



## Internship - Final evaluation

*Summary: This document should help you understand how the final evaluation is done*

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# Chapter I

## General informations

The final-evaluation is the way for the school to make sure everything is going fine during while you're working for a company. Please note the following informations:

- This evaluation is sent a bit before the end of your contract.
- Your referent should be getting a mail about it 2 weeks before, so that you have time to plan a meeting to complete this evaluation.
- It is heavily recommended that both the referent and the student are present during evaluation. However, if it is not possible, the referent can do it alone.
- If your referent doesn't seem to have received the evaluation, you can re-send it on your company page on the intranet (**resend evaluation**)
- Make sure that the email given when signing the contract is correct, as it will be the email used for evaluation.
- In any cases, if you are facing an unsolvable problem, you can contact the Business Relations team of your school. They will look into it.