***ERASMUS STUDENT PLACEMENT***

***Academic year 20\_\_\_ / 20\_\_\_***

**Transcript of work**

**HOST ORGANISATION**

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| --- |
| **Name and address of the Host organisation**: |
| **Tutor**: |
| **Phone Number:** |
| **E mail address:** |
| **Position:** |

**TRAINEE**

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| --- |
| Name of the trainee: |
| Placement dates: from to |
| Language skills: |
| Language improvements during the placement and comments: |
| Technical skills: |
| Technical skills improvements during the placement and comments: |
| Organisational skills acquired and ability to work as part of a team: |
| Computer skills: |
| **a) Attitude towards work** |
| 1. Self-employment |
| 2. Initiative |
| 3. Responsability |
| 4. Involvment |
| 5. Speed of work |
| 6. Planning |
| **b) Social skills** |
| 1. Contact with staff members |
| 2. Contact with executives |
| 3. Contact with external people |
| 4. Adaptation to organizational rules |
| 5. Student's capacity to integrate with organization and foreign cultures |
| **c) Personal qualities** |
| 1. Flexibility |
| 2. Creativity |
| 3. Criticism towards own work |
| 4. Willingness to revise own work or attitude |
| 5. Handling work pressure |
| Other skills and competences acquired: |
| **Overall evaluation of the trainee:** |
| **Additional comments, if any:** |

Date ……………. SIGNATURE and STAMP