
Dean's Directive No. 10/2017

Title:	Registration of Internships at the Doctoral Level of Studies
To implement:	Art. 13 Par. 4 of the Rules of Study at the Faculty of Humanities of Charles University
Date of effect:	31 October 2017

Art. 1: Introductory Provisions

1. This Directive regulates, in compliance with Art. 13 Par. 4 of the Rules of Study at the Faculty of Humanities of Charles University (hereinafter referred to as the "Faculty"), as amended, the manner of registration of internships at the doctoral level of studies for the recognition of study duties completed during studying abroad.
2. An internship is understood to mean a study-research stay abroad that the student carries out in the course of his / her studies at the Faculty in accordance with the requirements of the study programme.
3. Throughout the stay, the student remains enrolled at the Faculty and is subject to binding study regulations (in particular Code of study of Charles University and the Rules of Study at the Faculty).
4. The student shall also follow the rules of the programme within which the stay is implemented and it is his / her duty to consult the content thereof.
5. The student undertakes to fulfill all study duties prior to leaving to go abroad the failure of which, at the time of leaving to go abroad, could lead to a decision to terminate the studies at the Faculty.

Art. 2: Registration of Internships

1. Internships are registered exclusively in the Study Information System (hereinafter referred to as the "SIS") through the *Internship Registration Module*.
2. Before starting an internship, the student is required to file an application for the internship (hereinafter referred to as the "Application") in the *Internship Registration Module* in SIS.
3. Approval / non-approval of the application filed in SIS is decided by the Department for Doctoral Studies and the International Office of the Faculty.
4. After returning from the internship, the student is obliged to submit a document confirming the stay certified by the receiving institution (hereinafter referred to as the "Confirmation") stating the dates of the internship. The student shall submit the *Confirmation* through the *Internship Registration Module*.
5. On the basis of the *Confirmation* submitted, specific internship dates will be approved in SIS and registration of the internship will be completed.

Art. 3: Transitional and Final Provisions

1. During the transition period prior to the introduction of the functionality *Completed Internship Confirmation Submission* in SIS, the student shall send the scanned *Confirmation* to the following e-mail address: international@fhs.cuni.cz
2. This Directive shall enter into force and takes effect on the day of its signature.

In Prague, 31st of October 2017

Ing. arch. Mgr. Marie Pětová, Ph.D.
Dean