



## IAESTE Poland

The International Association for the Exchange  
of Students for Technical Experience

tel.: +48 22 408 42 54

fax: +48 22 408 42 53

www.iaeste.pl

**N/5-a**

### ACCEPTANCE NOTE

Student: **Means Shrivastava**

Ref.No: **PL-2015-PSZ021**

You have been accepted for training in: **Poland**

Employer: **West Pomeranian University of Technology, Faculty  
of Biotechnology and Animal Breeding**

Address: **ul. Doktora Judyma 26,  
71-466 Szczecin  
www.biotechnologia.zut.edu.pl**

Person to contact: **Mr Radosław Drozd, Phd. Eng.  
+48 91 449 67 09  
rdrozd@zut.edu.pl**

For the following period: **2016/06/01 - 2016/09/30**

### CONFIRMATION OF ACCEPTANCE

**Complete and return the attached "Confirmation of Acceptance" N/5-b to us through your National IAESTE  
Committee at the latest within the next two weeks.**

Additional Information:

Please contact: **Agnieszka Eltman  
697633223  
agnieszka.eltman@iaeste.pl**

#### Enclosures:

- Introduction Letter**
- IAESTE Insurance and liability  
policy**

Date: **Monday 10th of August 2015**

Signature:



*Magdalena Kuknias*



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#### To be filled out by the student

I shall leave my country on:  Place of arrival:

Time and date of arrival:  I shall require lodging from:

I will arrange lodging by myself:  yes  no

I am aware that I am responsible for any financial loss involved if I withdraw or change my commencing date or cancel any room allocated to me after having completed and signed this form.

Other important information :

I am insured against illness, accidents including death and repatriation in case of illness, accidents or death during my traineeship. I am aware that IAESTE National Committee of the sending country as well as IAESTE National Committee of receiving country **can not** be held responsible for any accident that may occur during working hours of free time.

Insurance company:

Insurance Receipt No.:

Date:

Signature:

Home Address:

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## WELCOME LETTER

Dear **Means Shrivastava**,

Congratulations for being accepted for a traineeship in Poland ! We guarantee that you will spend the best time in your life in our beautiful country. This short letter will give you basic information about arrival and staying in Poland. For further information please contact the Local Committee - the contact details you will find on N5a form.

### Visas

As soon as you receive the acceptance note, please check in polish embassy if you need a visa to enter Poland. There is a lot of countries which do not need visa to accomplish their practical training in Poland, if your are going to stay below 90 days (the list of countries you can find here:

<http://www.msz.gov.pl/VISA.REQUIREMENTS,2346.html>

However, if you need a visa you have to contact polish embassy. IAESTE Poland is in touch with the most embassies so please let us know in case of any problems.

### Your arrival to Poland

Poland is available by all means of transport (plane, train, bus, even boat and of course by car). We advise you to start plan your journey asap - and inform us about all details at least 2 weeks before your arrival (the best idea is to contact directly Local Committee). We need following information: date and time of your arrival, place of arrival (airport, train station, bus station etc), flight or train number. If you do not give us this information we will NOT be able to pick you up and arrange the accommodation for you!!!

Usually there will be someone waiting for you at the airport, train station etc., but is always good to have a contact phone number with you.

### Accommodation

Usually the Local Committee will arrange the accommodation in one of the student dormitories belonging to University, where the trainees will stay all together. It is rather difficult to find fine an inexpensive lodging so we recommend our offer. The standard type of apartment in such a hostel consists of two double rooms with common kitchen, toilet and shower. The apartments are furnished. There are refrigerators, electric cookers and kettles in the kitchen. Usually the kitchens are not equipped with any dishes and pots, but you can get it from the Local Committee.

### Finance

Payment you will get from the hosting institution normally covers basic living expenses including lodging (with some financial help from our university), urban transport and food, but only when meals are prepared by students themselves or are arranged in the university canteen. You have to bring with you enough money for the first month, because usually you will get your payment after 4 weeks of working.

You should be prepared to cover all non-obligatory extra expenses such as travelling inside and outside Poland, participating in IAESTE events and other entertainment.

### Entertainment

After work it is time to relax - during the week but especially during weekends. It is common that fast all of Local Committees organize a weekend event for trainees. The biggest one, where also trainees from neighbouring countries are invited, is ICEM (IAESTE Central European Meeting):

[http://www.iaeste.agh.edu.pl/article\\_en.php?res=12](http://www.iaeste.agh.edu.pl/article_en.php?res=12).

During the week events like national parties, barbecues, movies evening, going out, etc. are organized by summer officers from Local Committee.

*We wish you a very nice stay in Poland and feel free to contact the Local Committee in case of any queries.*

*Your IAESTE Poland team*

# IAESTE Insurance and liability policy

## General Arrangements

### 1. Compliance with the host company/ institution directives.

The student will comply with the relevant rules and regulations of the receiving host company/institution while training at the host company/institution.

### 2. Responsibility for property loss and damage

The student will be responsible for loss of, or damage to the property of his/her receiving company/institution caused by him/herself (malicious intent).

### 3. Intellectual property rights and confidential information

As a general rule, the receiving company/institution is expected to maintain any intellectual property rights which may result from a particular programme involving the student.

### 4. Other subjects

The receiving company/institution is expected to agree directly with trainees in writing, on any subjects or specific arrangements other than those listed initially in their offer, if the company/institution considers it necessary.

## Waiver of liability

IAESTE (the International Association with its executive bodies, the National Committees of the sending and receiving countries) assumes no responsibility or liability for any injury, damage, financial losses (for housing reservations....) additional delay or other irregularities suffered by the student, the receiving company./institution or any other party, other than those which may be caused by wilful or negligent acts or omissions on the part of IAESTE, in which case the respective involved party of IAESTE as listed will be solely responsible. IAESTE shall not be responsible or liable for consequences or natural calamities, labour strikes, Acts of God, war and other factors beyond IAESTE's reasonable control.

## Insurance

In the light of IAESTE's limitation of liability and responsibility set forth above, the student is obliged to make the necessary arrangements for health and accident coverage for the duration of his/her training, including the time spent travelling and leisure activities. Further coverage must be taken out by the student in relation to his/her property loss and damage. It is the responsibility of the sending National Committee to ensure that the student has procured such insurance before leaving for training.

Offer Reference no.: **PL-2015-PSZ021**

Student Name: **Means Shrivastava**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return a copy of this form with the N5b Acceptance document.**