*Faculty of Management, University of Warsaw*

*International Business Program*

*Academic Year 20…/20…*

 **Traineeship Agreement**

 **Before the Traineeship**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 1/302-678 Warsaw | Country | **Poland** |
| **Contact person name** | Beata BrzezińskaKatarzyna Dziewanowska | Contact personE-mail / phone | BBrzezinska@wz.uw.edu.pl22 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/ Supervisore-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* [ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 [x]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Yes [x]  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)