



**IAESTE Poland**  
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**Local Committee Responsible:**  
 LC Poznań  
 IAESTE Poznań, Politechnika Poznańska,  
 Centrum Praktyk i Karier Studentów i  
 Absolwentów  
 ul. Kórnicka 5  
 61-132 Poznań  
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 poznan@iaeste.pl  
 www.iaeste.put.poznan.pl



**WORK OFFERED**

**Ref. No. PL-2015-PPO053**

**EMPLOYER INFORMATION:**



**Employer:**

Studio Architektury "Kontur" Swiatopelk-Mirscy Sp.j.  
 Address: Bydgoska 33/5  
 64-920 Pila

**Business or products:**

Architecture, Design

**Official responsible:**

Name: Mr Maciej Swiatopelk-Mirski  
 Phone: +48 660 446 559  
 Email: biuro@kontur.poznan.pl

**Employee's website:** www.kontur.pila.pl

**Working place:** ul. Piatkowska 163, 60-650 Poznan

**Nearest international airport:** Poznan (POZ)

**Nearest public transport:** bus, tram

**Number of employees:** 17

**Working hours per week:** 40

**Daily working hours:** 8

**STUDENT INFORMATION:**

**Faculty:** Architecture

**Specialization:** None

**Specialization:**

Specialization:

**Study level:**

End

**Previous training required:** Yes

**Gender:** Either

**Language REQUIRED for training:**

(1 - excellent, 2 - good, 3 - fair)

Language	Level	---
English	2	

**Other requirements:**

Knowledge of AutoCad or Revit Architecture and 3ds Max or Cinema 4D will be necessary.  
 Preferred nationality is Belarusian

**WORK OFFERED:**

**Kind of work:** Office work

**Work description:**

During the training, student will :

- learn how to mark drawings and design documentation
- preparing concept sketches
- making 3d models

Trainee will be familiar with construction standards in force in Poland .

**Category:**

Professional

**Number of weeks offered:**

min: 6 / max: 8

**Within the time period:** 2015/05/04-2015/11/30

**Gross pay:** 1200 PLN / Month

**Expected deductions:** 0%

**ACCOMODATION INFORMATION:**

**Lodging will be arranged by:** IAESTE

**Canteen available at work:** Yes

**Estimated cost of lodging:** 380 PLN / Month

**Estimated cost of living (incl. lodging):** 1100 PLN / Month

**PLEASE SEND NOMINATIONS BY:** IAESTE.net PL

**DEADLINE FOR NOMINATION:** 2015/03/31

**Before applying, please read this information:** <http://incoming.iaeste.pl>

On behalf of receiving country:



Magdalena  
 Maciejasz



**Important information about your traineeship in Poland**  
**– Please read carefully before accepting this offer!**

**What we expect from you:**

We expect you to read the job description carefully and apply only if you consider yourself qualified and your language fluency meets company requirements. Also, we expect you to properly prepare all the necessary documents.

**Any missing document listed below can be a reason of the rejection for the traineeship.**

**Documents required:**

1. Student Nominated Form
2. Curriculum Vitae with photo
3. Cover letter addressed to the employer
4. Language Certificate
5. List of subjects
6. Transcript of records with legend, in English or with translation prepared by professional translator.  
*NOTE: You do not have to enclose this document, if it is not specified in the form "O".*
7. Certificate of Enrolment. *NOTE: Required at all times. The document must confirm that you are a student during the entire applied training period.*
8. Reference Letter. Any kind of references (e.g. from your university, companies where you worked before etc.) are desired and can help you getting the acceptance.
9. Additional Certificates. Enclose any certificate you have, language (e.g. FCE, CAE) or technical, as they can improve your chances.
10. Passport scan (page with your data and photo only). *NOTE: Required for citizens of the country outside European Union.*

Student Nominated Form and Cover Letter should be signed.

We expect you to enclose all required documents in **ONE FILE** in order as listed above. The file has to be in PDF format, with the maximum size not exceeding 3 MB. Please name the file according to the scheme:

**Ref.No.\_Name\_Surname**. For example: PL-2015-ULO013\_Tom\_Smith.pdf

For Architectural Offers please always enclose an electronic version of your portfolio in a separate file (not exceeding 6 MB).

For example: PL-2015-ULO013\_Tom\_Smith\_portfolio.pdf

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**All these and additional information including sample file attachments can be found on our webpage dedicated to incoming students <http://www.incoming.iaeste.pl>**

**Please read all this information carefully before applying.**



## Information regarding IAESTE Poland

The IAESTE National Committee in Poland is 100% student run and it is not part of any government institution. The office of the National Committee is located in Warsaw.

There are 13 Local Committees at the largest Universities of Technology in Poland, all of which are run by students only. In few cities, there is more than one Local Committee, because there is more than one University involved in the IAESTE programme.

The members of local committees are responsible for arranging your accommodation and picking you up when you arrive to the city of destination. They will also introduce you to the employer at your first day of the traineeship.

Local committee's contact information is printed on the form "O". However, please **remember that you can contact them only after you will receive your acceptance papers.**



We will do our best to make your stay in Poland a great and memorable experience.

### Age and student status restrictions

PLEASE NOTE: You must be **under 26 years old** to apply for this offer. You are also required to provide a Certificate of Enrolment confirming that you are a **student during the entire applied training period.**

### Language

The official language in Poland is Polish. The most popular foreign language is English, especially among young people.

### Payment/Taxes

Your salary will be paid at the **end of each month** according to the amount stated in the form "O". **It is absolutely necessary for you to have sufficient funds for the first month, approximately 1200 PLN (circa 300 EUR), to cover your expenses** until you receive your first salary. The taxes you need to pay depend on the form of employment chosen by the employer. Form "O" will provide you with all necessary information. For more details please contact the Local Committee of your destination.

### Accommodation

The members of IAESTE Local Committees will arrange lodging for you in a student dormitory, at the same conditions as Polish students. Rules of paying rent may differ, depending on the city; however you need to be prepared that **you have to pay the full month rent in advance.** For more details please contact the Local Committee responsible for your offer. If you do not wish to stay in the student dormitory with other trainees, you can arrange other lodging yourself. If you plan to do so, you are required to inform the Local Committee in advance.

### Visa

Poland is a member of European Union. If you come from the country outside EU, you need to apply for a visa. You can do that in the Polish Embassy or Consulate in your home country. You should do this as soon as you get your acceptance papers, since the application procedure can take up to 8 weeks. You do not need to apply for additional work permit. All necessary VISA information can be found on the following webpage: <http://www.msz.gov.pl/en/>.

### Insurance

In order to start an IAESTE traineeship in Poland, an adequate health and accident insurance is mandatory. Also, we strongly advise you to get liability insurance before leaving for Poland.