

Methodological guidelines for students' professional practice valid from the academic year 2025/2026

Introduction

- At the Faculty of Electrical Engineering and Computer Science, professional practice as an alternative to the preparation of a traditional bachelor's thesis (hereinafter also referred to as "BT") have been offered since the academic year 2008/2009. Students can choose from a list of company offers published in the Netfei information system ("Netfei IS") or they can find a company themselves and have it registered.

The masculine grammatical gender used in the document refers to a person of any gender.

- All administrative tasks related to the registration of professional practice are implemented through Netfei IS at <https://katis.vsb.cz/netfei>.** User manuals are also available in Netfei IS (only available in Czech - If unsure, please contact IS administrator vladimir.sokol@vsb.cz):

- for the company: <https://katis.vsb.cz/texty/netfei-dokumentace-kontakt.pdf>
- for the student: <https://katis.vsb.cz/texty/netfei-dokumentace-student.pdf>
- for the guarantor: <https://katis.vsb.cz/texty/netfei-dokumentace-garant.pdf>

- The administration related to bachelor theses (assignments, elaboration, assessments, registration of confirmations) is implemented through the Edison Information System (hereinafter referred to as "Edison IS") and is accessible only to university employees, students and temporary consultants (for the purpose of writing reports/reviews).

- Professional practice is intended only for students of full-time bachelor's degree programmes. The practice is implemented during the 3rd year of study.** Substantial information about individual study programmes (hereinafter also referred to as "SP") is available on the faculty's website <https://www.fei.vsb.cz/en/student/study-programmes/bachelor-programmes/>. **The student is on practice with the company for a minimum of 50 days during the winter semester (hereinafter also referred to as "WS") and the summer semester (hereinafter also referred to as "SS").** Completion of the practice is documented by a confirmation of the number of days worked for each semester (for one of the semesters it is expected to document at least 20 days worked, the sum of both semesters must be at least 50 days worked). Standard working hours are assumed.

- At a minimum, a company with limited liability, is considered a suitable company for the implementation of practice (therefore excluding not self-employed persons). The company should have a history of at least three years according to the Commercial Register. Practice carried out in companies owned by family members (e.g. parents) is not recommended. The student's job title and description of results must be suitable for publication in the student's bachelor's thesis (it should not contain confidential information).

- Each bachelor thesis that has been produced in a professional practice must be accompanied by a separate declaration from the company that it agrees to its publication. Before the firm's

representative confirms this statement, a full read of the BT is recommended to determine whether the publication of the thesis will result in the disclosure of the firm's sensitive data.

