ERASMUS+ TRAINEESHIP CERTIFICATE WITH EVALUATION

Name of the trainee:	
Name of the receiving organisation/enterprise:	
Economy's sector of the receiving organisation/enterprise:	
Address of the receiving organisation/enterprise:	
E-mail address, website:	
Name and position of Traineeship Coordinator	

Traineeship's 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):

University of Gdansk (PL GDANSK01)
Trainee's name: ………………………………………………………………………

What kind of difficulties (if any) student had during traineeship period?

Evaluation of the trainee

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

Higher Education
Traineeship Certificate

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	☐	

Name of signatory	
Signature	
Stamp	

Date: