (2) A designated staff member of the Directorate of Study Administration and Lifelong Learning shall check for formal adequacy and correctness of the documents delivered, as listed in paragraph 1, and the Record of Work Experience in the IS.
 - a) Provided that the documents and the Record of Work Experience meet the requirements for granting the relevant credit, they shall be passed on to the Guarantor department of the relevant specialism.

- b) Should it so happen that the above documents and / or the Record of Work Experience are filled in erroneously or incompletely, the designated staff member of the Directorate of Study Administration and Lifelong Learning shall notify the student of the fact via the Institute e-mail. The student, acting within 14 (fourteen) days of the notification, shall then be obliged to make the documents and / or the Record of Work Experience correct and complete. If the student fails to do so, the "Failed" result for the course of Professional Practice shall be entered into his / her student record in the IS by the relevant Guarantor department, acting so on the basis of the information provided by the Directorate of Study Administration and Lifelong Learning.
- (3) In case the student does not deliver the documents listed in paragraph 1 of this Article within 30 (thirty) days of when his / her practice was completed, the Directorate of Study Administration and Lifelong Learning shall inform the relevant Guarantor department about the fact, and the student shall have the "Failed" result for the course of Professional Practice entered into his / her student record in the IS by the Guarantor department.
- (4) The relevant Guarantor department shall assess professional adequacy and correctness of the documents delivered, as listed in paragraph 1 of this Article, and the Record of Work Experience in the IS. Learning outcomes are defined by the courses studied and the related specialism. The Guarantor department, in co-operation with the respective study programme guarantor, shall prepare an overview of learning outcomes that must be fulfilled with regard to the course of Professional Practice, and shall publish them under the relevant Guarantor department in the IS. Each student must achieve all required learning outcomes in the course of his / her practice.
- (5) If it so happens that a student of the combined study form is a trade licence holder, the trade licence may be submitted along with other relevant documents giving sufficient evidence that the student genuinely performs related trade activities independently in his / her own name and at his / her responsibility. Prior to commencing the Professional Practice, the documents shall be delivered directly to the attention of the Directorate of Study Administration and Lifelong Learning. Following the granting or rejecting decisions made by the relevant Guarantor department, the student shall then have the course of Professional Practice either officially recognized or not officially recognized by the Directorate of Study Administration and Lifelong Learning with respect to the course's learning outcomes. The trade licence does not replace the Final Report on Professional Practice which shall thus be delivered, along with other requisites, by the student upon his / her practice completion.

Article 6

Completion of Professional Practice – Presentation of Results at Guarantor department

- (1) Results of the course of Professional Practice completed in accordance with the course annotation shall be presented at a relevant Guarantor department. Should the student not gain required skills during the course of his / her practice, the Guarantor department, in co-operation with the respective study programme guarantor, shall provide additional training in specific issues or areas that were not sufficiently (or at all) covered during the practice. The additional training related to the course of Professional Practice shall take the form of e-learning and shall be followed by a reassessment of the student's achievement of the course's learning outcomes. In case a minimum of 50% of the assessed criteria (learning outcomes) is not achieved over the course of the practice, the course of Professional Practice shall not be recognized and the student shall have the "Failed" result entered into his / her student record in the IS by the Guarantor department.
- (2) The relevant Guarantor department shall announce a defence schedule related to the Final Report on Professional Practice at least once per the relevant term. Students shall apply for the defence in the IS, specifically, the IS → Schedules → Defence of Final Report on Professional Practice from the course of Professional Practice.
- (3) Having completed the Professional Practice and all formal requisites, each student shall prepare written records corresponding to the relevant Guarantor department requirements, in particular:
 - a) Final Report on Professional Practice,
 - b) Results of the Course of Professional Practice – the results shall be presented at the relevant Guarantor department in accordance with requirements specified in the course annotation.

