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Regulation No. **2/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 2/2026 Guidelines for the Performance of Work Placements

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Approved by			Board of Trustees of VŠTE in Prešov on 29 October 2026		
			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
			doc. ThDr. PaedDr. Marek Storoška, PhD., Rector		
Replaces document	original wording of Directive VŠTE No. 2/2026 of 20 April 2026				
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Guidelines for the Performance of Work Placements

Institute of Technology and Business in Prešov

Directive VŠTE No. 2/2026

Guidelines for the Performance of Work Placements at the Institute of Technology and Business in Prešov
(Pokyny k vykonávaniu odbornej praxe na Vysokej škole technickej a ekonomickej v Prešove)

2026

Article 1 Introductory Provision

1) A work placement is a purposeful activity of the student aimed at acquiring practical skills, which the student verifies at the placement workplace on the basis of the theoretical and practical knowledge and training skills acquired in the academic environment. A work placement is a form of practical training pursuant to Section 75 of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act"), which the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") provides in cooperation with entities providing practical training.

2) The subject of this Directive is attendance, assessment and the award of credits to students in the course "work placement" in the accredited study programmes of VŠTE in Prešov.

3) A placement participant is a student in the full-time or part-time form of study who verifies the theoretical knowledge acquired during study and tests it in the performance of the placement. The placement participant is obliged to observe:

a. the contractual terms concluded by VŠTE in Prešov with the placement workplace or the institution where the placement is performed,

b. the Code of Ethics (Directive No. 5/2025 Code of Ethics (Smernica č. 5/2025 Etický kódex)),

c. the rules and internal directives of the institution where the placement is performed,

d. the obligation to cooperate closely with VŠTE in Prešov and the placement workplace.

4) The placement guarantor on behalf of the institution is a member of the teaching staff entrusted with the supervision of work placements by the Vice-Rector for Study (hereinafter the "placement guarantor on behalf of the institution"). The placement guarantor on behalf of the institution is the designated teacher who confirms the entries in the practice logbook pursuant to Section 88(5) of the Act.

5) The placement guarantor on behalf of the host organisation is an experienced employee of the host institution who, within their work duties or purely on a voluntary basis, guides the student during their practical activity.

6) The placement workplace is the host institution where the student performs the work placement (an entity providing practical training pursuant to Section 75(1) of the Act).

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Article 2 Significance and Objectives of the Placement

1) The work placement is regarded as a valuable part of the educational process; it extends the theoretical preparation of students and brings them into contact with the reality of the profession.

2) The basic objectives of the work placement include:

a. to give students experience of the working methods that exist or are applied in various types of organisations and to encourage students to reflect on this experience,

b. to enable students to try out and verify in practice the knowledge, skills and working methods they have become acquainted with at the institution during their studies,

c. to enable students, in the course of their studies, to confront their theoretical ideas with their practical implementation and to take a position on professional problems and conflicts,

d. to develop the student's professional identity – to stimulate the process of students' identification with the helping scientific discipline as a profession.

Article 3 Pre-placement Seminar

1) Before the start of the placement, the placement guarantor on behalf of the institution holds a pre-placement seminar with all students.

2) The pre-placement seminar is a one-off meeting of the placement guarantor on behalf of the institution with the students, at which the placement guarantor on behalf of the institution informs the students, in the form of a consultation, about the requirements of the work placement, familiarises the students with the issues of the given type of work placement and instructs them on their rights and obligations.

3) The placement guarantor on behalf of the institution familiarises all students with their obligations, in particular:

a) the obligation to observe the working regime at the workplace where the placement takes place and to fulfil the obligations arising from the content of the placement,

b) the obligation to respect the instructions of the competent employees of the establishment who will provide the work placement,

c) the obligation to perform the work placement properly and responsibly at the agreed time and, during the placement, to prepare written information on its course according to its content,

d) to inform the placement guarantor on behalf of the institution and the placement guarantor on behalf of the host organisation of any problems preventing completion of the placement,

e) the obligation to comply with the legal regulations applicable to the workplace where they perform the work placement,

f) at the request of the host, the obligation to maintain confidentiality about facts they have learned in the performance of the work placement, with the exception of the processing of data in the work placement report,

