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| UNIVERSITY OF GDAŃSK ERASMUS EXCHANGE OFFICE  80-309 Gdańsk, ul. Bażyńskiego 8, +48 58 523 24 42  e-mail:[erasmus.praktyki@ug.edu.pl](mailto:erasmus.praktyki@ug.edu.pl) | **Higher Education**  **Letter of Intent**  **Academic year 2017/18** |

**LETTER OF INTENT**

**ERASMUS+ TRAINEESHIPS PROGRAMME**

A person responsible for traineeships at the host institution is kindly asked to fill this form in, providing the student and the university with details of the organisation and the information about required insurance. The last part confirms that the student is accepted by the company as a trainee.

**1)** **DETAILS OF THE HOST INSTITUTION**

|  |  |
| --- | --- |
| **Legal name of the host organisation/company:** |  |
| **Business name of the host organisation/company:** |  |
| **Full legal name (National Language)** |  |
| **PIC number (if applicable)** |  |
| **Coordinator/person in charge at the host organisation:** |  |
| **Address** | **Legal address:** |
| **Country:** |
| **Post code:** |
| **Telephone:** |  |
| **E-mail:** |  |
| **Type of organisation/economy’s sector:** |  |
| **Country where the company is based:** |  |
| **Country where the training will take place:** |  |
| **Size of the enterprise (approx. number of employees):** |  |

**2) INSURANCE AT THE HOST INSTITUTION**

**During his/her traineeship the trainee is obliged to carry:**

accident insurance: Yes 🞏 No 🞏

liability insurance: Yes 🞏 No 🞏

**Is the trainee covered by the accident insurance of the host organisation?** 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 a liability insurance of the host organisation?**

Yes 🞏 No 🞏

**3) ACCEPTANCE CONFIRMATION**

The organisation/company ………………………………………………….. (name of the host institution) confirms that …………………………………………….. (name of the student), a student at the **University of Gdańsk**, will take part in the organisation's/company's

traineeships programme

**from ………………….. to …………………….. .**   
The organisation/company binds itself to complete the traineeship programme according to the working plan agreed upon by all three parties: the organisation/company providing the training, the student and the student's home institution.

Signature and stamp of the person in charge: ………………………………………………….

Date and place: …………………………………………