

Directive on Students' Professional Internships

Name of the Internal Regulation	Directive on Students' Professional Internships
Number of the Internal Regulation	uvs.pro.020

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Article 1: Opening Clause

1. Obligation to complete a professional internship as part of studies at Unicorn Vysoká škola s.r.o. (hereinafter referred to as UVŠ) is enshrined in the Study and Examination Rules of Unicorn Vysoká škola s.r.o. (hereinafter only SER) in Article 6, paragraph 2.
2. This Directive specifies in more detail the rules and obligations of UVŠ students when completing professional internships and is binding for all students without distinction.

Article 2: Professional internship

1. According to the SER, article 6, paragraph 17 and paragraph 18, every student of UVŠ is obliged to complete a professional internship of at least 12 weeks during their studies. This Directive specifies the duration of professional internship at a minimum of 550 hours.
2. Professional internship must be content-consistent with the study program. The knowledge, skills, and competences acquired by the student must correspond to the profile of a graduate of the study program at UVŠ. The compliance of the professional internship content with the study program graduate's profile is assessed by the professional internship guarantor, and if the content of the proposed professional internship does not match the study program graduate's profile, the guarantor will not approve this professional internship.
3. It is recommended to complete a professional internship in the last semester of study, but it can be completed at any time during study, provided that the maximum permitted duration of study according to SER, article 2, paragraph 6 and paragraph 7 must not be exceeded.
4. The professional internship does not have to be financially evaluated, the conditions and the possible amount of remuneration depend on the student's agreement with the professional internship provider.

Article 3: Provider of the Professional Internship

1. The professional internship provider is the contractual partner of UVŠ, but it can also be any organization or company (including self-employed persons) of the student's own choice.
2. The student's previous employer can also be considered a professional internship provider.

Article 4: Initiation of the Professional Internship

1. Before starting the professional internship, the student is obliged to report the required information about the professional internship and about the professional internship provider; the student is responsible for the correctness, truthfulness, and timeliness of the reported data.
2. If the data reported by the student about professional internship or about the provider of professional internship is incomplete, the student is invited to complete it within a maximum period of 14 days from the sending of the invitation. If, even after this deadline, the student does not complete the data, the professional internship guarantor may not approve the start of the professional internship, even if the professional internship has already started in the meantime.
3. The obligation according to paragraph 1 of this article does not apply to the situation where the student started a professional internship before starting their studies at UVŠ. In this case, they report data on professional internship and the provider of professional internship already as a student during the professional internship, but not after it ends.
4. The obligation according to paragraph 1 of this article does not apply to the situation where the student has completed a professional internship before starting their studies at UVŠ. In this case, the procedure for the recognition of professional internship is applied according to Article 6 of this Directive.

Article 5: Completion of the Professional Internship

1. The student is obliged to complete professional internship with just one provider of professional internship, namely in the required scope and quality.
2. The student is obliged to deliver the evaluation of the professional internship completed by themselves immediately, but no later than 14 days after the end of the internship (with the exception of Article 4, paragraph 4 of this Directive).
3. The professional internship guarantor approves the completion of the professional internship without unnecessary delay after delivery of the professional internship evaluation by both the student and the internship provider, and after assessing the fulfilment of all requirements.

Article 6: Recognition of the Professional Internship

1. A student can request the guarantor of professional internship for recognition of a professional internship if no more than two years have passed since the end of the internship and if Article 2, paragraph 1 and paragraph 2 of this Directive are fulfilled.
2. The professional internship guarantor can recognize the internship only after:
 - the student provides information on professional internship and the provider of professional internship,
 - at the same time, the student delivers their internship evaluation,
 - at the same time, the guarantor receives an internship evaluation from the internship provider.

Article 7: Concluding Provisions

1. This Directive takes effect on the date of its issue and is valid until revoked.
2. Information about professional internships, including the proper procedure for their administration, is available on the professional internship portal.