

INSTRUCTIONS FOR THE CORRECT COMPLETION OF THE INTERNSHIP BOOK

The internship book must be kept by the student for the entire internship period; at the end of the internship period, the book must be returned to the internship supervisor, in order to obtain the training credits. The internship supervisor has to provide for the delivery of the internship book to the Presidency Office.

Part A must be completed by the Presidency Office at the moment of delivery of the book to the student.

Part B must be completed by the student, who is required to indicate, for each day of the internship, the date, the duration and a brief description of the activity carried out.

There must be on each page the signature of the company tutor and the company stamp.

Part C/1 must be completed by the tutor, who is required to indicate the hours spent for the assistance activity to the student.

Part C/2 must be completed by the tutor at the end of the internship period, with a brief report on the activities carried out considering reported goals in the training project and with an opinion on the training results achieved.

Part D must be completed by the student, to whom a final valuation of their activity is request.