**TRAINEESHIP CERTIFICATE**

**The Trainee**

|  |  |
| --- | --- |
| First name: | Last name: |
| Traineeship period (dd/mm/yy) from:  to: | |

**The Receiving Organisation/Enterprise**

|  |  |  |
| --- | --- | --- |
| Name: | | |
| Address: | | |
| Sector: | Website: | |
| Supervisor:       Position: | | e-mail:  phone:  fax : |

**Traineeship Programme**

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| --- |
| Detailed programme of the traineeship period including tasks carried out by the trainee: |
| Knowledge, skills (intellectual and practical) and competences acquired: |

**Evaluation of the trainee:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Responsible person in the receiving organisation/enterprise (supervisor):** | |
| Signature: | Date: Stamp: |

**We would like to continue the cooperation with Slovak University of Technology in Bratislava and offer traineeships for its students:**

[**YES**](https://forms.gle/6nUHSJAToTjKizhg7) **[☐](https://forms.gle/6nUHSJAToTjKizhg7)** NO ☐

***\*If yes, please, provide information requested when redirected to our short survey via interlink placed on the “YES”.***

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Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate.**

The Traineeship Certificate will contain actual start and end dates of the traineeship programme according to the following definitions:

* The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
* The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship.

Following the receipt of theTraineeship Certificate,the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility.

The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS, there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.