**PLEASE USE YOUR OFFICIAL LETTERHEAD**

# LETTER OF INTENT

under

**ERASMUS+ Programme** (2014/15- 2020/21)

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

This is to confirm that we ……………………………….................................................................................... (*full legal name and address of the host organisation/institution*), company registered in *(country) ………………………....*

with …………. employees, will accept the student:

*(name)*: ……………………………………………………….

from **Maria Curie-Sklodowska University in Lublin, Poland**, for a traineeship within the Erasmus

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

The work placement will begin on:.......................... and end on:.................................

The goal of the work placement will include: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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

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Tasks will include:

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

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

3……………………………………………………………………………………………………………………………

Mentor/Contact person for student work placement

…………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………… (*please fill name, position, address incl. phone, fax, web page and email*)

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

*All expenses will be covered by the Erasmus grant and the student/s themselves Yes □ No □*

*The host organisation/ institution offers to give additional salary to the student/s Yes □ ………. No □*

Stamp and signature Date

**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