1. You are...

- An intern from Asia
- An intern from Europe
- Representative of the receiving organization/company (company/business providing the internship)

**Report about ASEM Work Placement Programme**

Please describe your Internship in short.

What was positive about your Internship?

What was negative about your Internship?

**Evaluation of the ASEM Work Placement Programme**

1. **How would you rate your satisfaction with the organisation of the ASEM Work Placement Programme in general?**

<table>
<thead>
<tr>
<th></th>
<th>1 – very poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 – very good</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

6 = no answer

1.a **Please specify, why you rated the ASEM Work Placement Programme as you did?**

Filter: If rated 1 or 2.

2. **Did any problems occur in the different organizational phases?**
2.a If selected:
Please specify, what kind of organizational problems occurred:

2.b If selected:
Please specify, how the occurring problems were solved:

3. Please rate the quality of the internship in reference to your knowledge and skills.

(Interns only)

Please rate with a scale of "fully applies," "largely applies," "partially applies," "does rather not apply" and "does not apply at all.

<table>
<thead>
<tr>
<th>Question</th>
<th>1 - Does not apply at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 – Fully applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was satisfied with the placement service.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I received enough instructions in the practical activities.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was able to work independently.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Questions were answered friendly and competent.  

I was able to co-operate according to my skills.  

My scope of duties was totally new regarding my proficiency.  

In my internship I was able to gain important professional and practical experience.  

The application process proved to be easy.  

Contact persons were available at any time.  

I was well prepared for the internship due to my theoretical background.  

The duration was sufficient to get comprehensive insight into the operations.  

(Receiving Organisation [RO] only)  

Evaluation  

3. Please rate the quality of the internship regarding the knowledge and skills of the intern.  

<table>
<thead>
<tr>
<th></th>
<th>1 – Does not apply at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 – Fully applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was satisfied with the placement service of the intern provided by the UBN</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The knowledge of the intern was appropriate for the activity.</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The intern was capable to conduct tasks independently.</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>With his proficiency the intern was able to understand the work area and fit in.</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement</td>
<td>Yes</td>
<td>No</td>
<td>1/2</td>
<td>2/3</td>
<td>3/4</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
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</tr>
<tr>
<td>The prior knowledge of the intern was not sufficient to perform self-employed activities.</td>
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<tr>
<td>The intern worked independently most of the time.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The intern was working under supervision most of the time.</td>
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<td></td>
<td></td>
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<tr>
<td>The intern assisted the operations to a considerable degree.</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The required amount of supervision was appropriate.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The required amount of supervision was too high.</td>
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<tr>
<td>Appointing an intern requires a strong commitment.</td>
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<tr>
<td>Appointing an intern reduces the workload.</td>
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<tr>
<td>Our workplace/projects suite well to involve interns.</td>
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<td></td>
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</tr>
<tr>
<td>Interns are able to acquire a good overview of the field of work at our workplace/in our project.</td>
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</tr>
<tr>
<td>An internship with us suits well to deepen the content of study courses.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>The intern was able to earn new insights by watching and participating.</td>
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<td></td>
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</tr>
</tbody>
</table>

3a. An internship at this point of the study programme is...

- too early
- appropriate
- too late

3b. How long did the internship last?

- Up to 3 month
- 4 month
- 5 month
- 6 month
- more than 6 month
3c The duration of the internship was
- too short
- appropriate
- too long

4. How important are the following aspects for you/your organization/company to enable a satisfying work placement of interns?

<table>
<thead>
<tr>
<th>Aspect</th>
<th>1 – not important at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 – very important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smooth administration process for me/the international Interns</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Open for unsolicited applications</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comprehensive contact databank provided by ASEM WPP</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Transparency of the formal processes</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The working visa is handled by the ASEM project coordinator</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>All resources needed for the good progress of the placement are available</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Interns are provided with information about housing and accommodation</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Providing of orientations, expectation management by ASEM WPP</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Reliable contact person in the UBN</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Reliable contact person at the sending university</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Language skills of the intern in English</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Language skills of the intern in local language</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Fast learning on job</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
5. Do you want to give us further input on how to improve the ASEM Work Placement Programme?

(Interns only)

5. Did you receive the remuneration as agreed upon in the Internship Agreement?

☐ yes
☐ no

6. Did you receive an incentive towards the end of the internship?

☐ yes
☐ no

Please specify:

7. Would you recommend the internship to other students?

☐ yes
☐ no

(Only RO)
Wishes

6. What kind of activities could an intern perform at your company?

7. What kind of proficiency / skills do you expect of an intern?

If selected, please specify

| English language proficiency of ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 |
| Local language proficiency of ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 |
| Soft skills, Communication | |
| Soft skills, team work | |
| Soft skills, presentation | |
| Soft skills, intercultural competence | |
| Professional knowledge | |
| Former working experiences | |

8. a Please specify your selection. Which level of knowledge or competence do you expect?

(All)

9. What kind of preparations for the internship do you expect on the part of the sending institution?

9. Which kind of amendments would you suggest?

Statistics

S.1 Please specify the branch of the company.

☒ Automotive
☒ Chemical industry
In which project or department of the company took the internship place?

- R&D
- Production
- Sales / Aftersales
- Consulting
- Marketing
- Quality Management
- Customer Services
- _______________

Country of origin of the student/intern

- Belgium
- Brunei Darussalam
- Germany
- Indonesia
- Thailand