## PROPOSED ERASMUS TRAINEESHIP

## Form for gathering information for an Erasmus traineeship application

Name of the organization	Department / Unit	
Street address	Website	
Country	Postal code and city	
Size of the company/organization		
staff of 1–250 more than 250 persons		
Economic sector <sup>i</sup>		
Type of organization <sup>ii</sup>		
Is the organization non-profit? Yes / No		
Is the organization a public body? Yes / No		
Does the traineeship improve student's digital skills? <sup>\(\bar{\psi}\)</sup> Yes / No	15 17 1	
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	•	
paid (separate contract of employment is recommended), salary	€ / month	non-paid
Details of the proposed traineeship		
Traineeship title iii		
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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:		

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

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iv Any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

iii For example "Marketing assistant"