

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	Konarch	Shekhar Prasad					
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person names ⁵ ; email; phone	
	Vistula University		PL WARSZAW78	Stoklosy 3, 02-787 Warsaw	Poland	Jasurbek Babaev j.babaev@vistula.edu.pl +48 22 45 72 368	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	Bookingpetz.com	Software Development	www.bookingpetz.com	Netherlands	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Andrea Tirasso, Co-founder recruitment@bookingpetz.com	Andrea Tirasso, Co-founder recruitment@bookingpetz.com

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] **July 2019** to [month/year] **Jan 2020**

Traineeship title: Software Development at Bookingpetz	Number of working hours per week: 40
Detailed programme of the traineeship: Below high-level program will be further detailed prior to traineeship commencement and based on progress of internal projects: 1. Analysis, design, development and management of data bases (MySQL), including setup and configuration of data base server. 2. Analysis, design, development, testing and deployment of web user-interface (front-end using HTML and CSS programming languages). 3. Analysis, design, development, testing and deployment of programs and communication forms between web user-interface and data-bases (front-end and back-end functionalities using JavaScript and PHP programming language).	
Traineeship in digital skills ⁸ : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): - Company's organization, way of working according to the company culture, and its development and marketing processes and methodologies. - Usage of computer systems and development environments, assessing their features depending on the requirements. - Participation in the design of database schemas, and involvement in the development and testing of applications and user interfaces.	
Monitoring plan: The trainee will be monitored by his mentor, supported with information about the details of his work and his progress will be checked on a daily & weekly basis.	
Evaluation plan: The trainee will be evaluated by his mentor according to his progress during the traineeship . If necessary, the student will keep a traineeship report and the document will be signed by the mentor himself.	
The level of language competence⁹ in English that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution

Please use only one of the following three boxes: ¹⁰

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
AwardECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, amount (EUR/month):	
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee	Konarch Shekhar Prasad		Trainee		
Responsible person ¹² at the Sending Institution	Jasurbek Babaev	j.babaev@vis.tula.edu.pl	Erasmus Coordinator		
Supervisor ¹³ at the Receiving Organisation	Andrea Tirasso	recruitment@bookingpetz.com	Co-founder	01-05-2019	

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

Planned period of the mobility: from [month/year] till [month/year]

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>	
Name of the trainee: Konarch Shekhar Prasad	
Name of the Receiving Organisation/Enterprise: Bookingpetz.com	
Sector of the Receiving Organisation/Enterprise: Software Development	
Address of the Receiving Organisation/Enterprise Derkinderenstraat 74, 1062 BJ Amsterdam, The Nederlands, recruitment@bookingpetz.com, website: www.bookingpetz.com	
Start date and end date of traineeship: from [day/month/year] 01/07/2019 to [day/month/year] 02/01/2020	
Traineeship title: Software Development at Bookingpetz	
Detailed programme of the traineeship period including tasks carried out by the trainee:	
1. Analysis, design, development and management of data bases (MySQL), including setup and configuration of data base server. 2. Analysis, design, development, testing and deployment of web user-interface (front-end using HTML and CSS programming languages). 3. Analysis, design, development, testing and deployment of programs and communication forms between web user-interface and data-bases (front-end and back-end functionalities using JavaScript and PHP programming language).	
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):	
<ul style="list-style-type: none"> - Company's organization, way of working according to the company culture, and its development and marketing processes and methodologies. - Usage of computer systems and development environments, assessing their features depending on the requirements. - Participation in the design of database schemas, and involvement in the development and testing of applications and user interfaces. 	
Evaluation of the trainee:	
<p>Konarch was initially involved in the back-end development (PHP) of the 1st version of the prototype our web platform, and he continuously demonstrated a proactive approach and creativity in solving the development challenges he encountered. Konarch also played a key role in the design and implementation of the 2nd version of the prototype of the platform, including the definition of the database schema and and implementation of the data base, and the integration of 3rd party APIs (Gmail, Facebook, payment provider) and communication channels (Facebook messenger, chat).</p> <p>We believe that the internship gave Konarch an opportunity to put both his theoretical & practical knowledge to practice, and he made the most out of the opportunity by taking a proactive approach towards the tasks and challenges encountered. We could also notice that he gained confidence day after day, which also resulted in higher speed and better results over time. It was a pleasure to have Konarch joining our development team in Amsterdam and overall we would assess his internship as being very successful. We would like to take the opportunity to thank KOnarch for all his hard work and efforts, and wish him all the best for his future endeavours.</p>	
Date: 2 January 2020	
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:	
<i>Andrea Tirasso, Co-founder at Bookingpetz.com and Traineeship Supervisor</i>	
 Bookingpetz.com <i>Life is easy with your pets!</i> Handelstraat 173, 1071 JD AMSTERDAM THE NETHERLANDS E-mail: info@bookingpetz.com	

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁸ **Traineeship in digital skills:** 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.

⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at:
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁰ **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹¹ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹² **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹³ **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.