*Faculty of Management, University of Warsaw*

*International Business Program*

*Academic Year 20…/20…*

**Traineeship Agreement**

**After the Traineeship**

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| ***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:** |