

Letter of Intent for Erasmus+ Student Placements

Between (name of the host organization, address, website)	ONLINE GROWTH TEAM C/MAGNET 26 08241 MANRESA ONLINEGROWTHTEAM.COM
Official representative (name and status, phone, E-mail)	KAMILA LIPSKA +34 667 230 779 <u>KAMILA.LIPSKA@GMAIL.COM</u>
Officer responsible for student placement (name, phone, E-mail)	MONIKA GLOD +34 647 345 977 MONIKA@ONLINEGROWTHTEAM.COM
And (name of the University, address, website, Erasmus ID code)	Kozminski University 57/59 Jagiellonska St., 03-301 Warsaw, POLAND, PL Warszaw21
Erasmus institutional coordinator (name, phone, E-mail)	Kinga Nekanda-Trepka +48 22 519 21 85 kingant@kozminski.edu.pl
Area Coordinator (name, phone, E-mail)	Marzena Indra-Góźdź +48 22 519 21 66 marzena.indra@kozminski.edu.pl

ONLINE GROWTH TEAM is willing to host some students of Kozminski University, within program Erasmus Placement. All students interested in internship offers, have to fulfill all requirements concerning admission procedure the company established. Final decision concerning acceptance of the student for proposed internship, will be made by the company.

Detailed information about duties of the participant of the project, is mentioned below.

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

Select students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Learning Agreement for Traineeship** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Learning Agreement for Traineeships) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw an **Agreement or equivalent document** for the placement in accordance with the requirements of the national legislation

Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

Signatures:

ONLINE GROWTH TEAM

Kozminski University



NAME, STAMP

NAME, STAMP

Date/Place

24.04.2017/BARCELONA

Date/Place