To:

REQUEST

The Career Center at the University Of South-East Europe, in its program aims to enable 2-nd year students to achieve academic practical teaching (Internship).

The Practical Training is a part of academic program of South East European University, and at the same time it is mandatory for all students of SEEU.

If your company offers this opportunity, please accept this student to take practical lesson in your company/organization.

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The Internship should last at least 30 days (not less than 1 and more than 8 hours per day) in consultation with the professor (mentor) and the supervisor of practical training.

COMPANY ACTIVITY AND OBLIGATIONS

- It should give the exact individual and group duties to the student.
- It should provide working conditions and space.
- Can dismiss the student, if he/she doesn’t act in accordance to the company discipline.
- After finishing the practical lesson it should give the objective evaluation for his work in written form, also confirmation for finishing the practical training.

For further information you can contact the Career Centre on the phone numbers listed at the top of the paper.

Hope that our request will be considered by your side.

Thank you and wish you success in your work.

Date and Place

Sincerely

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Burbuqe Kaprolli Hamzai
Head of Career Centre SEEU