***ERASMUS+ TRAINEESHIP CERTIFICATE WITH EVALUATION***

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| **Name of the trainee:** |  |
| **Name of the Receiving Organisation/Enterprise:** |  |
| **Economy’s sector of the Receiving Organisation/Enterprise:** |  |
| **Address of the Receiving Organisation/Enterprise:** | **Country: City:**  **Street: Phone:** |
| **E-mail address, website:** |  |
| **Name and position of Traineeship Coordinator** |  |

Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….

Start date and end date of physical mobility: from [day/month/year] …………….. to [day/month/year] ……………….

**Traineeship’s title**: …………………………………………………………………………………………………………

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| **Detailed programme of the traineeship period including tasks carried out by the trainee:**    **Knowledge, skills (intellectual and practical) and competences acquired (Learning Outcomes achieve):** |

**Evaluation of the trainee**

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| --- | --- | --- | --- |
| **Questions** | **Traineeship Coordinator’s responses** | **Grade (A-F)**  /definitions below/ | **Other comments** |
| Attitude towards work | Diligence |  |  |
| Initiative |  |
| Responsibility |  |
| Involvement |  |
| Planning |  |
| Speed of work |  |
| Social skills | Contact with staff members |  |  |
| Contact with executives |  |
| Contact with external people |  |
| Adaptation to organizational rules |  |
| Personal  qualities | Flexibility |  |  |
| Creativity |  |
| Criticism towards own work |  |
| Willingness to revise own work and attitude |  |
| Persuasiveness |  |

Grades: A - EXCELLENT - outstanding performance with only minor errors; B - VERY GOOD - above the average standard but with some errors; C – GOOD - generally sound work with a number of notable errors; D – SATISFACTORY - fair but with significant shortcomings; E – SUFFICIENT - performance meets the minimum criteria, F – FAIL - below the minimum criteria

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| **Questions** | **Traineeship Coordinator’s responses** | **Choose a response** | **Other comments** |
| Benefits to the receiving organisation/enterprise from hosting foreign student | Different point of view | |  | | --- | |  | |  |
| Cultural aspects | |  | | --- | |  | |
| ... | |  | | --- | |  | |
| ... | |  | | --- | |  | |
| ... | |  | | --- | |  | |
| Ability of performing given tasks | Excellent | |  | | --- | |  | |  |
| Very good | |  | | --- | |  | |
| Good | |  | | --- | |  | |
| Satisfactory | |  | | --- | |  | |
| Low | |  | | --- | |  | |

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|  | Name and position of the Supervisor at the Receiving Organisation/Enterprise: |  |
|  | Signature: |  |
| Date: |  |