This is a model letter sent by the institution which agrees to host student/s/PhD student for Erasmus traineeship within the ERASMUS+ programme.

 **PLEASE USE YOUR OFFICIAL LETTERHEAD**

(delete red text before print)

**LETTER OF INTENT**

I, the undersigned Mr/Mrs/Miss **…………………………………….**

certify that I commit myself as a partner to participate in:

**The ERASMUS+ Program (2021/22 – 2027/28)**

**Student/ PhD student Mobility for Traineeship (Work Placement) in Enterprises, Training Centres, Research Centres and Other Organisations**

I commit myself to accept **………..** student/s/ PhD student/*s (please fill a number of students)*

*(Name/Names), not required*: **…………………………………………**

from the **UNIVERSITY OF LIFE SCIENCES IN LUBLIN, Poland**

for a traineeship for a total of **………….** months *(please note that 2-month minimum requirement)*

The work placement will begin on: *(day/month/year)* **.…………….** and end on **…………………..**

*(between* ***1 June*** *and* ***30 September*** *for student’s traineeship)*

at (*full legal name of the host organisation/institution**)* **………………**

(A*ddress: Street, Number)* **…………………………………………**

(A*ddress: Postal Code, City)* **…………………………………………**

company registered in *(country)* **……………………**

with *(number)* **………………………….**employess

The goal of the placement will include:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

General job description: ……………………………………………………………………………………………………

Tasks of the trainee will include:

1. ……………………………………………………………………………………………………………………………

2. ……………………………………………………………………………………………………………………………

3……………………………………………………………………………………………………………………………..

Requirements for candidate:

1. ……………………………………………………………………………………………………………………………

2. ……………………………………………………………………………………………………………………………

3. ……………………………………………………………………………………………………………………………

Role of the Host Institution:

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Financial contribution of the Receiving Organisation/Enterprise (if any):

additional salary Yes [ ]  No [ ]

covering accommodation Yes [ ]  No [ ]

another, please specify ………………………………………………………………………………………………..

the contribution is …….. Euro/month

Mentor/Contact person details in the Receiving Organisation/Enterprise:

First Name and Last Surname: ……………………………………..

Position: …………………………………………………………….

Phone (with area code): ……………………………………………..

Email: ………………………………………………………………

Address (street, no, postal code, city, country): ………………………………………………………

 …………………………………………………………………………………………………………………...

Website: ……………………………………………………….

*I commit my institution to respect and observe the obligations of the Quality Commitment for Erasmus student/**PhD student placements (attached document).*

*All expenses will be covered by the Erasmus grant and the student/s / PhD student/s themselves (the host institution may give additional money to the student/s).*

*Place and Date:*  *S*ignature:

……………………………….. ………………………………………………...

 First Name and Last Name, Position (print letters):

 (*if different from the data above)*

 …………………………………………………

 Stamp of Institution:

**QUALITY COMMITMENT**

**For Erasmus student placements**

This Quality Commitment replicates the principles of
the European Quality Charter for Mobility

**THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:**

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

**Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

**THE SENDING INSTITUTION\* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

**Monitor** the progress of the placement and take appropriate action if required

**THE HOST ORGANISATION UNDERTAKES TO:**

Assignto students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw **a contract or equivalent document** for the placement in accordance with the requirements of the national legislation

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

**THE STUDENT UNDERTAKES TO:**

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

**Communicate** with the sending institution about any problem or changes regarding the placement

**Submit a report** in the specified format and any required supporting documents at the end of the placement

**\*** In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium