

*Please print on official paper  
or put an official stamp*

## ***Transcript of Work*** ***Erasmus+ Traineeships Abroad***

***We herewith confirm that the student of the University of Warsaw,***

*The trainee name and surname:* .....

*Has carried out a traineeship abroad at our institution*

*Institution name :* .....

*Address :* .....

*Country :* .....

*The period of the traineeship abroad (dd - mm - yyyy) from:* .....20..... *to* ..... 20.....

*Total number of working hours:* .....

*Trainee's main tasks:* .....

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***Please sign below and write down your full name and function in your institution,  
as well as the date and place of the signature***

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

*Stamp of the Institution*

*Name and Signature of the supervisor  
with date and place*