

Traineeship Evaluation 2024/2025

NAME OF THE SENDING INSTITUTION:

School:

Institutional Erasmus Coordinator:

Tel.: + 0351 ----- Fax: + 351 ----- E-mail: -----

NAME OF THE STUDENT:

Date and place of birth: Gender:

Training Period: from till – months

NAME OF THE HOST ORGANISATION:

Field of Activity:

Full Address:

Coordinator's name :

Tel.: + E-mail:

Please tick the boxes according to evaluation	Excellent	Very good	Good	Average	Week	Very week	Unacceptable
1. Integration into work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dynamism and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Efficiency at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Capacity to work abroad and analyze the project /tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 . Ability to apply knowledge in the course of the project/tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 . Ability to develop new knowledge in the course of the project/tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Sense of organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ability for (intercultural) communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Self-reliance / sense of initiative at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to produce an operational report for the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Observance of working rules (attendance, punctuality, safety, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duration of the mobility	ECTS grading Scale (1)			ECTS Credits			

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(1) see explanation on the back page.

Further advice or information:

What led you to offer student training placements?

This training was relevant to your organization?

Yes No

Would you take on this trainee, if you were in a position to recruit a new graduate?

Yes No

Did you find the trainee had any language problem?

Yes No

Are there any subject areas or skills that need improvement?

Date:

Signature of the coordinator at the host organization

Stamp:

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NB: This document is not valid without the coordinator's signature and the official stamp of the organisation.

(1) ECTS grading scale

ECTS Grade	Definition
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 – some work required before the credit can be awarded
XF	FAIL – considerable further work is required