903 APPLICATION FOR THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES STUDENTS TO REGISTER FOR COMPULSORY INTERNSHIP

Student information notice

Starting from the spring semester of the 2022/2023 academic year, Faculty of Humanities and Social Sciences students may submit applications for the compulsory internship using the Neptun system only. Applications must be submitted separately for each internship period. The application can be submitted several times for the same subject until it is completed.

Who may submit the application?

Any full-time, correspondence students of the Faculty of Humanities and Social Sciences, whose model curriculum requires the completion of an internship.

When can the application be submitted?

The application can be submitted on a continuous basis. The minimum number of days for submitting the application before the start of the internship depends on the training.

What information is included in the application?

The applicant's personal data as recorded in the Neptun system:
- Student's personal data:
    o name,
    o Neptun code,
    o e-mail address,
    o phone number.
- Data of the student's training program:
    o name and code of the training,
    o start of the legal status of the student's program,
    o number of active semesters.

Data to be submitted by the applicant:
- mandatory:
    o name and code of the subject,
- mandatory depending on the training program:
    o specialization,
    o internship site data,
    o contact information,
    o further information about the internship.

Process

Submission of applications

The application can be submitted on the *'Available request forms'* tab under the *'Administration / Requests'* menu item in HWEB by opening *'903B Compulsory internship registration application (Faculty of Humanities and Social Sciences)'*. Beginning and end of the submission period is displayed in the application's row.

Prior to submitting the application, it is advisable to confirm which internship data is to be provided, as the application will be automatically rejected for lack of relevant data depending on the program.

By entering at least 2 characters in the *'Subject'* field, it is possible to search for incomplete subjects in the student training program's model curriculum.

After completing the form, it can be submitted by clicking *'Next'* and then the *'Submit request'* button on the preview page. The application is considered submitted if it receives the status *'Being processed'*, which students can check on the *'Submitted requests'* tab under the *'Administration / Requests'* menu item. No service fee is payable for the submission of the application.

Correction

During the application process, the reviewer may return the application for corrections if relevant data is missing or further clarifications are needed. The application is then delivered to the applicant via HWEB with the status *'Returned for correction'* under the *'Administration / Requests'* menu on the *'Submitted Requests'* tab. The applicant is notified of the application being returned for correction by way of Neptun message (or email, if the user has enabled email notifications). Correction can be started after choosing *'Correction'* in the pop-up menu appearing when clicking the + sign at the end of the application's row.

The process for making corrections is the same as submitting applications, with the difference that the pop-up window displayed when the application is opened provides a message on the reason why the application was returned for corrections (the reason is also displayed in the text box above the application after the pop-up window is closed). Please note that the applicants have 15 calendar days to make corrections. If no corrections are made, the application will be returned for assessment in an unchanged form.

Application assessment and administration

The application may be **accepted** or **rejected** during the application assessment process depending on the sufficient data provided. By the end of the process, the system will generate an official decision, both in cases of acceptance or rejection. In case of acceptance, the official decision will contain information the applicant can not be aware of at the time of submission. This might even include the internship site itself. The document can be viewed and printed from the *'Submitted requests'* tab in the *'Administration / Requests'* menu point in HWEB by selecting the *'View decison'* menu point from the pop-up menu displayed after clicking the + sign at the end of the row of application. The applicant is notified of the application being accepted or rejected by way of Neptun message (also by email, if the user has enabled email notifications).