g) during the performance of the work placement, students are subordinate to the placement guarantor on behalf of the host organisation where they perform the placement and follow their instructions,

h) students are fully liable for damage caused by them during the placement or in direct connection with it,

i) travel costs and costs associated with meals and accommodation are borne by the students performing the work placement,

j) the obligation to observe the rules of occupational health and safety at the relevant workplace (Section 75(4) and Section 93(3)(c) of the Act),

k) the obligation to be appropriately dressed during the placement, according to the requirements or nature of the workplace,

l) the obligation to keep a record of the course of the placement in the practice logbook (Section 88(1)(c) and (5) of the Act) and, at the end, to prepare a work placement report and submit it to the placement guarantor on behalf of the institution after completion of the work placement.

4) The placement guarantor on behalf of the institution familiarises all students with their rights, in particular:

a) the host organisation is obliged to entrust the organisation of the placement to its employee – the placement guarantor on behalf of the host organisation – who provides professional assistance to the students,

b) the host organisation is obliged, on the day the students start the placement, to familiarise the students with the occupational health and safety regulations in the conditions of the establishment providing the placement, in accordance with the Labour Code as amended and Act No. 124/2006 Coll. on Occupational Health and Safety, as amended (Section 75(4) of the Act),

c) the host organisation is obliged to issue the student with confirmation of completion of the placement.

Article 4 Principles for Completing the Work Placement

1) Students of the 1st and 2nd levels may, or are obliged to, perform a work placement in accordance with the study programme. The work placement is usually performed in the 2nd or 3rd year of study.

2) The work placement is performed in accordance with the content of the field of study and with the learning outcomes of the relevant study programme.

3) The minimum scope of the work placement is 72 hours per semester.

4) At the beginning of the relevant semester in which the placement is to take place, the student is obliged to familiarise themselves with the requirements, scope and content of the work placement according to the study programme (course information sheet in AiS2).

5) The student is obliged to attend the pre-placement seminar focused on the requirements of the work placement. The seminar is held at the beginning of the relevant semester for all fields of study.

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6) The student may take part in the work placement at the contracted establishments of VŠTE in Prešov – see the list of contracted establishments. If these establishments do not suit the student for reasons of accessibility, the student is obliged to arrange themselves for the signing of a "Cooperation Agreement", which governs the legal relationship between VŠTE in Prešov and the host organisation, with a contracted establishment that suits them. The document is available in electronic form on the website of VŠTE in Prešov (www.vste.sk) and in the academic information system AiS2 (hereinafter "AiS2"). The document sets out the rights and obligations of the parties involved. Before the start of the placement, the student submits to the placement guarantor the signed cooperation agreement between VŠTE in Prešov and the host organisation, unless cooperation is already signed with an organisation on the current list:

a) the deadline for submitting the signed agreement is 1 month from the beginning of the relevant semester of the academic year,

b) the deadline for submitting the final work placement report is no later than the 3rd week of the examination period.

7) The student may also perform the work placement on the basis of international mobility – a placement abroad within the Erasmus+ programme (Directive No. 3/2025 on the Implementation of the Erasmus+ Programme (Smernica č. 3/2025 o realizácii programu Erasmus+)). Upon fulfilment of all conditions, credits may be obtained for this placement (transfer of credits from credit mobility pursuant to Section 80 of the Act).

8) If the student completes the work placement in the form of Erasmus+ mobility, they follow the instructions of the mobility coordinator (Section 120(5) of the Act). After the student's return from the placement and its recognition by the coordinator, the coordinator reports the fulfilment of the conditions to the Study Department of VŠTE in Prešov.

9) The completion of the work placement may be recognised for a student on the basis of a submitted currently valid employment contract, a copy of a trade licence, or confirmation from an employer or another document relevantly evidencing the work activity performed by the student, which corresponds to the requirements of the field of study and evidently exceeds the prescribed hourly scope of the placement (recognition of informal learning pursuant to Section 81(1) of the Act and Article 15 of the Study Rules of VŠTE in Prešov). In such a case the student no longer submits any further documentation otherwise required for the work placement. The relevance of the documents and their compliance with the requirements of the field of study are assessed by the placement guarantor, who records the resulting assessment.

