

## 4.5 Referral/confirmation form for student practical placement

*Place for Company name and address*

Dear,

In order to provide our students with more opportunities to apply their theoretical knowledge in practice, acquire references that will be useful to them when seeking employment, and gain a better insight into the real tasks and problems they will encounter after graduation, you are kindly asked to accept the student, whose personal information is listed in the attached table below, for professional practical placement in your enterprise.

In accordance with previously established procedure, defined by the Programme of student practical placement, its annexes, as well as the Agreement on the realization of student practical placement, it is necessary that you include the contact information of your company and Industrial mentor who is responsible for coordination and monitoring of practical placement realization in your enterprise, in the table, and to confirm with your signature that the student is accepted to undergo student practical placement in your enterprise.

Prior to the commencement of practical placement, the student is required to submit the proposal of Practical placement work programme and align it with the academic and industrial mentor. During the practical placement realization, the student regularly keeps Diary of practical placement, describing daily activities. Industrial mentor monitors student progress and practical placement realization, and finally completes the Monitoring form, which assesses student performance and confirms that the student has undergone practical placement in the enterprise.

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Study programme:		Module:	
Planned practice time period	From:	To:	Number of hours:
Academic institution			
University:		Faculty:	
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:		URL:	
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

Academic Institution	Company (hosting institution)
_____ <i>Signature of responsible person for PPP</i>	_____ <i>Signature of responsible person for PPP</i>
Date: _____ Place: _____	Date: _____ Place: _____