

**Guidelines for bachelor and master practice
at FEM SUA in Nitra valid for the academic year 2022/2023.**

1. Bachelor and master professional practices is completed by students in accordance with an accredited study program in order to ensure their further development and acquisition of practical skills and experience in the relevant field of study.
2. A student can complete professional practice in any entity, regardless of its size and focus. The specification of the subject's focus suitable for completing professional practice can be specified by the person responsible for professional practice within individual study programs.
3. The student chooses the subject for the implementation of the practice from the current offers provided by the faculty, or arranges the completion of the practice with the subject individually.
4. The activities within the scope of professional practice that the student completes must be directly related to the study field of economics and management. These are mainly activities in the company focused on economics, management, marketing, trade, accounting, finance, statistics, informatics.
5. The duration of the practice is a total of 4 working weeks (they do not have to be continuous), which the student can complete during the whole period of academic year, on dates agreed with the entity that provides him with the opportunity to implement the practice. A student can also complete professional practice in several entities.
6. The student can complete professional practice in an alternative way through practically oriented courses offered by the faculty in cooperation with its partners. The content of the courses is the solution of practical assignments, which the partner organization provides to the students.
7. The student completes professional practice on the basis of a signed student practice agreement with the company. The agreement form is sent to students through the persons responsible for professional practice within individual study programs.
8. The student, in cooperation with the subject providing professional practice, fills out and signs the agreement in 3 copies and ensures the subject's signature. Before starting the practice, one copy must be sent to the FEM person responsible for professional practice for the relevant study program, keeps one and sends one to the subject where he plans to do the practice.
9. Credits will be awarded to the student on the basis of:
 - a submitted report on the implementation of professional practice, which the student prepares on the basis of documents from the person responsible for professional practice within the individual study programs,
 - certificates of completion of the practice confirmed by the entity in which the practice was completed, which is presented to the person responsible for the professional practice within the individual study programs.

10. The deadline for handing in the practice report and confirmation of completion of the practice will be announced in time by the person responsible for the practice in the given study program.
11. In the case of completing the practice in an alternative way, it is not necessary to fill in the student's practice agreement. In this case, there is no need for a confirmation of the completion of the practice. Even in such a case, the student prepares a report that includes the activities he implemented as part of the alternative practice.
12. The credit will be awarded and entered in the IS by the person responsible for professional practice in the relevant study program based on the materials submitted by the student.
13. In case of problems regarding completing the practice, the student must immediately inform the person responsible for the practice in the relevant study program about the problems.
14. In the event that the situation does not allow the student to complete the practice at all and the student has informed the faculty about this in time, the person responsible for the practice will determine other alternative options for completing the practice.
15. In case of questions or ambiguities regarding the completion of the practice, the student contacts the person responsible for the professional practice within the individual study programs. The following persons are responsible for professional practice for individual study programs:

Practice supervisor at FEM: doc. Ing. Radovan Savov, PhD.

Business economics – Ing. Jana Ladvenicová, PhD.

Business administration- doc. Ing. Radovan Savov, PhD.

Business entrepreneurship, Agrarian trade and marketing - doc. Ing. Patrik Rovny PhD.

Applied economics and data analysis, Quantitative methods in economics - Ing. Jozef Palkovič, PhD.

International business with agrarian commodities, International economy and development - Ing. Ema Lazorčáková, PhD.

Accounting - Ing. Petra Nováková, PhD.