**Eötvös Loránd University**

**Faculty of Informatics**

DECLARATION OF ACCEPTANCE FOR INTERNSHIP

# *This declaration of acceptance confirms that the student of Mechanical Engineering BSc/MSc studies at ELTE Faculty of Informatics can complete the mandatory 12 / 4 weeks internship specified in the training and graduation requirements of the program at the chosen organization within the framework detailed below.*

**The employing organization can issue this declaration only having a valid cooperation agreement with the Faculty of Informatics! The internship can be started after the approval of this declaration by the Faculty!**

1. **Information about the student**

Student’s name:       Starting year of studies:

Neptun code:

Phone number:      E-mail:

1. **Information about the employing organization**

Name:

Address:

Phone number:      Web page:

|  |  |  |
| --- | --- | --- |
|  | Contact person | Student’s professional supervisor |
| Name |  |  |
| Department |  |  |
| Position |  |  |
| E-mail |  |  |
| Phone |  |  |

1. **Information about the internship**

Internship starts:      ends:

**duration: …….. weeks**  **schedule: ……. hours/week total: ……..… hours**

Department name:

Professional work to be performed by the student (in details):

1. **Statement**

In the name of the employing organization I agree, that      (student’s name) will carry out his/her internship along the conditions detailed above and defined in the cooperation agreement between the organization and the Faculty of Informatics.

The above organization

[ ]  can be

[ ]  cannot be

listed on the website of ELTE Faculty of Informatics (www.inf.elte.hu) among the organizations employing interns.\*

\*Please, mark your choice. In the absence of approval the organization's data will not be published on our website.

Please note that we publish on our website only the data of organizations having a cooperation agreement with the Faculty for a period of at least 1 year for at least 5 students.

1. **Submission of the Reference Letter**

The student has to submit the Reference Letter (certification of completion his/her internship) **within 30 days after finishing the internship period**. If the student does not fulfill his/her obligation to submit the Reference Letter by the deadline, the Office of Educational Affairs is entitled to impose a new service fee every week after the deadline. The service fee is 3000 HUF/week.

1. **Signatures**

**Electronic signature** of the contact person or the professional supervisor, or their **signature with blue ink plus a seal**.

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

seal

After signing, please send this dokument to ta@inf.elte.hu

This document will be returned automatically to the employing organization after being approved by the University.

On behalf of ELTE Faculty of Informatics I approve completing the internship with the above conditions.

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

Vice-Dean for Education