



Higher Education Learning Agreement from

**Traineeship Certificate**

Section to be completed AFTER THE MOBILITY

**International Relations Office**

Sigmund Haffner Gasse 18/2nd floor  
5020, Salzburg, Austria

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

✉ [erasmus-outgoing@plus.ac.at](mailto:erasmus-outgoing@plus.ac.at)

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					



Erasmus+



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:**