

Questionnaire Version 1 – 15 – 12 -15
Evaluation Quality Work Placement Programme
Split EVUs mit PowerCard

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?

	1 – very poor	2	3	4	5 – very good
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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?

- Preliminary organization: searching for work placement
- Preliminary organization: Recruiting/application process (CV writing, personal statement, motivational letter et al.)
- Preliminary organization: interview process via Skype (technical, communicational, expectation management et al.)
- Preliminary organization: work permit (duration, missing documents et al.)
- Start of internship: Traveling
- Start of internship: housing/accommodation
- Start of internship: more information needed
- During internship (working context, internships, team/colleagues, housing/accommodation)
- End of internship: Formal report of ASEM, credit recognition
- End of internship: lessons learned
- Other, please specify: _____

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."

	1 - Does not apply at all	2	3	4	5 – Fully applica ble
I was satisfied with the placement service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received enough instructions in the practical activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was able to work independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions were answered friendly and competent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was able to co-operate according to my skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My scope of duties was totally new regarding my proficiency					
In my internship I was able to gain important professional and practical experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The application process proved to be easy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact persons were available at any time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was well prepared for the internship due to my theoretical background.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The duration was sufficient to get comprehensive insight into the operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(Receiving Organisation [RO] only)
Evaluation**

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

	1 – Does not apply at all	2	3	4	5 – Fully applicable
I was satisfied with the placement service of the intern provided by the UBN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The knowledge of the intern was appropriate for the activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern was capable to conduct tasks independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With his proficiency the intern was able to understand the work area and fit in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The prior knowledge of the intern was not sufficient to perform self-employed activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern worked independently most of the time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern was working under supervision most of the time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern assisted the operations to a considerable degree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The required amount of supervision was appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The required amount of supervision was too high.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointing an intern requires a strong commitment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointing an intern reduces the workload.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our workplace/projects suite well to involve interns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interns are able to acquire a good overview of the field of work at our workplace/in our project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An internship with us suits well to deepen the content of study courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern was able to earn new insights by watching and participating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 moth**

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?

	1 – not important at all	2	3	4	5 – very important
Smooth administration process for me/the international Interns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open for unsolicited applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive contact databank provided by ASEM WPP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transparency of the formal processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The working visa is handled by the ASEM project coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All resources needed for the good progress of the placement are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interns are provided with information about housing and accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing of orientations, expectation management by ASEM WPP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable contact person in the UBN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable contact person at the sending university	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language skills of the intern in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language skills of the intern in local language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fast learning on job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Soft skills, Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft skills, team work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft skills, presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft skills, intercultural competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Former working experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations of the student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other aspects: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1
Local language proficiency of <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> 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

- Energy industry
- Hospitality
- Industrial production
- Logistics
- Mechanical engineering and plant construction
- Medicine
- IT, Software design and engineering
- Other, please specify: _____

S.4 In which project or department of the company took the internship place?

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

S.5 Country of origin of the student/intern

- Belgium
- Brunei Darussalam
- Germany
- Indonesia
- Thailand