

**Traineeship Certificate by the Receiving Organisation/Enterprise (Table D)**
**TRAINEE'S DATA**

<b>LAST NAME</b>		<b>FIRST NAME</b>	
<b>FATHER'S NAME</b>		<b>FACULTY/SCHOOL</b>	

**RECEIVING ORGANISATION/ENTERPRISE'S DATA**

<b>NAME</b>			
<b>TYPE<sup>1</sup></b>			
<b>SECTOR</b>			
<b>ADDRESS</b>			
<b>SUPERVISOR'S NAME<sup>2</sup></b>			
<b>SUPERVISOR'S POSITION</b>			
<b>PHONE NUMBER</b>		<b>E-MAIL</b>	

**DETAILS OF THE TRAINEESHIP PROGRAMME**

<b>PLACEMENT PERIOD</b>	from <i>(dd/mm/yyyy)</i>	to <i>(dd/mm/yyyy)</i>
<b>TRAINEESHIP TITLE<sup>3</sup></b>		
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>		
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b>		
<b>TOTAL WORKHOURS<sup>4</sup></b>		<b>Numbers of ECTS credits (IF APPLICABLE)<sup>5</sup></b>

**FILL-IN FORM INSTRUCTIONS**

1. Indicate the type of the host organisation/enterprise. E.g. Public Higher Education Institution, Private Research Institute, Private Corporation, NGO, etc. In the case of a University, please indicate the Erasmus Code and the Department/School/Faculty.
2. Indicate the person responsible for the guidance, monitoring and evaluation of the traineeship.
3. For example, administrative assistant, laboratory assistant etc.
4. As they are mentioned in the Intern's Log.
5. 1 ECTS credit= 25-30 workhours.

**EVALUATION OF THE TRAINEE**
*Trainee's ability...*

EXCELLENT                  GOOD                  AVERAGE                  POOR                  INSUFFICIENT

- to evaluate and apply a range of appropriate methods
- to follow the working schedule and adapt easily to the working conditions
- to identify select and manage data from a variety of sources
- to identify problems, set priorities and give solutions in critical and/or unpredictable situations
- to fill the need and stay up to date with developments relevant to the field
- to self-assess and search for guidance and collaboration
- to work autonomously or in groups, accurately, effectively with limited supervision, in order to complete the required task on schedule in international and/or interdisciplinary contexts
- to speak and write clearly and effectively, with an awareness of the various appropriate modes, matching the occasion and audience
- to communicate in international context using the terminology and techniques accepted in the profession in specific and/or broader public contexts
- to demonstrate social, professional and moral responsibility

**Overall assessment**

What were the intern's strengths?
In what areas could the intern improve?

Name and Signature of the Supervisor at the Receiving Organisation/Enterprise	Date	Stamp of the Receiving Organisation/Enterprise (if applicable)
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\*\*\*Supervisor is encouraged to discuss this evaluation with the intern/trainee before finalization.

\*\*\*It is preferred that the complete signed and stamped form is given to the student, before his/her departure from the host organisation/enterprise.