

INSTRUCTIONS FOR ICARD PRACTICAL TRAINING

Students of the Bachelor's programme International Cooperation in Agricultural and Rural Development at the Faculty of Tropical AgriSciences of the Czech University of Life Sciences in Prague are required during their studies to take practical training.

Scope of training:

Student is required to complete practical training in duration of at least 10 full days (80 hours in total), which usually means 2 weeks. It is possible to complete training at once or in blocks. In case that the student completes training during winter or summer semester, it may not interfere with student's participation in classes.

The course Practical Training (IEI25Z) is credited by 3 ECTS.

Content of training:

Practical training and its content must be related with the ICARD study programme, study specialization or bachelor's thesis. Students are obliged to attend training in companies engaged in foreign trade and development cooperation, in NGOs focused on social, economic or environmental development, or in agricultural enterprises. It is possible to accept the active participation in international development project or research project. During practical training, students should apply knowledge and skills acquired at university.

Cover letter:

Cover letter addressed to the organization where the student is interested to apply for the practical training is available for download on the website of the Study program.

Request for training:

Student submits the application for training before the beginning of practical training. The application must be approved by the Bachelor's thesis supervisor and the study program coordinator.

Brief structure of the application:

- Name of organization/ project
- Term of practical training
- Preliminary workload of practical training

Acceptance of training:

For the practical training acceptance, the student must submit to the Bachelor's thesis supervisor following documents no later than 30 days after completion of practical training:

- Students' credit list on completion of practical training
- Report on completion of practical training of no more than two A4 pages - see prescribed structure below

Recommended structure of the final report:

- Name and brief description of organization/ project
- Specialization of organization/ project objectives
- Workload of practical training
- Contribution of practical training for Bachelor's thesis preparation and study programme

After evaluation of all submitted documents and signature of the Bachelor's thesis supervisor, the study program coordinator will grant the credit to the student to UIS.

Insurance:

- Students of the CULS Prague who are sent to the practical training within their studies are insured by the insurance company Kooperativa pojistovna, a.s., insurance contract No. 7720707919
- In case of the practical training conducted abroad, students are requested to arrange the working travel insurance according to the instructions of the employer.
- In case of insured accident, study program coordinator together with the student fills the Record of accident and then they will submit it to the insurance company.

Warning:

Practical training might not be recognized in the following cases:

- Student will break any of conditions in pursuance of practical training
- Student will require recognition of training retrospectively, i.e. he fails to submit required documents within 30 days after the end of training
- There will be any inconsistencies with the request for training or in submitted documents
- Final report will not be in required extent and structure