

PROPOSED ERASMUS TRAINEESHIP

Form for gathering information for an Erasmus traineeship application

Name of the receiving organisation	Department / Unit
Street address	Website
Country	Postal code and city
Size of the company/organization staff of <input type="checkbox"/> 1–250 <input type="checkbox"/> more than 250 persons	
Type of organization ¹	
Commercial orientation	
Legal status	
Economic sector	
Responsible person: name / position	E-mail / phone number
Mentor: name / position	E-mail / phone number
Traineeship period (dd/mm/yyyy) / 20 - / 20	Working hours (at least 30 h /week) hours/week
Training period is <input type="checkbox"/> paid (separate contract of employment is recommended), salary € / month <input type="checkbox"/> non-paid	
Details of the proposed training programme Traineeship title ² Detailed programme of the traineeship period and tasks for the trainee: Knowledge, skills and competence to be acquired by the trainee at the end of the traineeship: Monitoring and evaluation plan:	

¹ Please, answer the following questions with codes from a pdf-file available on our web page:
<https://guide.student.helsinki.fi/sites/default/files/inline-files/apupaperi%20koodien%20etsimiseen%20HY322991.pdf>

² For example "Marketing assistant"