

Erasmus+ Traineeship at the University of Warsaw

document version for the UW units

1. Consent to the Erasmus+ traineeship

A UW unit considers the application documents, e.g. CV, motivation letter, list of grades and request for an internship, and appoints a supervisor for the Trainee. Once the traineeship has been agreed, the Supervisor/Mentor agrees with the trainee and the sending university: the date of the traineeship, its scope and the obligations of the UW host unit and the sending university.

2. Confirmation Letter/Letter of Acceptance

Once the UW unit in which the traineeship is planned has given its consent - the receiving UW unit issues a "Confirmation Letter/Letter of Acceptance". The document is signed by the Supervisor/Mentor and the person in charge of the UW unit. The document should be given to the trainee and the sending unit. The scan of the document shall be sent to the UW Career Office.

3. Completing the Learning Agreement for traineeship (LAT)

The trainee, in cooperation with the sending University and the receiving UW unit, completes the Erasmus+ "Learning Agreement for Traineeships (LAT)", in the section "Before the Mobility", indicating the persons authorised to sign the agreement. The scan of the document shall be sent to the UW Career Office.

The agreement template shall be collected by the trainee from the sending University.

4. Insurance for the trainee for the duration of the traineeship

As part of the implementation of the Erasmus+ traineeship, the Trainee should be insured for the duration of the mobility and the implementation of the traineeship with regard to: medical expenses, accident insurance and third party liability. If the sending university or the receiving UW unit does not provide such insurance, the trainee is obliged to take out the insurance on his/her own. and provide the Supervisor/Mentor with a copy of the insurance policy or a statement that he/she will have adequate insurance for the duration of the traineeship.

If a statement is attached to the agreement, the trainee is obliged to provide the UW Careers Office with a copy of the health, accident insurance and third party liability insurance no later than on the day the traineeship starts. The document should be provided in Polish or English.

5. Delivery of documents to the UW Careers Service and formal verification

The Supervisor/Mentor, in consultation with the Mobility Coordinator at the receiving UW unit, provides the UW Career Office with the following documents:

- a. Confirmation Letter/Letter of Acceptance - confirmation of willingness to accept the traineeship signed by the Supervisor/Mentor and the Dean/Director of the UW unit,
- b. Learning Agreement completed in the 'Before the Mobility' section - no signatures required, just an indication of who is signing this document.
- c. A prove of the health, accident insurance and third party liability insurance or the Trainee's statement confirming the purchase of such insurance shall be delivered to the UW Career Office
Re. c) If an Trainee's Statement on Insurance is submitted, the trainee shall provide a copy of the insurance policy no later than on the day the traineeship starts.

The UW Careers Office verifies the completeness of the documentation and the details of the persons authorised to sign the documentation:

- a. Supervisor/Mentor at the receiving UW unit
- b. Mobility coordinator at the receiving UW unit
- c. Dean/Head/Director at the receiving UW unit (whether the person has the appropriate authorisation from the Rector of the University of Warsaw).

6. Signing the Learning Agreement for Traineeships

After verification of the complete documentation and the data of the signatories, the UW Careers Office contacts the Supervisor/Mentor for the possibility of signing the LAT agreement.

The following order of signing is recommended:

1. Representatives from the sending university
2. The Trainee
3. Supervisor/Mentor at the receiving UW unit
4. Mobility Coordinator and/or Dean/Director at the receiving UW unit - depending on the power of attorney held

Once the agreement has been signed on the part of the sending university, the receiving UW unit, the Trainee's Supervisor/Mentor forwards a copy of the signed agreement to the UW Careers Office.

7. Health and safety training and traineeship post briefing

Upon signing the agreement, the trainee is required to undergo health and safety training and traineeship post briefing:

- a. Health and safety training will be provided by the UW Careers Office, following an agreed and confirmed training date, (The trainee will receive health and safety instructions in English in hard copy).
- b. The traineeship post briefing is carried out by the receiving unit on the first day of the traineeship at the University of Warsaw. The Supervisor/Mentor shall provide a copy of the document confirming that the trainee has undergone the traineeship post briefing to the UW Careers Office.

8. Confirmation of traineeship

On the last day of the traineeship, the receiving unit fills in the "Learning Agreement Student Mobility for Traineeship" - the part: "After the Mobility" - Traineeship Certificate. The document is signed by the traineeship supervisor and the mobility coordinator responsible for the traineeship at the receiving UW unit.

The receiving unit issues the original document to the trainee and sends a scan of the certificate to the UW Careers Office. The UW Careers Office sends a scan of the document to the attention of the UW International Relations Office.

9. Documentation of completed traineeship

Complete documentation of completed traineeship can be found in the UW Careers Office.

- Confirmation Letter/Letter of Acceptance
- Completing the Learning Agreement for traineeship (LAT)
- health, third-party and accident insurance
- the original of the "Health and Safety Initial Training Card"

At the end of the academic year, the UW Careers Office compiles a summary of completed traineeship and forwards it to the UW International Relations Office.

Useful information on foreign trainees at the UW units

- **Foreign projects** - the UW International Relations Office

Any information on the implementation of foreign projects at the University of Warsaw related to residency, accommodation, study rules and regulations, organisation of the academic year and a database of Frequently Asked Questions (FAQs) can be found on the UW International Relations Office website.

Information on the programmes: <http://en.bwz.uw.edu.pl/>

- **Accommodation** - the UW Student Welfare and Support Office

The UW has no obligation to provide accommodation for the Erasmus+ trainee. A place in a student dormitory or guest rooms can be offered.

At the request of the trainee, the receiving unit directs an enquiry about the possibility of accommodation in UW dormitories to the Student Welfare and Support Office via email: bpm@uw.edu.pl minimum of 14 days, but no earlier than 45 days before the arrival of the trainee. After approval by the Head of the UW Student Welfare and Support Office, accommodation details are agreed with the Student Dormitory.

Requests for a place in the Hotel Facility "Hera" are sent by an employee of the UW unit via email to: herarezerw@adm.uw.edu.pl.

- **Studying and traineeship at the UW** - the UW Welcome Point

For information on organisational issues related to the trainee's stay at the University of Warsaw (organisation on the UW premises, additional course delivery), facilities, additional possible support and offers, please visit the UW Welcome Point website. The website also provides information on how to organise the stay in the City of Warsaw: legalising stay, public transport, leisure time, sport activities.

The Welcome Point webpage: <https://welcome.uw.edu.pl/>

- **Jobs, traineeships, apprenticeships and volunteering** - the UW Careers Office

The UW Careers Office has a database of job, internship, apprenticeship and volunteering opportunities, organises workshops and lectures for students and graduates, gives counselling talks to enable career choices, cooperates with institutions and organisations working in and for the labour market and the media.

The Careers Office webpage: <https://biurokarier.uw.edu.pl>

- **Student ID**

The trainee is not entitled to a UW student ID card because he/she does not have the status of a UW student during the traineeship (legal basis § 21 (1) of the Ordinance of the Minister of Science and Higher Education of 27.09.2018 on studies in connection with Article 83 of the Act of 20.07.2018, the Law on Higher Education).

The student card from the home foreign university is not a document certifying student status in Poland; Visiting trainees shall acquire an international student card (ISIC). www.isic.pl

International student card - ISIC confirms student status. During your stay in Poland, you can save, among other things, on transport, paying for a place in a hotel, restaurants, pubs, cultural centres, as well as shops and service outlets.

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