# ERASMUS PROGRAMME STUDENT MOBILITY FOR PLACEMENTS

## ERASMUS INTERNSHIP EVALUATION REPORT

The objective of the Erasmus internship period is to contribute to the adaptation of students to the demands of the job market at the European Union level, to acquire specific aptitudes and to improve their understanding of the economic and social environment of the country at hand, at the same time as acquiring work experience.

The characteristics of these internships are:

* The home teaching institution should grand full recognition to the period of internship abroad.
* The student should receive a training agreement related to the programme of the period of internship; this agreement should be approved by:
  + The home institution of higher learning
  + The host organisation

So that, internships may receive academic recognition, it is necessary for the tutor of the company – the person that follows the work of the student closely – to evaluate the progress made during the internship.

For the purpose of helping the tutor to provide a final mark on progress made during the internship, a series of criteria are suggested that could be taken into account:

1. Professional skills:
   * Technical skills
   * Personal efficiency
   * Organisation and planning
   * Practical creativity
   * Will power and perseverance
   * Dynamic attitude and involvement
   * Autonomy and initiative
   * Expression and communication skills
   * Sense of responsibility
2. Personal skills:
   * Willingness to accept criticism
   * Personal appearance and image
   * Inter-personal relations
   * Punctuality, attendance and presence on the job
   * Ability to adapt easily
   * Relations with superiors
   * Collaboration and team spirit

KTO Karatay University 1

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These criteria are solely for the purpose of orientation. It is the tutor of the organisation who knows the characteristics of the position and who has followed closely the work done by the student; thus, he/she should take into account the factors that need to be evaluated.

This mark should respond to the following academic scale:

KTO Karatay University’s official grading system uses letter grades with pluses and minuses.

A grade of C or higher (or S for non-credit courses) is a passing grade for the course. Letter grades F, FX, and U are all failing grades. Grades C-, D+, and D are considered failing grades when the student’s Cumulative Grade Point Average (CGPA) is less than 2.00 and conditionally passing grades when the CGPA is 2.00 or higher.

The quality-point equivalents of the grades are as follows:

* A 4,0
* 3,7
* B+ 3,3
* B 3,0
* B- 2,7
* C+ 2,3
* C 2,0
* C- 1,7
* D+ 1,3
* D 1,0
* F 0,0
* FX 0,0

Other grades having no quality-point equivalents are:

I (Incomplete): Temporary grade signifying incomplete work; to be later replaced with another grade.

T (Transfer) :Reflects approved transferred courses from other universities.

P (In progress) : Given at the end of the first semester of year-long courses.

The semester grade point average (GPA) is computed as the sum of the products.

The cumulative grade point average CGPA is an overall average computed as the sum of the products.

Overall classification of the qualification: Cumulative Grade Point Avarege : 2.00 / 4.00 Final Grade of Degree : “Başarılı-Satisfactory”

Relative Rank : 4 of 4

2

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# The following questionnaire has been drawn up to help you provide a mark for the final result of the internship, and which provides us with information regarding the company as well as the student. Please, fill out this form electronically, print, sign and return it to us.

**EVALUATION QUESTIONNAIRE:**

|  |  |
| --- | --- |
| Name of the **organisation**: Address: Field of activity: Web page of the organisation: Name of the person in charge of the internship: Position: E-mail: Phone: Fax:  Size of the company/institution:  “PYME” (Small and medium-sized companies- <500 employees) | |
|  | Large companies (>500 employees) |

Name of the **student**: University center in which he/she is enrolled: Phone: E-mail: Internship period: from: to: Field in which the internship is to be carried out:

**Mark/grade for the internship (1 to 10):**

Comments of note on the progress made during the internship:

Description of the job carried out by the student:



Strong points and weak points of the student:

General evaluation of the experience of working with European students:

Did the Organisation provide compensation to the student in any way for the job? Yes No

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*If the answer is yes, by means of:*

A sum in money. Amount: Certificates for meals. Amount: Transportation expenses. Amount:

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 Other. Amount:

◻

In general, what did the student contribute to the organisation during the internship?

Beneficial help in the daily work of the organisation Being able to delegate important tasks to the student

◻

◻

Advantages and aid in the department in which he/she worked Constant interruptions to be able to solve problems

◻

◻

No advantages

◻

Is this the first time that you have had students of another nationally at your organisation?

Yes No

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◻



Would you like to have students from our University at your company/institution again?

Yes No

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*If the answer is yes, please specify the number of vacancies and positions offered and in which period.*

Name and signature of the tutor: Stamp of the company/institution Date:

***Please, send this report to the following postal address:***