Basic information for companies, consultants and students

- ✚ **The company** registers with Netfei IS, through which it offers a job or positions for the selected study programmes. Subsequently, the guarantors of the SP either approve or reject these positions. Students can only apply for the practice of a given company after approval by the SP guarantor. The rejection of a practice by the SP guarantor is often due to an insufficient description of the position by the company. The company must briefly outline what the student will specifically be doing during the practice. This information is important, especially to give the student an idea of what he will write about in his bachelor's thesis and discuss during the defence. The practice should therefore not consist of administrative work (of software, computer systems or networks) or multiple smaller non-related tasks. If the student does unprofessional work in the practice, this may lead to the student failing their thesis defence. More than one student from a given degree programme may apply for a given position. The company then selects the student according to its own criteria and conditions, usually based on an interview. The selected student is then confirmed by the company in the system.
- ✚ **A consultant** (or mentor) is a person from the company who takes care of the assigned student in the company, handles the organizational aspects of professional practice and writes the final evaluation (consultant's report). The student should work under the supervision of an experienced employee and should be physically present at the workplace for most of the time (the aim of the practice is, among other things, to develop the ability to work in a team, to deal with people, etc.).
- ✚ **The student** chooses the practice from those available for his study programme. The company then either approves or rejects the student. The student arranges the details of the practice through the contact person of the company (including terms of compensation or salary). The student enters a standard employment relationship with the company (Work Performance Agreement or Work Activity Agreement). For these types of contracts, but especially for agreements that are of a different type, students should pay attention to the area of occupational health and safety so that they are protected in case of an accident in the workplace.
- ✚ **The supervisor of the bachelor's thesis** is a person appointed by the department that guarantees the study programme, with whom the student consults the preparation of the bachelor's thesis, or solves questions whether the practice is going well or is relevant to his field. The supervisor of the bachelor thesis also awards credit for the practice.
- ✚ **The timetable** for both WS and SS of the academic year (hereinafter also referred to as "AY") is adapted for students doing practice so that Thursdays and Fridays are days without lectures or labs and students can attend practice. The start and end dates of the semesters are determined by the University's schedule: <https://www.fei.vsb.cz/en/student/schedules-and-timetables/>. If a student wishes to work outside these periods, both the company and the guarantor of the relevant SP must agree to this. The student must apply in advance to his SP guarantor (via email) for the possibility to do work experience outside the specified period, indicating the specific period in the application.
- ✚ **The confirmation of the number of days worked by the company** is uploaded by the student into Edison IS (in the 'Seminar Papers' item/section of the respective undergraduate seminar/project) in the credit week of each semester. The confirmation is issued by the company in written form and must bear the company's stamp (if the company has one) and the signature of the responsible consultant. See **Appendix 2** for a template of the confirmation, it is also available as a form to complete at <https://www.fei.vsb.cz/en/student/bachelors-studies/professional-practice-of-students/>.
- ✚ **A company statement of consent to publish the bachelor's thesis** is required by the faculty since the university has obligation to publish qualifying theses. The company representative will confirm the declaration (signature, date and stamp) and the student will upload its copy to Edison IS along with the full text of his BT. The original declaration is retained by the student. A template for the

declaration is in **Appendix 1** and is also available as a form to fill in at <https://www.fei.vsb.cz/en/student/bachelors-studies/professional-practice-of-students/>.

- ✚ **Access to the completed BT** for the purpose of the consultant's evaluation is implemented through Edison IS. The consultant is emailed a link to log in, and a password is sent to their mobile phone. The report is structured in 5 parts: description of the type and scope of the work, the student's activity during the solution, evaluation of the results achieved and contribution to the company, summary evaluation and questions for the defense.

Overview of important dates for companies, consultants and students

- ✚ The academic year of completion of the practice by the student is the AY of his state final examinations.

	Task	From	To	Note
Company	Company registration	15. 3. (AY-1)	31. 8. (AY-1)	in Netfei IS
	Approval of students		30. 9.	in Netfei IS
	Confirmation of consent to the publication of the student's BT		30. 4.	see Annex 1
Consultant	Issuance of confirmation of the number of days of practice in the WS		WS credit week (December)	see Annex 2
	Issuance of confirmation of the number of days of practice in the SS		SS credit week (April)	see Annex 2
	Preparation of a consultant's report		15. 5.	in Edison IS
Student	Applying to practice	1. 4. (AY-1)	15. 9.	the position must be approved by the company
	Practice in WS	during the WS		scheduled days without classes: Thursday, Friday
	Meeting with the BT supervisor at the department	1. 10.	31. 10.	the name of the BT supervisor is listed in Edison IS
	Submission of the certificate on the number of days of work experience for WS	WS credit week		to Edison IS (seminar papers)
	Practice in SS	during the SS		scheduled days without classes: Thursday, Friday
	Submission of the BT concept to the BT supervisor		31. 3.	By e-mail
	Submission of confirmation of the number of days of practice for the SS	SS credit week		to Edison IS (seminar papers)
	Submission of BT		30. 4.	to Edison IS
	Submission of the company's consent to BT's publication		30. 4.	to Edison IS

Dealing with specific situations

- ✚ If a student completing the practice receives credit for the Bachelor's Seminar/Project 1 course and has to **repeat the 3rd year**, then the procedure will be according to the Study and Examination Regulations, i.e., the credit will also be recognized for the repeating year. However, the student must remain with the same company.

