Company project description

# **How to use the document** *(for student)*

Copy this document and fill in required sections. Cooperate with your supervisor and the guarantor on the project description. Print the document and have it approved (signed) by your supervisor as well as guarantor. Completed document (including signatures) should be in the end scanned and sent to the [KSVI Project Board](https://docs.google.com/document/d/1PsY5-6JFFqXjjbUD24gSTWDT-ciCvwS2eLwR4lf3rIY/edit?usp=sharing) <projekty@ksvi.mff.cuni.cz> for approval; keep your copy while leaving the original with your guarantor.

# Project trivia

Name:

*Provide the name of the project or a name of its topic.*

Intended length (man/days):

*Provide the name of the project or a name of its topic.*

Period (from-to):

*In which months the project should be carried out by the student.*

Student allocation:

*Expected time allocation from the student over the “Period”, 100% is 40 man/hours (a work week).*

Form of contract:

*Under what kind of formal contract between the student and the company will the internship be carried out (e.g. informal, DPP, …).*

**Company supervisor**

Company name:

Supervisor name:

Email:

**University guarantor**

Full name:

Email:

**Student**

CUNI number (UKČO / SIS number):

Full name:

Email:

# Project abstract

*Provide high-level description of the project, keep it brief. As a limit, state your motivation and the goal of the project. Limit: 800 characters.*

# Possible deliverables

*Provide a list of possible deliverables you will try to target with your work. Your supervisor might require you to flag some as mandatory*

# Initial steps

*Briefly list the steps, which should lead towards completing the project. They can be broad or have an uncertain ends (e.g. “will try to adapt the algorithm for XYZ”). The reason behind this section is to have you and your supervisor to think about how the project is going to be carried out. You may, e.g., list mini-milestones here.*

#

# Approval

**Student**

Place:

Date:

-------------------------------------------

 SIGNATURE

**Guarantor**

Place:

Date:

-------------------------------------------

 SIGNATURE

**Supervisor**

Place:

Date:

-------------------------------------------

 SIGNATURE