



Protocol on student admission to practical training

Based on the framework agreement on cooperation between the Institute of Technology and Business in České Budějovice (hereinafter referred to as "ITB") and

.....
(hereinafter referred to as "Partner"),

The Partner admits the student specified below to long-term/short-term practical training:

Surname, name		Student ID Number	
Date of birth		Address	
Field of study		Semester	
Form of study	<input type="checkbox"/> full-time <input type="checkbox"/> part-time	Type of practical training	<input type="checkbox"/> long-term <input type="checkbox"/> short-term
Starting date of student's practical training		Student phone number	
Place of practical training (street, postal code, town)		Working hours	From: To:
Supervisor		Supervisor's phone number	
Work position			
Specification of work			

The student undertakes to make every effort to meet the objectives of practical training. They are full aware of their obligation to respect the instructions of the supervisor and managers on the side of the Partner. They will refrain from any activity that could damage the Partner's reputation. If they handle confidential information, they are obliged to maintain confidentiality. Breach of this obligation exposes a student to the risk of expulsion from the study. If the information in this protocol change during the student's practical training (especially in terms of place), the student shall notify an authorised employee of the Department of Study Administration and Lifelong Learning about such change without any delay. **The student's Work experience records are kept at the place of practical training during the whole period of practical training.** The Partner undertakes to the cooperation aimed at achieving the goal of the practical training. Within his/her possibilities and internal rules of operation, the Partner will enable the student to participate in the cooperation with the selected departments, to have consultations with the employees, and to familiarize with the activities provided by the Partner.

Within the long-time practice, the student is obliged to work for 6,5 weeks, 8 hours a day, that is, a total of 260 hours. Within the short-time practice, the student is obliged to work for 2 weeks, 8 hours a day, that is, a total of 80 hours.

In České Budějovice, on

.....
Ing. Lukáš Polanecký
Director of Department of Study Administration
And Lifelong Learning

.....
Partner's representative
(name, surname, signature)



VYSOKÁ ŠKOLA TECHNICKÁ A EKONOMICKÁ
V ČESKÝCH BUDĚJOVICÍCH

Útvar ředitele pro administraci studia a celoživotní vzdělávání

Studijní oddělení
ÚŘAS-SO07/2018-1

.....
Supervisor on the side of the Partner

.....
Student