

**UNIVERSITY OF KYRENIA**

**FACULTY OF MARITIME MANAGEMENT AND ADMINISTRATION**



**INTERNSHIP WORKBOOK**

**PORT-MANAGEMENT INTERNSHIP**

***STUDENT INFORMATION FORM***

NAME : .....  
SURNAME : .....  
NUMBER:.....  
BIRTH DATE :.....  
INTERNSHIP STARTING DATE :.....  
INTERNSHIP ENDING DATE:.....

**ABOUT PORT/COMPANY**

NAME/TITLE:.....  
.....  
MANAGER :.....  
ADDRESS :.....  
.....  
TEL./FAX:.....  
E-MAIL :.....  
INTERNSHIP DEPARTMENT ADMINISTRATOR :.....

**DATE-APPROVAL-SIGNATURE**



**UNIVERSITY OF KYRENIA**  
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.....

Working  
Date:

Department Manager  
Signature and Stamp

Department

### **PORT-MANAGEMENT INTERNSHIP**

**Internship Placement:** organisational design, cargo handling and administration, human resources, foreign affairs, local and global communications, physical distribution, ship and maritime management documentation, chartering, port agencies, accountance, shipyard, maritime transport and marine insurances, marina, port, custom services and administration.

**OPINION AND SUGGESTIONS (IF ANY) ABOUT THIS INTERNSHIP:**

**Note:** The student should write a report about this internship.



**INTERNSHIP EVALUATION FORM (SECRET\*)**

Date:...../...../.....

<b>STUDENT's</b>	
Name Surname :	
School Number :	
Department and Class :	
<b>Internship Information</b>	
Starting Date	
Ending Date	
Number of working days (attended)	
<b>EVALUATIONS</b>	
Working Discipline	
Flexibility	
Comprehension and Improvement ability	
Attendance	
Work and duty efficiency	
Tendency and will to learn	
Relationship with collaborators	
Others	
Opinion and suggestions about the internship	
<b>INTERNSHIP GRADE</b>	.....(Number).....(Letter) Grading is evaluated over (100).Passing grade is (60).

<ul style="list-style-type: none"> <li>Should be posted to us under closed envelope</li> </ul>	
<b>INTERNSHIP AGENCY</b>	
Name/Title:	
Address:	
Telephone	
Fax number:	
e-mail address and web page (if any):	

Responsible Authority		Administrator requiring internship / Title
Name Surname	.....	Name Surname
Signature		Signature and Stamp

**Small picture of the student**