



Vicerrectorado de Relaciones Internacionales
Oficina de Relaciones Internacionales / Programa Erasmus / Movilidad de Estudiantes en Prácticas
Documento: Transcript of Work

Transcript of Work

We herewith confirm that the student

Name student:.....

Address:.....

Has carried out a practical placement at our organisation

Name company:.....

Sector:

Address:.....

Web Address:

Country:.....

The placement took place from-..... 20.....and ended at-..... 20.....

Traineeship title (if applicable):

Total number of hours:

The above named student received a compensation fee ofeuro per month. (if applicable)

His/her tasks were: (Detailed programme task)
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.....
.....
.....

Organisation:.....
Date:
Place:.....

SEAL/STAMP:

Name and function:.....
Signature:.....



Erasmus+

EVALUATION

Name Student:

Transcript of Work

Erasmusmobility

Lifelong Learning 20....-20....

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A Placement / Assignment					
1. Applicability of knowledge and results to the needs of the organisation					
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 organizational rules					
5. Students' capacity to integrate with organization and foreign cultures					
D. Personal qualities					
1. Flexibility					
2. Creativity					
3. Criticism towards own work					
4. Willingness to revise own work or attitude					
5. Persuasiveness					
6. Handling work pressure					
E : Knowledge and Competences Acquired :					
F. Other remarks:					

Organisation :

Name supervisor:

Date :

Place :

SEAL/STAMP :.....



Name supervisor:

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