**Date …………………….**

**Letter of Acceptance**

It is hereby certified that we accept Mr/ Mrs …………………………………………………………… (full name of student) to carry out his/her traineeship at …………………………………………………………………….. (name of host company/ Organisation/ Research Institute/ Laboratory, etc).

The object of his/ her traineeship will focus on “.………………………………………………………………………………….…”

and the traineeship will last for (*three) months*, from **dd/mm/yyy** to **dd/mm/yyyy**

The traineeship includes virtual mobility:**\*** YES 🞎 / NO 🞎

If yes, please indicate the virtual mobility period from dd/mm/yyyy to dd/mm/yyy

**\***for the virtual mobility period the students works remotely from his/her country of origin

The daily working hours will be from ………. to ………., for a total of …….. hours per week[[1]](#footnote-1) and the language used during the traineeship will be…………………………………….

The person who will supervise this traineeship is Mr/ Mr …………………………………………..

The traineeship of the student will be funded by the ERASMUS+ Programme – Student Mobility for Traineeships.

Please find below the corresponding contact details of the person responsible for the traineeship.

Full name:……………………………………………..………………..

Telephone:……………………………………………………………..

E-mail:…………………………………………………………………….

Postal Address: ………………………………………………………

Signature of the responsible person

Stamp of the host company

**Please see and fill in the Annex in the following page.**

For more information, click **[here](https://www.tuc.gr/fileadmin/users_data/erasmus_new/_uploads/Erasmus__Traineeship_-_Roadmap_for_Empoloyers.pdf)**.

**ANNEX - PRELIMINARY INFORMATION FOR THE LEARNING AGREEMENT**

**Please fill the following fields with detail**

 **Detailed programme of the traineeship (including the virtual component, if applicable):**

The detailed programme of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, **with their associated timing**. If applicable, the added value of the virtual component of the traineeship should be clearly described.

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**Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):**

The Traineeship Programme should indicate which knowledge, intellectual and practical skills and competences (learning outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

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**Monitoring plan:**

The monitoring plan should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

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**Evaluation plan:**

The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

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| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐  | If yes, amount (EUR/month): **………..** |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: …. |
| The Receiving Organisation/Enterprise will provide an **accident insurance** to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐  | The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐ |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐ |

1. Please note that no less than 30 hours per week are acceptable. [↑](#footnote-ref-1)