

## TRAINEESHIP CERTIFICATE

ANO ACADÉMICO/ACADEMIC YEAR: 20\_\_\_/20\_\_\_

ÁREA DE ESTUDO / FIELD OF STUDY: \_\_\_\_\_

Este formulário deverá ser preenchido a PRETO para facilitar a sua reprodução e/ou o envio por e-mail ou fax /  
This application should be completed in BLACK in order to be easily copied e-mailed and/or faxed.

### THE STUDENT:

Last Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Género / Gender: \_\_\_\_\_

### THE SENDING INSTITUTION:

Name: Escola Superior de Actividades Imobiliárias Erasmus Code: \_\_\_\_\_  
Address: Praça Eduardo Mondlane, 7C – Marvila, 1950-104 Lisboa Country, Country Code: Portugal PRT  
Contact Person: Vítor Reis Contact Person Phone: 0035121 836 70 12  
Contact Person Email: [vitorreis@esai.pt](mailto:vitorreis@esai.pt)

### THE RECEIVING INSTITUTION:

Name: \_\_\_\_\_ Field of Activity: \_\_\_\_\_  
Address: \_\_\_\_\_ Country, Country Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Person Phone: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_

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

|  |                              |                         |
|--|------------------------------|-------------------------|
| <b>Duration of the course unit (1)</b> | <b>ECTS grading Scale(2)</b> | <b>ECTS Credits (3)</b> |
|--|------------------------------|-------------------------|

(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?**

**Would you take on this trainee, if you were in a position to recruit a new graduate?**

**Did you find the trainee had any language problem?**

**Yes**

**No**







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

Responsible person's signature at the receiving institution

Stamp of Institution

Data/Date \_\_\_\_\_

NB: This document is not valid without the Responsible person's signature and the official stamp of the institution.

**(1) DURATION OF THE COURSE UNIT**

|                                  |                |                         |
|----------------------------------|----------------|-------------------------|
| A = Annual(1 full academic year) | 1S =1 semester | 1T – = 1 term/trimester |
|----------------------------------|----------------|-------------------------|

**(2) ECTS GRADING SCALE**

| Classification ECTS/ ECTS Grading Scale | Definição/ Definition                                       |
|---|---|
| A                                       | EXCELENT – 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 for the credit can be awarded      |
| FX                                      | Fail: considerable further work required                    |

The ECTS classification scale (European scale of comparability of classifications), for graduates and for students that pass out units, is composed by five levels, identified by letters A to E, and aims to simplify the comparison between the classification scale used at national level and those current in other countries and to make more transparent the evaluation process and the academic recognition of the results obtained. Classifications A, B, C, D and E will be awarded to 10%, 25%, 30%, 25% and 10% of the students respectively.

In order to establish the course units grades for each group of the ECTS grading scale, the distribution of students with passes in the previous five academic years and/or in a total of at least thirty students is taken into consideration. When a cohort of this scale is impossible, the ECTS grading scale is replaced by the use of an institutional conversion table based on all course units grades of the 1.<sup>o</sup> cycle Degree Course from the previous five academic years. It is important to notice that not all groups of the ECTS grading scale might be represented.

**(3) ECTS CREDITS:**

|                              |                      |                      |
|------------------------------|----------------------|----------------------|
| Full Academic Year = 60 ECTS | 1 Semester = 30 ECTS | 1 Trimester = 20ECTS |
|------------------------------|----------------------|----------------------|