

PŘÍLOHA B

BACHELOR'S INTERNSHIP – REQUIREMENTS FOR OBTAINING COURSE PRECREDIT

Completion of the Bachelor's Internship is a mandatory requirement for the successful completion of bachelor's degree studies in all study programs accredited in English.

STUDY PROGRAMS EM, INFOA, BA

To successfully complete the Bachelor's Internship, students enrolled in the EM, INFOA, and BA study programs **must**:

- submit the **Student's record of attending the practice form** confirming the completion of a professional internship of at least **120 hours**, which is relevant to the focus of the study program and the graduate; and
- **attend one professional lecture/workshop selected from the list of events included in the Bachelor's Internship program** (the list of lectures/workshops is available on the jobs.pef.czu.cz portal, where registration also takes place).

To have attendance at a Bachelor's Internship lecture/workshop recognized, students must:

- **register for the lecture/workshop** via the jobs.pef.czu.cz portal; and
- **confirm the attendance by presenting the CZU identification card** (i.e., the student ID card issued by CZU) in physical form.

The Bachelor's Internship requirements may be completed at any time during the bachelor's degree studies. However, the course credit for the Bachelor's Internship will be recorded in the UIS only in the final semester of study, i.e., the **6th semester**, provided that the student has fulfilled all study obligations.

According to the academic year schedule, the deadline for submitting all documents required to complete the Bachelor's Internship and obtain course credit for the Winter Semester of the 2026/2027 academic year is December 11, 2026, at 11:59 p.m. According to the academic year schedule, the deadline for submitting all documents required to complete the Bachelor's Internship and obtain course credit for the Summer Semester of the 2026/2027 academic year is April 9, 2027, at 11:59 p.m.

ADDITIONAL INFORMATION

- Guest lectures delivered as part of regular course instruction are **not** considered professional lectures within the Bachelor's Internship program.
- The **Agreement on the Provision of Professional Internship** is concluded only if the company itself requests such an agreement for the purpose of carrying out the internship. If the company does not request the agreement, it is sufficient to complete and have the Student's record of attending the practice form confirmed after the internship has ended. If the company wants to sign the agreement, the student must fill in their personal details and the company's details, have the agreement signed by the company, and then submit it to the E246 office so that it can be signed by the Dean of the Faculty of Economics and Management.
- The **Center for Innovation and Technology Transfer manages the administration of the Bachelor's Internship course credit. Additional information can be obtained from the International Relations Office, the study coordinators of the individual Study Programmes.**

Details regarding registration for the lectures and the submission of required documents will be specified later.