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**Letter of Acceptance for student placement within Erasmus+ program**

Receiving institution/organization:

Responsible person of the receiving organization:

Position: (Manager/Director)

Company registration number:

No. of employees:

Distance from J. Selye University (km):

*We hereby confirm that we accept and are prepared to employ below specified student from the J. Selye University:*

Name  
Status: Student Graduated (absolvent)

Faculty:

Field of study:

as a trainee in our company. Student will realise vocational training according to his/her acquired qualifications and study profile. His/her responsibilities and tasks will be in the harmony with his/her theoretical knowledge acquired during the studies.

Vocational training will be realised in the period from: to:

I, undersigned ………..……………… (Responsible person of the receiving organization) authorize ………………………Supervisor’s name)………………………. to:

a) Sign the above specified student’s required documents on the organization’s behalf

b) Supervise the above specified student’s internship carried out in the organization

c) Evaluate the above specified student’s work at the organization

Supervisor for ERASMUS+ vocational training within our organization will be:

Name:

Position:

Division:

Tel.:/Fax:

E-mail:

**We hereby confirm, that our organisation is working in the form of presence and the student doesn't have an opportunity to work from home.**

Signature of Responsible person of the receiving organization:

Signature of the supervisor:

Date: Company stamp:

**THE HOST ORGANISATION UNDERTAKES TO:**

1. Assign to students/graduates tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
2. Appoint a mentor to advise students/graduates, help them with their integration in the host environment and monitor their training progress.
3. If the student is granted an Erasmus+ scholarship, the host organisation agree to sign the student Learning Agreement for Traineeships and all documents needed for the traineeship.
4. The trainee will receive a financial support for his/her traineeship: Yes No

€/months

If yes, amount in EUR/month:

1. The host institution declares that the student is doing his/her traineeship with physical presence

in

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1. The host institution declares that the student will work at least 40 hours/ week for the institution.
2. The host institution declares that will inform the sending institution and the student of any changes (affecting the traineeship).
3. **The host intitution confirm, that the organization is working in the form of presence and the student/graduated doesn't have an opportunity to work from home.**

**THE STUDENT/GRADUATE UNDERTAKES TO:**

1. Comply with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success
2. Abide by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality
3. Communicate with the sending institution about any problem or changes regarding the placement
4. Submit a report in the specified format and any required supporting documents at the end of the placement
5. The student declares that she/he will work at least 40 hours/ week for the institution with physical presence.
6. The student declares that she/he will inform the sending institution and the receiving institution of any changes (affecting the traineeship).

**Signature of the receiving institution:**

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| --- | --- |
| Name and status of the official representative: |  |
| Signature:  Date: | Stamp: |

**Signature of the student/graduate:**

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| --- | --- |
| Name and status of the official representative: |  |
| Signature: | Date: |