



Higher Education Learning Agreement from

## Traineeship Certificate

Section to be completed AFTER THE MOBILITY

### Global Engagement

Sigmund Haffner Gasse 18/4th floor  
5020, Salzburg, Austria

[www.plus.ac.at/international](http://www.plus.ac.at/international)

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|                                                                                                            |
|------------------------------------------------------------------------------------------------------------|
| 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                                                         | ++ | + | 0 | - | -- |
| Applicability of knowledge                                         |    |   |   |   |    |
| Method of working                                                  |    |   |   |   |    |
| Attitude towards work                                              | ++ | + | 0 | - | -- |
| Initiative                                                         |    |   |   |   |    |
| Responsibility                                                     |    |   |   |   |    |
| Commitment                                                         |    |   |   |   |    |
| Planning                                                           |    |   |   |   |    |
| Social Skills                                                      | ++ | + | 0 | - | -- |
| 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                                                 | ++ | + | 0 | - | -- |
| Flexibility                                                        |    |   |   |   |    |
| Creativity                                                         |    |   |   |   |    |
| Criticism towards own work                                         |    |   |   |   |    |
| Willingness to receive own work or attitude                        |    |   |   |   |    |
| Handling work pressure                                             |    |   |   |   |    |
| Benefit for the organization                                       | ++ | + | 0 | - | -- |
| 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:**

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