

**INTERNATIONAL BURCH UNIVERSITY**

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Bosnia and Herzegovina

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INTERNATIONAL BURCH UNIVERSITY  
SARAJEVO

INTERNSHIP FILE

Student's :

Name & Surname : .....

Department : .....

Year and ID Number : .....

Name and Address of the Company : .....

.....

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**INTERNATIONAL BURCH UNIVERSITY**

**FORMAL PROCEDURE OF INTERNSHIP PROCESS**

Important dates to complete formal process of internship are given below. Students are responsible from completing all documents and delivering them to the department head.

Process of the internship:

- 1.** Contacting the firm where the internship will be completed (Students are expected to find the firm).
- 2.** Submission of the official letter from the company that shows the acceptance of internship request. Due date: 10 May.
- 3.** Approval of the firm by the department internship committee. Due date: 15 May.
- 4.** Completion of internship between June through September (30 working days).
- 5.** Submission of student internship report to the department with an official petition. Due date: September 15.
- 6.** Evaluation of the internship by the committee and announcement of results. Due date: October 15.
- 7.** Student presentations about internship experience. Dates will be announced after the committee evaluations.



## INTERNSHIP EVALUATION REPORT

### **Student's:**

Name and Surname : .....

ID Number : .....

Internship Duration : .....

Decision (Approval/ Disapproval ) :

.....

Head of Internship Committee :

Committee Member :

Committee Member :

**STUDENT INTERNSHIP REPORT**

**Date : ...../...../20.....**

Studied Department:.....

Mission:.....

Works Done:

Earned Skills:

Student's Signature :.....

Supervisor's Signature :.....

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