



KEY ACTION 1  
STUDENT  
MOBILITY FOR  
TRAINEESHIPS



Palacký University  
Olomouc

## TRAINEESHIP COMPLETION CERTIFICATE

### A. RECEIVING ORGANISATION/ENTERPRISE

Full legal name of the organisation in the national language: Univerzita Palackého v Olomouci
Legal address: Křížkovského 511/8, CZ-77900 Olomouc, Czech Republic

We hereby certify that the below mentioned student has been employed in our organisation as a full time Erasmus+ trainee.

### B. TRAINEE

Family name: Plisak	First name, title: Vlada
Date of birth: 24/10/2003	Sending institution: Vasyl Stefanyk Precarpathian National University, Ukraine

### C. TRAINEESHIP

Local and temporal specification	
Department/division: Summer School of Slavonic Studies, Faculty of Arts	
Workplace address <sup>1</sup> : Křížkovského 512/10, CZ-77180 Olomouc, Czech Republic	
Virtual mobility <sup>2</sup> start date: dd/mm/yyyy	Virtual mobility end date: dd/mm/yyyy
Physical mobility start date: 01/07/2024	Physical mobility end date: 31/08/2024

Activities and tasks carried out <sup>3</sup>
Assistance with preparation and realization of the Summer School: - communicating with lecturers and students via e-mail and social media - service for students during the Summer School incl. providing relevant information, accompanying them at the doctor's etc. - organizing and attending weekend trips, excursions, workshops and additional programmes - assistance to lecturers incl. copying, filing etc. - administration of the info board and social media - registration of students, evaluations etc.

<sup>1</sup> Complete this section ONLY if different from the registered office address.

<sup>2</sup> The concept of virtual mobility represents participation in a study or a traineeship carried out in a digital environment without travelling to a host country.

<sup>3</sup> Please list activities and tasks the trainee has carried out during the traineeship, referring to the Learning Agreement for Student Mobility for Traineeships. Add as many items as needed.

Performance of the trainee <sup>4</sup>					
	++	+	+/-	-	--
Professional competences	++	+	+/-	-	--
understanding of daily operation of the host organisation/Summer School of Slavonic Studies	++				
customer service skills	++				
event management skills		+			
skills related to school administration	++				
PR skills incl. maintenance/update of social media	++				
Key competences					
language skills (Czech, English), communication	++				
computer skills (word processing, spreadsheets, presentation, databases)	++				
critical and analytical thinking		+			
creative thinking	++				
planning and organizing	++				
teamwork, interpersonal skills, intercultural perception		+			
responsibility, adaptability/flexibility	++				

Benefits for the receiving organisation/enterprise <sup>5</sup>					
	++	+	+/-	-	--
Contact with higher education institutions and acquisition of new collaborators			+/-		
Transfer of innovative scientific knowledge, new technologies and work methods			+/-		
Increased competitiveness			+/-		

Additional information <sup>6</sup>					
Vlada was a great asset to the Summer School team. I especially appreciate her excellent language skills, responsibility and diligence.					

We would like to continue the cooperation with Palacký University Olomouc and offer traineeships for its students:

YES  NO

Place: Olomouc

Signature of person responsible




Date: 31/08/2024

Stamp of the receiving organisation/enterprise

Univerzita Palackého  
Filozofická fakulta  
771 80 Olomouc – CZ  
Tel.: + 420 776 267 676

Name and position: Mgr. Pavla Poláchová, Ph.D., Director of the Summer School of Slavonic Studies

<sup>4</sup> Please evaluate the professional competences (i.e. technical or specialized, job-related knowledge and skills) and key competences (i.e. social competences/soft skills) the trainee has acquired during the traineeship, referring to the Learning Agreement for Student Mobility for Traineeships. For each item, select one of the evaluation categories by marking it with an 'x'. Add as many items as needed.

<sup>5</sup> Please evaluate benefits the traineeship has generated from the perspective of your organisation. For each item, select one of the evaluation categories by marking it with an 'x'. Add as many items as needed.

<sup>6</sup> You can include here overall evaluation of the traineeship, recommend the trainee as a qualified and motivated employee if relevant, etc.