

Higher Education Learning Agreement from

**Traineeship Certificate**

Section to be completed AFTER THE MOBILITY

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| **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) |
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| --- | --- |
| Name of the trainee |  |

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| Name of the receiving organization / enterprise |
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| Sector of the receiving organization / enterprise |
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| 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 |
|  |

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| Detailed programme of the traineeship period including tasks carried out by the trainee |
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| Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved) |
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| Evaluation of the trainee |
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| --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |

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| Additional remarks |
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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:**