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The FEECS Student Professional Practice

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# General provisions

## Aim and purpose of the document

As an alternative to the elaboration of a Bachelor’s thesis, the Faculty of Electrical Engineering and Computer Science offers the completion of individual professional practice for students of the last year of full-time Bachelor study according to the conditions stated in point 2.

Furthermore, the document describes mandatory practice in degree programmes that have been accredited under the project Technology for the Future.

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## Scope

Practice can be completed within all degree programmes realized at the Faculty of Electrical Engineering and Computer Science, taking into account the graduate profile of the particular degree programme/field of study.

## Competence and responsibility

The person responsible for adhering to the principles set out in the Directive is the Vice-Dean for Study Affairs. Heads of the departments and programmes/fields of study are responsible for the suitability of practice for students of their programmes/fields of study.

# Professional practice in Bachelor’s degree programmes

“Individual professional practice” is practice that a full-time student arranges himself/herself and the professional practice guarantor approves the suitability and expertise of the selected workplace chosen by the student for his/her practice. All requisites and related activities are arranged by students individually, the faculty does not enter into these contractual relations. In case of interest of the company selected by the student, the faculty undertakes to provide the company (with the student’s consent) with information about his/her course of study.

## Individual professional practice

An acceptable alternative to the elaboration of a Bachelor’s thesis in the subjects **Bachelor Seminar 1 and 2 / Bachelor Project 1 and 2** is to complete an individual professional practice for a minimum of 50 days worked.

## Approval of individual professional practice

Before starting individual professional practice, the guarantor of this professional practice approves the suitability and expertise of the selected workplace based on a document describing the expected content of individual professional practice.

## Evidence of individual professional practice

Completion of practice is evidenced by a confirmation of the number of days worked for each semester (for one of the semesters, it is expected to evidence at least 20 days worked, for both the sum must be at least 50 days worked).

## Granting credit for practice.

Credit is awarded based on the evaluation of the course of individual professional practice confirmed by the employer and submitted by the student, and it is granted by the head of the department or a person authorized by him/her. Credit may not be granted if it is found that the student does not practice in the field of study, or the content of the work is non-professional work.

## Evaluation of individual professional practice.

It is elaborated by the employer in the scope and structure recommended by the faculty; the evaluation has to contain the number of days worked, the student’s framework work content and assessment of his/her work results.

## Final state examination.

The student submits for the defence all evaluations of the course of individual professional practice proving the total number of days worked, final report and presentation describing the progress and benefits of individual professional practice for the student’s professional growth.

The final grade of the Bachelor’s thesis and its defence consists of the level and content of the defence of the presentation and the content of the employer’s evaluation.

# Obligatory practice in degree programmes that have been accredited under the project Technology for the Future

For degree programmes, the accreditation of which was prepared as part of the project Technology for the Future, the obligation of students to complete practice of 12 weeks (or 240 hours) at minimum in Bachelor’s degree programmes and of 6 weeks (or 120 hours) at minimum in follow-up Master degree programmes was set down.

Practice must be realized with employers and in activities appropriate to the degree programme curriculum and profile of its graduates. The guarantor of the degree programme is responsible for the realization of practice in accordance with the project.

## Practice realization

Practice can be realized in different ways, e.g.:

* by completing practice within a subject/subjects focused on practice
* by completing the Individual Professional Practice according to point 2 (in this case, the completion of practice is allowed to students of a Bachelor’s degree programme in both full-time and combined forms of study),
* as part of the Bachelor’s or diploma thesis,
* by completing practice within special subjects in which, for example, practice can represent e.g. only one of the conditions for successful completion of the subject,
* by completing practice outside subjects.

The ways of realizing practice can be combined, it is important to achieve the minimum required length of practice.

## Evidence of the completion of practice

As a rule, the completion of practice is evidenced by confirmation of the number of days or hours worked. However, the completion of practice can be evidenced, for example, by a statement by the subject guarantor (usually where practice is part of a special subject) or in another way, acceptable for the project. The total number of days or hours must match the value required for that type of study.

## Degree programmes concerned

The FEECS Bachelor’s degree programmes:

* Applied Physics
* Biomedical Technology
* Design of Electrical Systems and Technology.

The FEECS Master’s degree programmes:

* Applied Physics
* Biomedical Engineering
* Computational and Applied Mathematics.

# Related Documents

Study and Examination Regulations for Bachelor’s Degree Programmes at VSB – Technical University of Ostrava and Study and Examination Regulations for Study in Master Degree Programmes at VSB – Technical University of Ostrava.

# A List of Changes and Revisions of the Controlled Document

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| --- | --- | --- | --- |
| Version | Date | Change/revision content | Name and signature of the document guarantor |
| A | 1/3/2018 | Document creation | prof. Ing. Pavel Brandštetter, CSc. |
| B | 1/2/2019 | Completion of point 3. Obligatory practice in degree programmes accredited as part of the project Technology for the Future | prof. Ing. Pavel Brandštetter, CSc. |
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