

Higher Education Learning Agreement from

**Traineeship Certificate**

Section to be completed AFTER THE MOBILITY

|  |
| --- |
| **Office of the Rectorate****International Relations Office**Sigmund Haffner Gasse 18, 2. Stock A-5020 Salzburg [www.uni-salzburg.at/international](http://www.uni-salzburg.at/international)   |
|

|  |  |
| --- | --- |
| Name of the trainee |  |

|  |
| --- |
| Name of the receiving organization / enterprise |
|  |
| Sector of the receiving organization / enterprise |
|  |
| Address of the receiving organization / enterprise (street, city, country, phone, e-mail address, website) |
|  |
| Start and end of the traineeship: from dd/mm/yyyy till dd/mm/yyyy |
|  |
| Traineeship title |
|  |

|  |
| --- |
| Detailed programme of the traineeship period including tasks carried out by the trainee |
|  |

|  |
| --- |
| Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved) |
|  |

|  |
| --- |
| Evaluation of the trainee |
|  |

|  |
| --- |
| Performance of the student |
| Assignment | ++ | + | o | - | -- |
| Applicability of knowledge |  |  |  |  |  |
| Method of working |  |  |  |  |  |
| Attitude towards work | ++ | + | o | - | -- |
| Initiative |  |  |  |  |  |
| Responsibility |  |  |  |  |  |
| Commitment |  |  |  |  |  |
| Planning |  |  |  |  |  |
| Social Skills | ++ | + | o | - | -- |
| Contact with colleagues |  |  |  |  |  |
| Contact (dealing) with staff members |  |  |  |  |  |
| Contact (dealing) with external people |  |  |  |  |  |
| Adaptation to organizational rules / structures |  |  |  |  |  |
| Student’s capacity to integrate with foreign structures / cultures |  |  |  |  |  |
| Personal qualities | ++ | + | o | - | -- |
| Flexibility |  |  |  |  |  |
| Creativity |  |  |  |  |  |
| Criticism towards own work |  |  |  |  |  |
| Willingness to receive own work or attitude |  |  |  |  |  |
| Handling work pressure |  |  |  |  |  |
| Benefit for the organization | ++ | + | o | - | -- |
| Transfer of know-how / new technologies |  |  |  |  |  |
| Solution of existing problems |  |  |  |  |  |
| Recruiting new employees |  |  |  |  |  |
| Other benefits |  |  |  |  |  |

|  |
| --- |
| Additional remarks |
|  |

The receiving institution agrees that contact details are passed on potential students interested in an internship abroad.

🞏 Yes 🞏 No

**Date:**

**Name, signature and stamp of the responsible person at the receiving organization/enterprise:**