**LETTER OF INTENT**

**Erasmus+ Traineeship Programme**

This letter is to confirm that the undersigned commits to cooperate with

**Academy of Fine Arts in Gdańsk,**

**Targ Węglowy 6, 80-836 Gdańsk, Poland**

within the Erasmus+ Programme for Traineeships for Students.

...……………………………………………………………………………………. ……………………………………………………………….…………………………………………………………………………………….……………………

*(Company name, address)*

Furthermore, ……………………………………………………………………….

*(Company name)*

hereby declares to offer a work placement to

………………..…..…………………….…………………………………………

*(Student’s name)*

within the Erasmus+ Programme on the basis listed below.

1. Planned dates of start and end of the placement period[[1]](#footnote-1):

from ………...…*(day/month/year)* till …..…......… *(day/month/year)*,

that is …… /……… weeks/months.

2. Required language(s) of work placement:

……………………….……………………..………………………….……………

……………………….……………………..………………………….……………

*(state all languages student is required to use during the placement)*

3. Tasks of the trainee *(brief description)*:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

4. The Company declares to provide financial support:

□ Yes □ No

Amount: ………………. *(in local currency per month)*

5. The Company requires accident insurance for the trainee:

□ Yes □ No

The Company covers the costs of accident insurance:

□ Yes □ No

6. The Company requires liability insurance for the trainee:

□ Yes □ No

The Company covers the costs of liability insurance:

□ Yes □ No

7. The Company contact person/ coordinator of the placement:

Name: ……………………………………………………….

Position: ……………………………………………………..

E-mail: ……………………………………………………...

Phone: ……………………………………………………….

8. The potential training fields should correspond to the sectors of the Erasmus+ guide. This placements should provide students with a structured on-the-job training. Trainees will be supported with advice on finding accommodation, as well as consultation in social or work matters.

Date Signature and Stamp

1. Minimum placement period is 2 months, maximum is 4 months (1 month counts as 30 days). [↑](#footnote-ref-1)