*Faculty of Management, University of Warsaw*

*International Business Program*

*Academic Year 20…/20…*

**Traineeship Agreement**

**Before the Traineeship**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **The Trainee**   |  |  |  |  | | --- | --- | --- | --- | | Last name (s) |  | First name (s) |  | | Date of birth |  | **Nationality** |  | | Student’s number |  | **Study cycle** | **2nd study cycle** | | Phone |  | E-mail |  |   **The Sending Institution**   |  |  |  |  | | --- | --- | --- | --- | | Name | **University of Warsaw** | **Faculty** | **Management** | | Address | Szturmowa 1/3  02-678 Warsaw | Country | **Poland** | | **Contact person name** | Beata Brzezińska  Katarzyna Dziewanowska | Contact person E-mail / phone | BBrzezinska@wz.uw.edu.pl  22 55 34 138  outgoing@wz.uw.edu.pl |   **The Receiving Organisation/Enterprise**   |  |  |  |  | | --- | --- | --- | --- | | Name |  | | | | Address, website, type  and symbol of organisation |  | | | | Country |  | | | | Contact person/Supervisor  name / position |  | Contact person/ Supervisor e-mail / phone |  | |

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| **Before the Traineeship** | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | |
| **Planned period of the mobility: from [day/month/year] ……………. to [day/month/year] …………….** | | | | | | | | | |
| **Traineeship title: …** | | | | | **Number of working hours per week: …** | | | | |
| **Detailed programme of the traineeship** (*describe it using bullet points)***:**  **-**  **-**  **-**  **-**  **-**  etc. | | | | | | | | | |
| **Traineeship in digital skills[[1]](#endnote-1):** Yes ☐ No ☐ | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Outcomes):** (*describe it using bullet points; at least* 3 items as for the KNOWLEDGE part, at least 3 for SKILLS, at least 3 for COMPETENCES).  KNOWLEDGE:   * ........................... * ........................... * ..........................   etc.  SKILLS:   * ........................... * ........................... * ..........................   etc.  COMPETENCES:   * ........................... * ........................... * ..........................   etc. | | | | | | | | | |
| **Monitoring plan:** | | | | | | | | | |
| **Evaluation plan:** | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |
| The level of **language competence** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility period is: *A1*  *A2*  *B1*  *B2*  *C1*  *C2*  *Native speaker* | | | | | | | | | |

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| ***Table B - Sending Institution***  The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:   |  |  | | --- | --- | | Award 10-30 ECTS credits (or equivalent) | Give a grade based on: Traineeship certificate  Final report  Interview | | Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Yes  No | |   **Accident insurance for the trainee**   |  |  | | --- | --- | | Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/ Enterprise)? Yes 🞏 No 🞏  If, yes the accident insurance is provided by:  - the sending institution: Yes 🞏 No 🞏 - the trainee: Yes 🞏 No 🞏 | The accident insurance covers:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No | | Is the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)? Yes 🞏 No 🞏  If, yes the liability insurance is provided by:  - the sending institution: Yes 🞏 No 🞏 - the trainee: Yes 🞏 No 🞏 | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes  No | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes  No  If yes, please specify: …. | | | | The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution or the trainee): Yes  No | The accident insurance covers:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No | | | The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution or the trainee): Yes  No | | | | The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee: Yes  No | | | | Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship: Yes  No | | | | | | | | |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Traineeship Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature and stamp or seal** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person at the Sending Institution | Katarzyna Dziewanowska | outgoing @wz.uw.edu.pl | IBP Program Director |  |  |
| Supervisor at the Receiving Organisation |  |  |  |  |  |

1. **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category. [↑](#endnote-ref-1)