- ✚ Any change of consultant during the practice must be reported to bc.praxe.fei@vsb.cz. If the consultant is unable to provide a report for various reasons, the company will arrange for another person to provide a report. This should be stated and justified in the consultant's report.
- ✚ The possibility of the student leaving the company is only allowed for serious reasons (dissolution of the company, inadequate work, etc.). The student must immediately inform the BT supervisor of this situation and also send it to bc.praxe.fei@vsb.cz so that a replacement solution can be provided to the student in a timely manner.
- ✚ If the consultant is a foreigner (does not speak Czech), the student will arrange for the text of the report to be translated into Czech and hand it over to their BT supervisor.
- ✚ If the BT is written in English and its defence will also be in English, a report in English only is sufficient.

Rules for assignment of BT, preparation of BT and awarding of credit for practice

- ✚ Practice is covered by the FEI_SME_18_001 "Directive for Professional Practice of Students of FEECS VSB-TUO", especially point 2 "Professional practice in Bachelor's degree programmes".
- ✚ According to the list of students on placement, the assignment of BT topics will be corrected in the department's Edison IS. If a student eventually chooses a topic other than Completion of Professional Practice, he will be removed from this topic and added to the newly chosen topic, but no later than the end of September.

BT assignment

- ✚ Topic: Individual Professional Practice in the Company / Absolvování individuální odborné praxe
- ✚ Rules for preparation:
 1. The student shall undergo individual practice with the company: **Company name**
 2. Structure of the final report:
 - a. Specification of the professional orientation of the company where the student underwent his professional practice, specification of his occupational category.
 - b. A list of the tasks the student was assigned in the course of his professional practice, including their time allocations.
 - c. The methods chosen when dealing with the tasks allocated to him.
 - d. The theoretical and practical knowledge and skills acquired during studies and applied in the course of the professional practice.
 - e. The knowledge and skills the student was lacking in the course of his professional practice.
 - f. The results achieved in the course of his professional practice and the general assessment of them.
- ✚ List of recommended literature: according to the instructions of the consultant who supervised the student's professional practice.

Elaboration of BT

- ✚ When preparing the BT, the student must follow the required instructions <https://innet.vsb.cz/en/study/study-regulations/kontext/fei#rap> (available after logging into InNET).
- ✚ The bachelor thesis must be written so that it can be published in its entirety. For example, if the thesis contains company data, it must be presented in the thesis with respect to the protection of the company's know-how (the company will confirm this in the "Declaration of the Cooperating Person's Representative"). For example, data can be anonymised in the thesis according to the instructions of the supervisor and more detailed data can only be presented during the defence.

The student will receive credit for the winter semester if:

- by the end of October of the given AY, they will report to the department to their BT supervisor;
- by the end of the credit week of the WS, he enters the confirmation of the number of days worked into Edison IS;
- meet the conditions set by the relevant department.

The student will receive credit for the summer semester if:

- by the end of March of the given AY year, provide a draft of the BT to his departmental BT supervisor;
- by the end of the credit week of the SS, he enters the Confirmation of the number of days worked into Edison IS;
- submit the BT to Edison IS by the end of April of the AY;
- meets the conditions set by the relevant department.



Declaration of the Cooperating Person's Representative

- Name of the cooperating legal or non-legal person:
- Name of the cooperating person's representative:

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- Student's name:
 - Login:
 - Study programme:
 - Type of the thesis:
 - Title of the thesis:
 - Supervisor:

In accordance with the provisions of Section 47b, Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on amendment and supplement to other acts (Higher Education Act), as amended, higher education institutions are obliged to make public, at no profit to themselves, the Bachelor's, Master's, Doctoral, and advanced Master's theses that have been defended at their institutions, including the readers' reports and the document on the course of the defence and the results of the defence. The institution will do this by making available a database of these theses.

The representative of the cooperating person agrees with the publication of the above-mentioned qualification thesis.

Date:

Representative's signature:



Certificate of the Number of Days Worked During Practice

- Student's name:
- Login:

- Company name:
- Name of the person issuing the certificate:

I confirm that the aforementioned student practiced in our company:

- from:
- to:
- total days*:

Date:

Signature a company stamp: _____

* The number of days is confirmed for each semester separately.