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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start date:** |  | | | | **End date:** | | | |  | | | **Duration (months):** | | | |  | | |
| **Name of Trainee:** | | |  | | | | | | | | | | | | | | | |
| **Student No:** | | |  | | | **Student Email:** | | | | |  | | | | | | | |
| **Trainee Title of Work:** | | |  | | | | | | | | | | | | | | | |
| **Field of study:** | | |  | | | | | | | | | | | | | | | |
| **Sending Institution:** | | | **Swansea University, Singleton Park, Swansea, SA2 8PP** | | | | | | | | | | | | | | | |
| **Sending Institution email:** | | | [**studyabroad@swansea.ac.uk**](mailto:studyabroad@swansea.ac.uk) | | | | | | | | | | | | | | | |
| **Host Organisation  Name:** | |  | | | | | **Economic sector:** | | | | | |  | | | | | |
| **Host Organisation Address:** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Evaluation of the trainee: 1 = lowest, 5 = highest** | | | | | | | | | | | | | | | | | | |
| **Analytical Skills** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Ability to work in intensive and dynamic** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Overcoming difficult situations** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Teamwork** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Positive attitude towards work** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Taking responsibility** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Ability to work quickly and efficiently** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Understanding/Management of situations** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Use of initiative** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Communication skills** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Self confidence** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Average score of achieved results:** | | | | | | | | **1** | | **2** | | **3** | | **4** | | | **5** |
| **Overall conclusion:** | | | | | | | | | | | | | | | | | | |
| The trainee has achieved the planned training results: 🞎 | | | | | | | | The trainee has not achieved the planned training results: 🞎 | | | | | | | | | | |
| **Name of responsible person at Host Organisation:** | | | |  | | | | | | | | | | | | | | |
| **Signature:** | | | |  | | | | | | | | **Date:** | | |  | | | |

Please complete and return this form to [**studyabroad@swansea.ac.uk**](mailto:studyabroad@swansea.ac.uk)

**Typed signatures cannot be accepted**