*Faculty of Management, University of Warsaw*

*International Business Program*

*Academic Year 20…/20…*

 **Traineeship Agreement**

 **After the Traineeship**

|  |
| --- |
| ***Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise:** |
| **Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address]**, website:** |
| **Start date and end date of traineeship: from [day/month/year] …………………. to [day/month/year] ………………..** |
| **Traineeship title:**  |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (***describe it using bullet points***):** -----etc. |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Outcomes):** KNOWLEDGE:* ...........................
* ...........................
* ..........................

etc.SKILLS:* ...........................
* ...........................
* ..........................

etc.COMPETENCES:* ...........................
* ...........................
* ..........................

etc. |
| **Evaluation of the trainee:**

|  |  |
| --- | --- |
| **A Traineeship / Assignment** | **Mark: from 1 to 5\*** |
| *1. Applicability of knowledge and results to the needs of the institution* |  |
| *2. Method of working while performing the assignment* |  |
| *3. Results* |  |
| **B. Attitude towards work** |  |
| *1. Self-employment* |  |
| *2. Initiative* |  |
| *3. Responsibility* |  |
| *4. Involvement* |  |
| *5. Speed of work* |  |
| *6. Planning* |  |
| **C. Social skills** |  |
| *1. Contact with staff members* |  |
| *2. Contact with executives* |  |
| *3. Contact with external people* |  |
| *4. Adaptation to institutional rules* |  |
| *5. Student’s capacity to integrate with the institution and foreign cultures* |  |
| **D. Personal qualities** |  |
| *1. Flexibility* |  |
| *2. Creativity* |  |
| *3. Criticism towards one’s work* |  |
| *4. Willingness to revise one’s work or attitude* |  |
| *5. Persuasiveness* |  |
| *6. Handling work pressure* |  |

**\*** The best grade – 5 |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise with stamp or seal:** |