**Acceptance letter for Erasmus+ Traineeship**

**for the academic year 2014/15**

**between**

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| **Name of the host institution** |  | |
| Address |  | |
| Phone/ fax |  | |
| E-mail |  | |
| **Official representative**  Name and status |  | |
|  | | |
| **Officer responsible for traineeship (mentor)**  Name and status |  | |
| Phone/ fax |  | E-mail: |

|  |  |  |
| --- | --- | --- |
| **Name of the sending institution** | **Trnava university in Trnava** | |
| Address | Hornopotočná 23, 918 43 Trnava | |
| Phone/ fax | +421/33/ 59 39 207 | |
| E-mail | marta.seckarova@truni.sk | |
| **Official representative**  Name and status | Marta Sečkárová  Erasmus+ Coordinator | |
|  | | |
| **Officer responsible for traineeship :**  Name and status |  | |
| Phone/ fax |  | E-mail: |

**and**

|  |  |  |
| --- | --- | --- |
| **Name of the student/graduate** |  | |
| Address |  | |
| Phone |  | E-mail: |
| Faculty/Department |  |  |
| **Brief description of**  **a student/graduate workload:** |  | |

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| --- | --- | --- |
| **Term of the traineeship:** | From: | To: |

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

* Define the learning outcomes of the traineeship in terms of the knowledge, skills and competencies to be acquired.
* Assist the student/graduate 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/graduates.
* 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 confirms that student traineeship is (in part) financially covered by Erasmus+ grant.**

**THE HOST ORGANISATION UNDERTAKES TO:**

* 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.
* Appoint a mentor to advise students/graduates, help them with their integration in the host environment and monitor their training progress.
* Draw **a contract or equivalent document** for the placement in accordance with the requirements of the national legislation

**THE STUDENT/GRADUATE 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 placemen

**Signature of the host institution:**

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

#### Signature of the student/graduate:

|  |  |
| --- | --- |
| Name:  Signature: | Date: |

#### Signature of the department/or faculty Erasmus coordinator:

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| --- | --- |
| Name of the coordinator:  Signature: | Date: |