- (4) An officially approved examiner shall prepare the Record of Presentation of Professional Practice in order to provide a clear statement on the presentation and achievement of the learning outcomes. In case of a positive statement, the Record of Presentation of Professional Practice shall be delivered to the attention of the relevant Guarantor department, and the student shall have the "Credited" result entered into his / her student record in the IS. In case of a negative statement (failure to grant the credit), the aforementioned Record shall set out specific corrective measures (e.g. delivery of a revised Final Report on Professional Practice, complementation of the Professional Practice, additional training within the VŠTE). In the event of considering any discrepancies between the genuinely achieved and the required learning outcomes, the Record of Presentation of Professional Practice shall clearly specify the manner in which the necessary skills are to be complemented respecting an individual approach to each student. The Record shall also specify certain periods of time by which the student is obliged to complete the tasks assigned to him / her. In relation to administrative discrepancies, the relevant period is 30 (thirty) 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. Should the student fail the examination, the "Failed" result shall be entered into his / her student record in the IS by the Guarantor department.
- (5) Provided that the learning outcomes have been achieved, the student shall have the "Credited" result entered into his / her student record in the IS by the relevant Guarantor department, which shall then return the complete file on the student's Professional Practice to the Directorate of Study Administration and Lifelong Learning.

PART IV. CONFIRMATION OF PROFESSIONAL PRACTICE COMPLETION

Article 7

Confirmation and the Relevant Procedure to be Followed for the Professional Practice Completion

- (1) The course of Professional Practice (as part of the follow-up master's study programme Business Economics) can be confirmed on the basis of a student's previous work experience. The student shall yet be obliged to prove that he / she has achieved all required learning outcomes from the course of Professional Practice. The scope of such work experience must meet the minimal requirements for the course of Professional Practice, as specified in the student's Recommended Study Plan.
- (2) The student can file an application for Confirmation of the Course of Professional Practice. The application shall be delivered by the student with the use of the IS directly to the attention of the Head of the Directorate of Study Administration and Lifelong Learning (specifically, the IS: Document Office: Agenda: VŠTE Study Department: PROFESSIONAL PRACTICE – Business Economics NMgr. Study). The application shall then be passed on to an evaluation committee in order to consider whether the student has achieved all required learning outcomes.

- (3) Should the evaluation committee find that the learning outcomes have not been sufficiently achieved, the student shall be provided with e-learning study support materials (including final tests), which the student must complete. If the student successfully passes final tests of all specified e-learning study support materials, the course of Professional Practice shall be confirmed.
- (4) Following the above procedure shall result in Confirmation of Professional Practice Completion, an official Institute document, which can be issued solely by the Head of the Directorate of Study Administration and Lifelong Learning acting upon consent given by the Guarantor department of the relevant specialism.
- (5) In case:
 - a) a student is employed, he / she can use the IS to file an application for Confirmation of Professional Practice Completion (specifically, the IS → Document Office → Directorate of Study Administration and Lifelong Learning → Professional Practice → Confirmation of Professional Practice Completion). The procedure is identical with that related to an application for Course Recognition (according to a separate in-house standard), only the official confirmation of successful completion of each course shall be replaced with a confirmation of the employment provided by the relevant employer and stating: required details on the work assignment, the length of the employment, the job specification and the employment relationship. The course curriculum is not documented.
 - b) a student is engaged in the relevant business, he / she can file the above application in the same manner as described in paragraph 5, letter a), only the official confirmation of successful completion of each course shall be replaced with an official document confirming and detailing the student's business activities.
- (6) Confirmation of Professional Practice Completion can be applied for by:
 - a) an employed student only on the condition that the student delivers the original confirmation of the employment provided by his / her employer to the Directorate of Study Administration and Lifelong Learning no later than 15 (fifteen) working days from when the electronic application was filed. Should the student fail to fulfil this condition, the application shall be regarded as incomplete, and a designated staff member of the Directorate of Study Administration and Lifelong Learning shall then close the application for Confirmation of Professional Practice Completion without further proceedings,
 - b) a student engaged in the relevant business on the condition that the student delivers the official confirmation of his / her business activities to the Directorate of Study Administration and Lifelong Learning no later than 15 (fifteen) working days from when the electronic application was filed. Should the student fail to fulfil this condition, the application shall be regarded as incomplete, and a designated staff member of the Directorate of Study Administration and Lifelong Learning shall then close the application for Confirmation of Professional Practice Completion without further proceedings,
- (7) 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.

- (8) The application for Confirmation of Professional Practice Completion shall be assessed by an evaluation committee, which, immediately after evaluating the adequacy and correctness of individual documents, shall receive all necessary materials directly from the Directorate of Study Administration and Lifelong Learning.

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Annexes:

[Annex 1 – Account of Practice](#)

[Annex 2 – Proposal by Study Programme Guarantor to Establish Guarantor department](#)