



PRACTICAL WORK BOOK

STUDENT _____

INDEX NUMBER _____

FACULTY _____

DEPARTMENT _____

STUDY YEAR _____



TO

(Name and address of the institution/company)

REQUEST For practical work realization

STUDENT _____

INDEX NUMBER _____

FACULTY _____

DEPARTMENT _____

STUDY YEAR _____

Would you please confirm the assigned student of the International Balkan University in Skopje, Republic of Macedonia, to be accepted in your institution/company in order to perform his/her practical work.

The student is required to realize practical work for period of at least 30 days in accordance with the Rules of the manner and conditions for organizing practical teaching students (Official Gazette of RM, No 71/2009). Under the provisions of the Rules, the student should meet with the person from your institution /company that would be his/her practical training supervisor.

The student is obliged to perform practical work during the official working time in your institution/company and adheres to all rules and regulations that apply to your employees. In case the student does not comply with the rules of behavior, please inform us about that, and the student will be removed from your institution / company and his/her practical work will be canceled.

The student is required to write down every day the report on activities performed in Practical Work Book, and a supervisor from your institution has to confirm these activities by a signature. If the student regularly performs duties for the duration of practical training, we would like to ask you the supervisor to assess the student's activities and to sign the confirmation.

We would like to thank you for your assistance and cooperation and we express our gratitude and respect.

Teacher- supervisor

(Stamp)

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PRACTICAL WORK BOOK

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FACULTY _____

DEPARTMENT _____

STUDY YEAR _____

Date of start of practical work _____

Responsible person – supervisor from the institution

(signature and stamp)

Responsible teacher – supervisor from IBU

(signature and stamp)

Note: Writing down the Practical Work Book is the responsibility of the student in accordance with the Higher Education Act (Official Gazette of RM 35 / / 08, 09/26 and 103/08), Rules of the manner and conditions for organizing practical Teaching (Official Gazette of RM br.71/09 and curricula of the International Balkan University).

Date _____

Unit, Sector, Department

Description of student activity (tasks):

Student's signature

Supervisor's signature

Date _____

Unit, Sector, Department

Description of student activity (tasks):

Student's signature

Supervisor's signature

(Name and address of the institution/company)

**CONFIRMATION
FOR REALIZED PRACTICAL WORK**

It is confirmed that _____

student at the Faculty _____

at the International Balkan University has performed practical work in our institution /
company in the dates from _____ to _____ 20 ____ in a
total period of 30 days.

**DESCRIPTIVE SUPERVISOR'S GRADE
For the practical training of the student**

(stating the organizational unit where the student performed activities and the success
achieved in the realization of the tasks on which he worked)

Place and date

(Stamp)

Supervisor
