**EVALUATION FORM**

**of internship completed as part of the degree programme of Eötvös Loránd University, Faculty of Business Economics**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME OF INSTITUTION/COMPANY:**  **Headquarters:**  **Company registration number:** | | | **NAME OF STUDENT:**  **Neptun ID:**  **Name of degree programme:** | | | |
| **Name of supervisor:** | | |  | | | |
| **Brief description of the task(s) performed by the student during the internship:** | | | | | | |
| **Evaluation criteria:** | **Please, tick the appropriate box!** | | | | | |
| **excellent** | **good** | | **satisfactory** | **sufficient** | **inadequate** |
| 1. Interest in the job |  |  | |  |  |  |
| 1. Initiative |  |  | |  |  |  |
| 1. Comprehension |  |  | |  |  |  |
| 1. Accuracy |  |  | |  |  |  |
| 1. Quality of performance |  |  | |  |  |  |
| 1. Critical thinking |  |  | |  |  |  |
| 1. Innovative ideas |  |  | |  |  |  |
| 1. Team spirit (integration at work) |  |  | |  |  |  |
| 1. Concentration |  |  | |  |  |  |
| 1. Theoretical knowledge of the student |  |  | |  |  |  |
| We certify that the student has completed an internship of ….. hours at our organization between …day ..….month ………year and …day ….month ………year in a position recognised as Professional Practice of the abovementioned degree programme.  The grade we recommend is:  a.) 5 – excellent, b) 4 – good, c.) 3 – satisfactory, d.) 2 – pass, e.) 1 – fail, (Please, circle or underline the appropriate one!) | | | | | | |
| **Dated: ……………………(place), ………(day)………(month)……...(year)** | | | | | | |
| **Signature of supervisor:** | | |  | | | |
|  | | | **Official signature of the host organization:**  **Stamp:** | | | |