10) The placement guarantor on behalf of the institution is entitled to inspect the work placement performed by the student at the relevant organisation.

11) The student submits the report on the performance of the work placement to the placement guarantor no later than the end of the semester, in the extent of 3–4 pages, with the following content:

a) characteristics of the organisation,

b) course of the work placement,

c) content of the student's work placement,

d) self-assessment.

12) The evaluation of the work placement (see annex) is carried out by the placement guarantor on behalf of the institution. If not all the conditions of the work placement are fulfilled, the result "not credited" is awarded and credits for the relevant semester cannot be recorded. The placement guarantor on behalf of the institution enters the result of the assessment in AiS2 and confirms the entry in the student's practice logbook.

13) The pre-placement seminar may also be held online via the videoconferencing system of VŠTE in Prešov or as an electronic course in the e-learning environment of VŠTE in Prešov; in study programmes delivered by the distance method it is as a rule held online (Directive VŠTE No. 26/2026 on the Distance Method and E-Learning). The student submits the Cooperation Agreement, the work placement report, the evaluation of the work placement and the documents under paragraph 9 electronically via AiS2 or the e-learning environment of VŠTE in Prešov (as a signed scan or a document signed with an electronic signature), unless the placement guarantor on behalf of the institution determines otherwise. A student of a study programme delivered by the distance method may complete the work placement at an organisation in his or her place of residence, including outside the Slovak Republic; the inspection under paragraph 10 and Article 5(1)(g) may also be carried out via the videoconferencing system of VŠTE in Prešov or by electronic communication with the placement guarantor on behalf of the host organisation. In study programmes delivered in a language other than the state language, the templates set out in the annexes are also provided in the language of the study programme.

Article 5 Tasks of the Placement Guarantors

1) The placement guarantor on behalf of the institution:

a) professionally guarantees the work placement,

b) ensures the organisation and proper course of the work placement course,

c) at the pre-placement seminar, familiarises students with the objectives, forms, focus and content of the work placement and at the same time informs them of the assessment tools and the conditions for the award of credits,

d) assesses and subsequently approves the students' choice of organisation for the performance of the placement,

e) gives opinions on applications for recognition of the work placement course,

f) awards credits on the basis of the documents submitted and confirms the entries in the practice logbook (Section 88(5) of the Act),

g) during the placement, carries out random checks of the student's attendance and fulfilment of obligations, e.g. by telephone verification or a personal visit to the workplace,

h) resolves any problems of students relating to the work placement,

i) ensures the administrative tasks in connection with the work placement course,

j) provides students with a consultation service in connection with the work placement.

2) The placement guarantor on behalf of the host organisation:

a) ensures that the student observes all the rules agreed in advance during the placement and is available to the student throughout the performance of the work placement,

b) on the day the students start the work placement, ensures that the students are familiarised with the occupational health and safety regulations in the conditions of the establishment providing the work placement, in accordance with the Labour Code and Section 75(4) of the Act,

c) creates conditions for the student to properly fulfil their tasks,

d) assigns work to the student according to the needs of the host organisation, having regard to the agreed work content, with the aim of enabling the student to become more closely acquainted with the activities of the organisation,

e) issues the evaluation of the work placement for the student.

Article 6 Work Placement and Final Internship

1) A work placement under this Directive is not a final internship pursuant to Section 83 of the Act. The final internship is a course of the study programme whose defence is a state examination (Section 56(2) of the Act); its requirements and conditions are determined by the Study Rules of VŠTE in Prešov (Študijný poriadok VŠTE v Prešove) and Directive No. 4/2025 on the Requirements for Final Theses (Smernica č. 4/2025 o náležitostiach záverečných prác).

2) A work placement performed under this Directive, as well as a placement abroad completed within academic mobility, may be recognised as the final internship at the request of the student if it meets the requirements of the final internship (in particular the prior consent of VŠTE in Prešov to the place of performance and to the responsible person of the host entity, supervision by a consultant from among the university teachers of VŠTE in Prešov, and the preparation of a final internship record pursuant to Section 16 of Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act). Credits for the same activity are awarded only once. The Rector decides on recognition after the opinion of the placement guarantor on behalf of the institution and the person responsible for the study programme.

