**CONFIRMATION OF INTERNSHIP COMPLETION**

*This is to certify that the below-mentioned student:*

**Name:**

**Surname:**

**Student identification number:**

**Address**

**Field of study:**

**Year of study**:

*has completed an internship. The internship started on …. and finished on …….*

*Data of the company accepting the student for the internship:*

**Name of the company:**

**Company address:**

Paid internship? **Yes/ No**

**R E P O R T**

**LIST OF TASKS PERFORMED DURING THE INTERNSHIP (to be completed by the student):**

1. ………………………………………………………………………………………………………
2. ………………………………………………………………………………………………………
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***Place and date*** ***Student signature***

**OPINION ABOUT TRAINEE**

**(to be completed by the trainee supervisor at the host company/institution):**

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSESSMENT CRITERIA:** | **YES** | **NO** | **NOT APPLICABLE** |
| 1. A high level of substantial preparation of the student |  |  |  |
| 1. Orientation in the structure and the scope of the activity of the host company |  |  |  |
| 1. Ability to apply ethical principles and norms |  |  |  |
| 1. Ability to apply the principles of occupational safety and health |  |  |  |
| 1. Has a predisposition to work – has the skills to complete assigned tasks |  |  |  |
| 1. Shows discipline and responsibility |  |  |  |
| 1. Shows creativity in the implementation of assigned tasks |  |  |  |
| 1. Has the ability to communicate and work in a team |  |  |  |

**Additional information about the trainee:**

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***Name and Surname, position of the trainee supervisor at the host institution***

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***Place and date***  ***Supervisor signature, stamp of the host institution***

***COMMENTS:***

**1)**

Data and signature of the supervisor at the host institution: it is very important that the signature is legible and includes the position (**e.g. team leader, chairman of the board etc.**) and that there is the host company stamp and additionally the supervisor stamp – if it is only possible.

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/*Name and SURNAME of the supervisor*

*POSITION, stamp and signature*/

**2)**

Exact dates of the beginning and the end of the internship have to be provided. These dates have to cover the range specified in regulations of Rector of AGH University of Science and Technology for the current academic year and they have to include at least one month (20 working days).

**3)**

***REPORT***

Has to include description of performed tasks, which are **related to the field of study**, e.g.: programming in (e.g. Java), creating scripts in some language, dedicated system project, web applications design, configuration and management of network devices, etc.

**Example**

***Internship REPORT (scope and short description of performed tasks)***

*Scope of responsibilities: management of the network infrastructure, configuration and applying changes to network devices (Cisco, HP, Dell, WatchGuard etc.). Configuration and management of physical and virtual servers (Hyper-V and VMware). P2V migration. Troubleshooting file, mail and web servers (MS Server 2008 – MS Server 2012, Exchange Server 2007 – Exchange Server 2016, CentOS 7)*

**4)**

The form must be completed on the computer, printed and then only signed with a pen (preferably blue).

**5)**

In case of **employment**, **internship abroad**, **Erasmus internship**, etc., other documents have to be provided **in addition to the above mentioned form (page1, page2)**: e.g. contract of employment, acceptance report (for civil law contracts), a document summarizing the completion of the planned work as part of the internship abroad (e.g. Erasmus), etc., from which it clearly results that the internship has been finished and all the work planned for the internship has been completed and approved.