**Eötvös Loránd University**

**Faculty of Informatics**

Contact: ikto@inf.elte.hu

LETTER OF REFERENCE ABOUT INTERNSHIP ACCOMPLISHMENT

# *The reference letter is to demonstrate* *that the student at the Mechanical Engineering BSc and Engineering Management BSc course of ELTE Faculty of Informatics has accomplished his/her complusory internship according to the appendix 3 of the 18 of 5 August 2016 decree of the Ministry of Human Capacities* *of Hungary at the chosen institution.*

1. **Information about the student**

Student’s name: Year studies were commenced:

 Phone number:

Student’s code: E-mail:

1. **Information about the selected institution**

Name of institution:

Address:

Phone number: Web page:

|  |  |  |
| --- | --- | --- |
|  | Contact | Student’s professional supervisor |
| Name |  |  |
| Department |  |  |
| Post |  |  |
| e-mail |  |  |
| Phone |  |  |

1. **Information about the internship**

Internship commence: finish: schedule:

Department name:

3.1. Employer’s general feedback, comments for the university (ELTE Faculty of Informatics):

3.2. Short evaluation of the internship, summary from the student:

3.3. Short evaluation of the internship, summary from the employer:

1. **Statement**

In the name of the institution (organization, company) above I certify that the named student has carried out his/her internship at our institution with the goals stablished, on an expected level and quality and along the conditions detalied above.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Readable name, signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Seal

*The Letter of Reference is valid only with the Acceptance Statement. ELTE Faculty of Informatics certifies the completed internship.*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Vice-dean for Education