3) The practice logbook pursuant to Section 88 of the Act is a document of study in which practical training is recorded; it is kept in AiS2 or in paper form and the entries in it are confirmed by the placement guarantor on behalf of the institution. The practice logbook is not the final internship record.

Article 7 Related Regulations

This Directive builds in particular on the following legal regulations and internal regulations of VŠTE in Prešov:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll. (in particular Sections 56, 58, 75, 80, 81, 83, 88, 93 and 120),

– Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (in particular Sections 7 and 16),

– Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (Section 3(3)(i) – cooperation with placement establishments),

– Act No. 124/2006 Coll. on Occupational Health and Safety and on Amendments to Certain Acts, as amended, and Act No. 311/2001 Coll. the Labour Code, as amended,

– the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove),

– Directive VŠTE No. 21/2026 Study Rules (Smernica VŠTE č. 21/2026 Študijný poriadok),

– Directive VŠTE No. 5/2026 on the Criteria and Rules for the Assessment of Students (Smernica VŠTE č. 5/2026 o kritériách a pravidlách hodnotenia študentov),

– Directive No. 3/2025 on the Implementation of the Erasmus+ Programme,

– Directive No. 4/2025 on the Requirements for Final Theses,

– Directive No. 5/2025 Code of Ethics,

– Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu).

Article 8 Repealing Provisions

This Directive repeals Directive No. 5/2014 Guidelines for the Performance of Work Placements of the College of International Business ISM Slovakia in Prešov (Smernica č. 5/2014 Pokyny k vykonávaniu odbornej praxe Vysokej školy medzinárodného podnikania ISM Slovakia v Prešove). This version replaces the original version of Directive VŠTE No. 2/2026 effective from 1 February 2026.

Article 9 Final Provisions

1) This Directive enters into force and takes effect on 1 February 2026.

2) The annexes to this Directive are Annex No. 1 Cooperation Agreement, Annex No. 2 Work Placement Report and Annex No. 3 Evaluation of the Work Placement. The annexes and forms are updated together with the Directive; the current templates are published by VŠTE in Prešov on its website (www.vste.sk).

3) This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Presov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov

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Annex No. 1 Cooperation Agreement

Cooperation Agreement

concluded

between

Vysoká škola technická a ekonomická v Prešove s. r. o. (Institute of Technology and Business in Prešov)

Registered office: Masarykova 22, 080 01 Prešov

Company ID (IČO): 36 484 695

Tax ID (DIČ): 2021737410, registered in the Commercial Register of the District Court Prešov, Section Sro, Insert No. 14027/P

represented by: doc. Ing. Ján Dobrovič, PhD., Chancellor

(hereinafter "VŠTE in Prešov")

and

Name of organisation: .....

Registered office: .....

Company ID (IČO): .....

Represented by: .....

Guarantor on behalf of the employer: .....

(state telephone number and e-mail)

I. Subject of the Agreement

1.1 The subject of the Agreement is the placements of students of VŠTE in Prešov for the purpose of the practical application of theoretical knowledge, the acquisition of practical skills and the ability to use theoretical knowledge in practical activity (practical training pursuant to Section 75 of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act)).

1.2 The contracting parties have agreed to cooperate closely in the implementation of student placements.

II. Type of Work Activity and Length of the Work Placement

2.1 During the placement, students will perform activities related to the educational process at the institution in accordance with their professional specialisation.

2.2 Educational work in the conditions of the placement will take place during the winter and summer semesters of the academic year; the schedule will be specified by the relevant department each year before the start of the placement.

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2.3 The length of the work placement required by VŠTE in Prešov is at least 48 hours per semester for students of the study programme International Business in Trade and Services (Medzinárodné podnikanie v obchode a službách) and at least 72 hours per semester for the other study programmes.

III. Provision of Conditions for the Implementation of the Placement

3.1 The establishment providing the placement undertakes:

a) to provide the relevant placement for students of VŠTE in Prešov,

b) to entrust the organisation of the placement to its employee (placement guarantor on behalf of the entity), who will provide professional assistance to the students,

c) on the day the students start the placement, to familiarise them with the occupational health and safety regulations in the conditions of the establishment providing the placement, in accordance with the Labour Code as amended and Act No. 124/2006 Coll. on Occupational Health and Safety, as amended (Section 75(4) of the Higher Education Act),

d) the organisation undertakes to create conditions for the student to properly fulfil their tasks,

e) to assign work to the student according to its needs, having regard to the agreed work content, with the aim of enabling the student to become more closely acquainted with the activities of the organisation,

f) to allow authorised employees of VŠTE in Prešov to inspect the course of the placement,

g) to issue the student with confirmation of completion of the work placement and to confirm the entry in the student's practice logbook.

