

## **MODEL FOR THE REPORT TO BE DRAWN UP AND UPLOAD ON LINE**

Write a report of at least one page on plain paper, addressed to the Commissione Tirocini, stating:

- personal data (name, family name, matriculation number, degree programme).
- period during which the internship was carried out (from /to ), number of hours and credits.
- hosting company/institution

and describe:

- the performed tasks (related to what agreed upon with the firm/institution)
- relationship with colleagues and superiors
- relationships with clients (if any)
- acquired skills
- personal evaluation on the performed internship

with

- date
- signature

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New procedure requires the on-line upload of student's documents, according the e-mail that you'll receive.