

Internships for Students of Bachelor Study Programmes

Directive of the vice rector for studies

1. Character and aim of the internship

This directive regulates conditions for the completion and the evaluation of the Student Internship (regarded as “SI” further on), which is a mandatory part of the study plans of the professionally specialized bachelor degrees programmes realised under Prague school of creative communication. The aim of the directive is to allow student applications and further development of their theoretical knowledge and practical skills acquired during their studies in real workplace, and to thus fulfil the profile of the absolvent.

The profiling of the internship is determined by the study programme. During the internship student is familiarized with real workplace environment, the students acquire principles of team work, they learn working on their own as well as issue solving and learn of the broader contexts of their fields of study.

2. Dates and study requirements

Students may undergo the SI anytime during their studies in regards to their time possibilities. Recommended period is the second year of studied, and the latest the SI can be recognised is before application for the State Final Exam. Even though the SI is not counted toward the limit of unaccomplished courses, it is a requirement for a duly conclusion of studies.

3. The choice of the provider of SI

The student has an option of:

- a) undergoing the SI at a provider from the portfolio of VŠKK and PSCC
- b) finding the provider individually – before the beginning of the SI, the student must submit an *Application for recognition of specialized practice at a subject of your choice* to the study department or the Academic Affairs Manager.

4. Organization and the course of SI

The course of the SI is determined by the provider in regards to the study programme of the student. Each student is given a tutor or a supervisor by the provider, who follows up with the student and after finishing the IS, they prepare the *Internship Course Evaluation*.

5. Required documentation

After the conclusion of the SI the student must bring the summarizing documentation:

- A) **The summarized SI record** which states that the student underwent minimal **480 hours** in the course of their studies;
- B) **Evaluation of the SI by the provider** (is filled out and signed by the provider or the tutor/supervisor as stipulated by paragraph 4);
- C) **Evaluation of the SI by the student** which states the student's personal account of the SI and the contribution of the SI to the student.

The summarizing documentation is submitted for the check of finished study requirements no later than before the period of application for the State Final Exam and must be approved by and signed by the vice rector for studies). The application period before the State Final Exam is set by the academic calendar of the academic year, dependant on when the student wishes to finalise their studies.

6. Financial reward

Internships are usually unpaid. In the case of the student being able to actively participate on the realisation of commercial projects, the provider may enter into a contract for services or another type of agreement regarding compensation. This arrangement is exclusively based between the provider and the student and does not influence the evaluation of the SI by PSCC

7. Evaluation and record keeping of the SI

The evaluation of the SI is based on the submitted documents. Personnel in charge of the evaluation of the SI and the awarding of credits in UIS in regard to the study programmes are stated on the webpage of the school under the section STUDENT in the STUDENT INTERNSHIP tab. Based on the evaluation are then in the University Information System (UIS) the credits recognised as well as the completion. To ensure the quality of the system the database of partners is annually updated as well as the conditions for the evaluation, which is regulated by the regulations of PSCC.

Effective from 9.2.2026

In Prague on:



PhDr. Lenka Šimková, PhD.

Vice rector for studies