



Ref. No. 09/0073/12

Vodňany, 21st March, 2012

Dean's decision No. 12/2012
Schooling outside of the FFPW USB, external students at the
FFPW USB and keeping the records

1) Schooling outside of the FFPW USB includes any stay of students of the FFPW USB outside of the workplaces of the USB that is a part of their curriculum, e.g. excursions, stays, professional and operational practical trainings etc. In connection with the Vice-Rector's Directive No. 192 from February 10th, 2012, I hereby request that all responsible teachers report for every case of schooling outside of the FFPW USB:

- date of the event;
- place of the event;
- description of the event;
- expected number of students;
- person responsible for the event;

If the data are not available from another document (e.g. from a contract, documents related to a trip abroad, mobility documents etc.), it is necessary to send the information related to any teaching outside of the FFPW USB to the appointed person at the Study Department of the faculty.

2) Schooling of external students is defined as schooling, performing practical tasks, elaborating final thesis and other activities (except for employment) of students not affiliated with the FFPW USB at the FFPW USB. Every employee of the FFPW USB responsible for organizing schooling of external students at the FFPW USB is obliged to fill out and hand in one or several of the following documents (depending on the nature of the schooling):

- **Registration protocol of external student at the FFPW USB** (see addendum in the Czech version of this decision). The form is used by all students from the CR and abroad, except for students of the USB, who participate in schooling at the FFPW USB, have a practical part of their education at the FFPW USB or work on a final or other thesis.
- **Registration protocol of external student of USB at the FFPW USB** (see addendum in the Czech version of this decision). The form is used by the students of other faculties and parts of the USB, who have a practical part of their education at the FFPW USB or work on a final or other thesis.
- **Registration protocol on the schooling of groups of external students at the FFPW USB** (see addendum in the Czech version of this decision). This form is used for schooling of groups of students from the CR and abroad (except for students from the USB) taking place in the FFPW USB (a group means 2 or more students).

Before taking part in schooling, practical part of education or commencing work on a final thesis at the FFPW USB, every external student must be trained in BOZP (safety and protection of health in a workplace) and PO (fire protection) in a scope depending the nature of activities carried out within the FFPW USB. The training is carried out by a person

responsible for these activities at the FFPW USB and / or by the head of the laboratory, instructor or thesis supervisor, if the responsible person decides that such training is necessary and / or sufficient. A signed document from training of an external student in BOZP and PO (see addendum in the Czech version of this decision) is a mandatory addendum to the registration protocol. Records of these trainings for external students are kept by the Administrative Office of the faculty.

See addendums in the Czech version of this decision:

- No. 1) Registration Protocol of External Student at the FFPW USB - form
- No. 2) Registration Protocol of Student of USB at the FFPW USB - form
- No. 3) Registration Protocol on the Schooling of Groups of External Students at the FFPW USB
- No. 4) Protocol from BOZP and PO Training of Students

This decision cancels the Dean's decision No. 14/2009.

This decision takes effect from 23.3.2012



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