3.2 Obligations of VŠTE in Prešov:

a) to ensure the required work content according to the curricula and other applicable pedagogical documents and to monitor students during the performance of the work placement,

b) to instruct students on the conditions and requirements of the work placement and to familiarise students (rights, obligations, liability for damage),

c) to provide the establishment providing the work placement with information on the content and requirements of the placement that the students are to fulfil.

3.3 Obligations of students:

a) to observe the working regime at the workplace where the placement takes place and to fulfil the obligations arising from the content of the placement,

b) to respect the instructions of the competent employees of the establishment who will provide the work placement,

c) to perform the work placement properly and responsibly at the agreed time,

d) during the work placement, to prepare written information on its course according to its content,

e) to inform the guarantor of the institution and the guarantor on behalf of the placement provider of any problems preventing completion of the placement,

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f) to comply with the legal regulations applicable to the workplace where they perform the work placement,

g) to maintain confidentiality about facts they have learned in the performance of the work placement, with the exception of the processing of data in the work placement report,

h) during the performance of the work placement, students are subordinate to the head of the workplace at which they perform the work placement and follow their instructions,

i) students are fully liable for damage caused by them during the work placement or in direct connection with it,

j) the work placement is performed free of charge,

k) travel costs and costs associated with meals and accommodation are borne by the students performing the work placement,

l) to observe occupational health and safety at the relevant workplace,

m) to be appropriately dressed during the work placement, according to the requirements or nature of the workplace.

IV. Final Provisions

4.1 This Agreement takes effect on the day of signature by the statutory representatives of the participants. Either contracting party may terminate the cooperation by written notice or by agreement of both parties. The notice period is three months.

4.2 Termination by notice does not release either contracting party from specific obligations validly agreed beforehand.

4.3 The Agreement is drawn up in two counterparts of equal validity; the Agreement may also be concluded in electronic form.

4.4 Students' personal data are processed in connection with this Agreement to the extent necessary to ensure practical training, in accordance with Regulation (EU) 2016/679 and Act No. 18/2018 Coll. on the Protection of Personal Data, as amended.

For VŠTE in Prešov: For the host organisation:

doc. Ing. Ján Dobrovič, PhD.

Chancellor

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Annex No. 2 Work Placement Report

R E P O R T on the work placement

1. Title page of the report:

– name of the organisation, legal form, registered office of the organisation, contacts

– name of the student, year of study, academic year, study programme

2. Content of the report:

a) characteristics of the organisation,

b) course of the placement,

c) content of the student's work placement,

d) self-assessment.

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Annex No. 3 Evaluation of the Work Placement

Evaluation of the work placement

(to be completed by the entity where the student performed the placement)

Placement entity: Student:

Name: ..... Name and surname: .....

Registered office: ..... Residence: .....

....

..... Semester: .....

Company ID (IČO): ..... VŠTE in Prešov, study programme: .....

Placement guarantor on behalf of the entity:

.....

Tel.: .....

E-mail: .....

1) Content of work during the placement:

2) Number of hours worked and the period in which they were worked:

3) Evaluation of work activity, observance of attendance and the agreed working hours:

(brief verbal evaluation and grading on a scale of 1 to 4, i.e. excellent – 1, unsatisfactory – 4)

4) Evaluation of the student's professional abilities:

(brief verbal evaluation and grading on a scale of 1 to 4, i.e. excellent – 1, very good – 2, good – 3, unsatisfactory – 4); note: where appropriate, state the results of the work, e.g. a work created, etc.

5) Any suggestions for cooperation with VŠTE in Prešov:

6) Other comments:

We hereby confirm that the above-named student performed a work placement at our organisation for the prescribed number of hours.

Date .....

Placement guarantor on behalf of the entity: (name, signature, stamp)