**Transcript of Records**

|  |
| --- |
| Name of the Sending Institution: **Consortium ERASMUSCENTRO - Instituto Politécnico de Coimbra ( P COIMBRA02)**  College / Faculty:  International Relations Responsible:  Tel.: +       Fax: +       E-mail: |

|  |
| --- |
| NAME OF THE STUDENT:  Date and place of birth:       Gender:  Registration date:       Registration number: |

|  |
| --- |
| NAME OF THE HOST ORGANISATION:  Field of Activity:  Full Address:  Coordinator’s name :  Tel.: +       Fax: +       E-mail: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick the boxes according to evaluation** | **Excellent** | **Very good** | **Good** | **Average** | **Week** | **Very week** | **Unacceptable** |
| **1. Integration into work environment.** |  |  |  |  |  |  |  |
| **2. Dynamism and motivation** |  |  |  |  |  |  |  |
| **3. Efficiency at work** |  |  |  |  |  |  |  |
| **4. Capacity to work abroad and analyze the project /tasks** |  |  |  |  |  |  |  |
| **5 . Ability to apply knowledge in the course of the project/tasks** |  |  |  |  |  |  |  |
| **6 . Ability to develop new knowledge in the course of the project/tasks** |  |  |  |  |  |  |  |
| **7. Flexibility** |  |  |  |  |  |  |  |
| **8. Sense of organization** |  |  |  |  |  |  |  |
| **9. Teamwork skills** |  |  |  |  |  |  |  |
| **10. Ability for (intercultural) communication** |  |  |  |  |  |  |  |
| **11. Self-reliance / sense of initiative at work** |  |  |  |  |  |  |  |
| **12. Ability to produce an operational report for the organization** |  |  |  |  |  |  |  |
| **13. Reliable** |  |  |  |  |  |  |  |
| **14. Observance of working rules (attendance, punctuality, safety, …)** |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Duration of the course unit (1)** | **ECTS grading Scale(2)** | **ECTS Credits (3)** |

(1) (2) (3) see explanation on the back page.

**Further advice or information:**

|  |  |
| --- | --- |
| ***What led you to offer student training placements?*** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***This training was relevant to your organization?*** | **Yes** |  | **No** |  |
|  |  |  |  |  |
| ***Would you take on this trainee, if you were in a position to recruit a new graduate?*** | **Yes** |  | **No** |  |
|  |  |  |  |  |
| ***Did you find the trainee had any language problem?*** | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| ***Are there any subject areas or skills that need improvement?*** |  |

|  |  |  |
| --- | --- | --- |
| Date: | Signature of the coordinator signature at the host organisation  ……………………………………………… | Stamp: |

NB: This document is not valid without the signature of the coordinator’s signature and the official stamp of the organisation.

**(1) Duration of the course unit**

Y = 1 full academic year, 1S = 1 semester, 1T = 1 term/trimester, 2S = 2 semesters, 2T = 2 terms/trimesters

**(2) ECTS grading scale**

|  |  |
| --- | --- |
| **ECTS Grade** | **Definition** |
| A | EXCELLENT – outstanding performance with only minor errors |
| B | VERY GOOD – above the average standard but with some errors |
| C | GOOD – generally sound work with a number of notable errors |
| D | SATISFACTORY – fair but with significant shortcomings |
| E | SUFFICIENT – performance meets the minimum criteria |
| F | FAIL – some work required before the credit can be awarded |
| XF | FAIL – considerable further work is required |

**(3) ECTS credits:**

|  |  |  |
| --- | --- | --- |
| 1 full academic year  1 semester  1 term/trimester | =  =  = | 60 credits  30 credits  20 credits |