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**ERASMUS STUDENT MOBILITY FOR TRAINEESHIPS**

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**ACADEMIC YEAR 2016-2017**

**ACCEPTANCE LETTER**

Subject: Erasmus Student Mobility for Traineeships

This is to confirm that we, ŞİRKETİN ADI, will accept ÖĞRENCİNİN ADI, born on ÖĞRENCİNİN DOĞUM TARİHİ, coming from **Recep Tayyip Erdogan University** (Turkey), for a student internship within Erasmus Student Mobility for Traineeships program for a total of KAÇ AY OLDUĞU months.

The placement will begin on STAJ BAŞLANGIÇ TARİHİ and end on STAJ BİTİŞ TARİHİ (no later than 30 May 2018). Our daily working hours will be from MESAİ BAŞLANGIÇ SAATİ to MESAİ BİTİŞ SAATİ, for a total of HAFTADA KAÇ SAAT MESAİ OLDUĞU hours/week.

The working language in our company/institution is ÇALIŞMA DİLİ.

If the student is granted an Erasmus-scholarship, we agree to sign the Learning Agreement for Traineeships and all documents needed for the placement.

We also declare to respect the Erasmus Placement “Partnership Quality Commitment”. (Please see attachment)

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| COMPANY/INSTITUTION |  | |
| ADDRESS |  | |
| POSTAL CODE, CITY |  | |
| COUNTRY |  | |
| CONTACT PERSON |  | |
| POSITION |  | |
| E-MAIL |  | |
| DATE  \_\_ / \_\_ / 20\_\_ | | SIGNATURE AND STAMP |

## 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.