

Evaluating Student's Performance during Work placement abroad:

Guidelines for Students and Internship Companies by Examples in Connection with the Assessment Form

	Working on the learning areas	Kind of learning outcome	assessment		
			-	+	++
A	Business Competence				
A1	Business Administration on the European Single Market	He/she orders goods on the basis of bid comparison in an independent and responsible way.			
A2	Economics on the European and International Market	He/she analyses economic, ecological and ethical consequences of globalization for the internship company in an independent and responsible way.			
A3	Business-related Information Processing	He/she uses the computer for data acquisition in an independent and responsible way.			
B	Competence in International Business Fields				
B1	Global Marketing	He/she develops a marketing plan for the European Single Market using marketing instruments in an independent and responsible way.			
B2	European Community Law and International Business Law	He/she explains rights and duties resulting from a purchase contract between the internship company and a party from abroad in an independent and responsible way.			
B3	Accounting including International Aspects	He/she prepares annual financial statements according to IFRS in an independent and responsible way.			
B4	International Taxation Policies	He/she writes invoices considering EU-rules regarding intra-Community supply in an independent and responsible way.			
C	European Competence				
C1	European Citizenship and European Context	He/she develops proposals for enhancing the competitiveness of the company within the European Single Market in an independent and responsible way.			

		way.			
C2	Cross-Cultural Communication and Collaboration	He/she cooperates with colleagues, customers and suppliers under consideration of cultural habits in an independent and responsible way.			

D	Development of Foreign Language Competence	Kind of competence	assessment		
			-	+	++
	First Foreign Language, applied during internship (B2), if applicable				
	listening	He/she can understand business-related discussions.			
	reading	He/she can read business correspondence and contracts.			
	spoken interaction	He/she can interact with native speakers regarding business matters.			
	spoken production	He/she can present business-related descriptions and viewpoints.			
	writing	He/she can write business-related texts.			
	Second Foreign Language, applied during internship (B1), if applicable				
	listening	He/she can understand business-related discussions.			
	reading	He/she can read business correspondence and contracts.			
	spoken interaction	He/she can interact with native speakers regarding business matters.			
	spoken production	He/she can present business-related descriptions and viewpoints.			
	writing	He/she can write business-related texts.			

Development of Soft skills			assessment		
			-	+	++
1	Team work	He/she shows competence to actively participate as a member on a team, to understand the roles of the team members, to communicate within the team, and to collaborate in order to accomplish team tasks.			
2	Written and verbal professional communication	He/she shows competence to communicate adequately in both oral and written situations, to respect the rules of formal communication, and to design communication materials.			
3	Critical and creative problem-solving	He/she shows competence to identify problems and problematic situations, to generate problem solving strategies, to evaluate different alternatives, to implement a strategy and to evaluate individual processes and results.			
4	Planning and time management	He/she shows competence to identify time resources and demands, to select strategies for planning and use of time, to use different instruments, and to organize one's own time.			
5	Flexibility, Resilience, and Adaptability	He/she shows competence necessary to adapt to the ever changing work environment and to the linguistic, cultural and methodological differences in various European contexts.			
6	Thinking critically and analytically	He/she shows competence to assess a situation, to amass the necessary information, to find several perspectives, and to recognise key issues.			
7	Decision making	He/she shows competence to make individual decisions related to studying, working, and living in Europe.			
8	Responsibility, Work ethic, and Reliability	He/she shows competence to meet deadlines, to work punctually, and to comprehend and demonstrate ethical conduct in the workplace.			
9	Literacy and numeracy	He/she shows competence necessary to understand and create written documents and the capacity for quantitative thought related to studying, working, and living in Europe.			
10	Personal development and reflective practice	He/she shows competence to reflect on one's own strengths and weaknesses, to develop one's own plans, to reflect on one's own actions and their impacts in order to foster lifelong learning.			