

**LETTER OF REFERENCE ABOUT INTERNSHIP ACCOMPLISHMENT**

*The reference letter is to demonstrate that the student at the **Computer Science BSc** course of ELTE Faculty of Informatics has accomplished his/her 8 weeks compulsory internship according to the training and graduation requirements of the programme at the chosen institution and along the framework detailed below.*

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**1. Information about the student**

Student's name: *Example Name*

Year studies were commenced: *2020*

Student's code: *XYZWQE*

Phone number: *1234567*

E-mail: *example@inf.elte.hu*

**2. Information about the selected institution**

Name of institution: *Demo Institution*

Address: *Budapest, Demo street 5*

Phone number: *+36 11111111*

Web page: *<https://demoinstitution.hu>*

May be the same name!

	Contact	Student's professional supervisor
Name	<i>Institution ContactName</i>	<i>Supervisor Demoname</i>
Department	<i>IT group</i>	
Post	<i>PostBox 1000</i>	
e-mail	<i>supervisordemo@demo.institution</i>	
Phone	<i>+361234568</i>	

Must contain hours too!  
Exactly 320 hours all

**3. Information about the internship**

Internship commence: *01.07.2022*

finish: *31.08.2022*

schedule: : *40 hours/week, 320h*

Must be punctual!  
Finishing time must be later than start!

Department name: *IT group*

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:

#### 4. 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 established, on an expected level and quality and along the conditions detailed above.

Date: 03.02.2022 Readable name, signature **Responsible Person**, *Responsible Person*

Date should be later than finishing date!



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*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