*Neptun kód:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**TRANSCRIPT OF TRAINING ACTIVITY**

**ERASMUS STUDENT PLACEMENT**

|  |
| --- |
| **Name of the student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic year : 2015/2016  Degree : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Sending institution**:  **Eötvös Loránd Univeristy** **(HU BUDAPES01)** |

|  |
| --- |
| **Name of the Host organisation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of the Host organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Webpage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  - Scope of activities (tasks of the trainee):  - Detailed programme of the training period:  - Knowledge, skills and competence acquired:  - Monitoring and evaluation: |

1. **The Intern’s skills**

Please indicate the level of the intern’s skills!

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | The intern’s skills were poor | | Intern’s skills were not enough for the task | | Intern’s skills could have been better. | | Intern’s skills were ok. | | Intern’s skills were great. | | These skills were not relevant for the task. |
| **Language** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **Computer skills** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **Professional skills related to his/her studies** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |

1. **The intern’s competence**

Please indicate wheter the intern had the necessary competences for his/her task!

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | The intern’s competences were poor | | Intern’s competences were not enough for the task | | Intern’s competencies could have been better. | | Intern’s competencies were ok. | | Intern’s competencies were great. | | These comptencies were not relevant for the task. |
| **Good communications skills.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **Initiative.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **Studies fast.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **Intern can apply theories in practice.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |

1. **Intern’s attitude**

Please give the most relevant grade to the statements below!

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Absolutely not true. | | It was hardly ever true. | | Sometimes it was true. | | It was often true. | | Absolutely true. | | Irrelevant. |
| **The intern can perform tasks alone.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern can work in a team.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern can stand stress well.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern is on time.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern can perform tasks well.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern can work fast and energetically.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern can concentrate to the task.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
| **The intern can communicate well with customers/partners.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0 |

1. **On the whole, how much were you satisfied with the intern?** (1 – absolutely not, 10– absolutely)

1 2 3 4 5 6 7 8 9 10

**5. Letter of reference**

If you were satisfied with the intern’s performance, please attach a letter of reference to this document!

I hereby certify that the student was accepted as an Erasmus student at our organisation.

Date of start and end of the placement period: from \_\_\_\_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_, that is \_\_\_\_ months. Working hours: \_\_\_\_\_\_ / week

|  |  |
| --- | --- |
| **The host organisation**  I confirm that the above mentioned training programme has been completed by the student. | |
| Mentor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mentor’s signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the Head of Department:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Head of Department: | *stamp*  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*NB: This document is not valid without the signature of the mentor and Head of Department and the official stamp of the organisation.*