




OBRASCI ZA PROVOĐENJE STRUČNE PRAKSE
NA DIPLOMSKOM STUDIJU PREHRAMBENO INŽENJERSTVO U
OKVIRU PROGRAMA ERASMUS+ STRUČNA PRAKSA (SMP) ILI
NEKOG DRUGOG SLUŽBENOG PROGRAMA (CEEPUS I DR.)

1. [PROFESSIONAL PRACTICE REFERRAL OB-SP-01-2](#)
2. [WORK ASSIGNMENT OB-SP-02-2](#)
3. [PROFESSIONAL PRACTICE EVALUATION FORM OB-SP-03-2](#)
4. [PROFESSIONAL PRACTICE CERTIFICATE OB-SP-04-2](#)
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 faculty of food technology and biotechnology University of Zagreb	PROFESSIONAL PRACTICE REFERRAL	OB-SP-01-2	
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Zagreb,

Professional practice period: -

STUDENT INFORMATION:

Name and Surname:

JMBAG:

Study programme: Food Engineering

Mentor at UNIZG FFTB:

PROFESSIONAL PRACTICE CARRIER INFORMATION:

Company / Institution:

Address:

City and postal code:

Contact person:


Phone:

E-mail:

Student is referred to professional practice in overall duration of **150 work hours** through the period of 1 month.

Student is obliged to perform appointed work assignments diligently and with due care and attention and also by abiding all rules applicable to the company / institution employees in which the professional practice is held. If the student has fulfilled all his/her obligations, we kindly ask you to fill in the Professional Practice Evaluation Form (OB-SP-03-2) and issue the Professional practice certificate (OB-SP-04-2).

Professional practice manager:

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Zagreb,

In the period between _____ - _____, student _____ of University of Zagreb Faculty of Food Technology and Biotechnology will be undertaking professional practice in your respected organization _____ in _____. I kindly ask you to enable the student _____ to fulfill the following work assignment during the professional practice period:

- 1.
- 2.
- 3.


Signature

*Mentor at UNIZG
FFTB*

With consent of:

*Mentor at
professional practice
carrier*

Student

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EVALUATION OF STUDENT BY PROFESSIONAL PRACTICE CARRIER

We kindly ask you to give the filled form in closed envelope to the student which should hand it over to the mentor at FFTB or send it to the address: Students' Office, n/r Vesna Deković, Faculty of Food Technology and Biotechnology, Pierottijeva 6, 10000 Zagreb, Croatia


Student Name and Surname:

JMBAG:

Professional practice carrier:

Please grade the student in each of the following categories by placing "X" in the right column of the table (1 – extremely dissatisfied, 5 – extremely satisfied). Additional comments are desirable.

CATEGORY	1	2	3	4	5	COMMENT
QUALITY OF PERFORMED ASSIGNMENTS precision, thoroughness						
QUANTITY OF PERFORMED ASSIGNMENTS quantity, speed, engagement						
COMPETENCE application of knowledge and experience						
LEARNING ABILITY Understanding, taking on new skills and ideas						
ABILITY TO ASSUME THE INITIATIVE creating ideas and seeking new tasks and responsibilities						
RELIABILITY reliability, conscientiousness, accuracy, presence at work						
ATTITUDE interest and willingness to accept work tasks, accepting instructions and feedback						
TEAMWORK ABILITY ability to work effectively with others, contribution to group activities						
COMMUNICATION SKILLS Oral and Written Expression						
GENERAL IMPRESSION						

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Additional comments:

Would you recommend the student to other employers? YES NO

If you answered NO, explain why:

Form filled by:

Date:

Signature:

PROFESSIONAL PRACTICE CERTIFICATE

which confirms that student _____ has undertaken his/hers professional practice in this organization during the period of _____ to _____ in overall duration of 150 work hours.

During the professional practice student was performing the following assignments in


Student was mentored by:

Mentor's contact information:

STAMP

Date:

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Please describe what your experience of student practice is. Answers are used to document, evaluate, and improve student practice at PBF.

Student:	
Mentor at professional practice carrier:	
Organization:	
Professional practice period:	-
Role:	Student Mentor at professional practice carrier:

Describe your observations during professional practice. In which extent was the process challenging to you? Did you have any special difficulties? Do you think the practice will result in positive outcomes?

Please list your suggestions for improving the performance of professional practice below and at the back of the paper