

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)

Z komentarzem [DS1]: Zastosuj się do czerwonego zapisu, a następnie go usuń.

LETTER OF INTENT

I, the undersigned Mr/Mrs/Miss
certify that I commit myself as a partner to participate in:

Z komentarzem [DS2]: Podaj dane osoby z instytucji przyjmującej, która podpisze dokument.

The ERASMUS+ Programme (2021/22 – 2027/28) **Student/ PhD student/Recent graduate Mobility for Traineeship (Work Placement) in Enterprises, Training Centres, Research Centres and Other Organisations**

I commit myself to accept student/s/ PhD student/s recent graduate/s (please fill a number of students)

Z komentarzem [DS3]: Podaj liczbę studentów, dla których przygotowujemy jest dokument.

(Name/Names), not required:

Z komentarzem [DS4]: Podaj imiona i nazwiska wszystkich studentów, których dotyczy dokument.

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

for a traineeship for a total of months/days (delete inappropriate)
The work placement will begin on: (day/month/year) and end on

Z komentarzem [DS5]: Podaj okres trwania mobilności: w miesiącach (mobilność długoterminowa) lub dniach (mobilność krótkoterminowa).

at (full legal name of the host organisation/institution)
(Address: Street, Number)
(Address: Postal Code, City)
company registered in (country)
with (number) employees

Z komentarzem [DS6]: Podaj dokładne daty mobilności (dzień, miesiąc, rok).

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:

.....
.....
.....
.....

Z komentarzem [DS7]: Uzupełnij wszystkie dane dotyczące miejsca odbywania praktyk (wszystkie rubryki). Pamiętaj o liczbie pracowników — jeśli jej nie znasz, dopilnuj, aby uzupełniła ją osoba z instytucji przyjmującej przed wydrukiem i podpisaniem dokumentu.

Z komentarzem [DS8]: Sekcje „The goal of the placement...”, „General job description”, „Tasks of the trainee...”, „Requirements for candidate” oraz „Role of the Host Institution” uzupełnij wspólnie z instytucją przyjmującą. W każdej sekcji wpisz uzgodnione z nią informacje.

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

Z komentarzem [DS9]: Uzgodnij z instytucją przyjmującą, które świadczenia z tej sekcji będą zapewnione, i uzupełnij dokument zgodnie z ustaleniami.

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:

Z komentarzem [DS10]: Podaj dane osoby, która będzie Twoim mentorem podczas praktyk. Uzupełnij wszystkie rubryki lub dopilnuj, aby zrobiła to osoba z instytucji przyjmującej przed wydrukiem i podpisaniem dokumentu.

*I commit my institution to respect and observe the obligations of the Quality Commitment for Erasmus student/ PhD student /Recent graduate placements (attached document).
All expenses will be covered by the Erasmus grant and the student/s / PhD student/s/ Recent graduate/s themselves (the host institution may give additional money to the student/s).*

Place and Date: Signature:

.....
First Name and Last Name, Position (print letters):
(if different from the data above)
.....

.....
Stamp of Institution: |

Z komentarzem [DS11]: Dopilnuj, aby dokument miał datę, podpis właściwej osoby oraz pieczęć instytucji.

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:

Assign to 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