

Obrazac P.0.6.3.

**VERIFICATION LETTER**

**FOR ERASMUS+ PLACEMENT**

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| --- | --- | --- | --- |
| **Name of the Host organisation/insitution** |  | | |
| **ERASMUS ID CODE (HEI)/**  **VAT NUMBER (HOS WITHOUT ERASMUS CHART)** |  | | |
| **Type of the organisation:** |  | | |
| **Economic sector:** |  | | |
| **Legal address:** |  | | |
| **Person in charge:** |  | | |
| **Position of person in charge** |  | | |
| **Country where the organisation is based:** |  | | |
| **Country where the training will take place:** |  | | |
| **Size (according to the approx. number of employees):** | 1-20  21-50 | 51-250  251-500 | 501-2000  2001-5000  >5000 |
| **Contact person:**  **E-mail:**  **Phone/Fax:** |  | | |
| **Contact mentor:**  **E-mail:**  **Phone/Fax:** |  | | |

This Verification Letter is for the purpose of confirming the stay of teaching, administrative and technical personnel from the *College* of *Applied Sciences »Lavoslav Ružička«* in *Vukovar* regarding their holding classes or professional training at foreign higher education institutions/ organization/ company within the Erasmus+ mobility programme in the academic year 20     /20     .

The organisation/institution confirm the stay of       (name of the staff), a professor/administrative and technical staff at the College of Applied Sciences »Lavoslav Ružička« in Vukovar at the University/organisation/company in       (city and country) from       (dd.mm.yy.) until       (dd.mm.yy.). For a total of       days (minimum are 5 days at the most 60 days) for the purpose of       (objective of candidate’s stay at the foreign institution).

The organisation/company binds itself to complete the work experience programme according to the [Staff Mobility Agreement](http://arhiva.mobilnost.hr/prilozi/05_1430918029_GfNA-II-C-Annex-IV-HE_Staff_Mobility_Agreement_teaching_integrated_2015.docx) that will be agreed upon by all three parties: the staff member, College of Applied Sciences Lavoslav Ružička in Vukovar and       (name of the university/organisation/company).

The language that will be used during the placement will be      .

Teaching/Training programme will be in the field of       (Administrative Law/civil rights; Physiotherapy/ Anatomy; Economy/Marketing; …).

The tasks of the teaching/trainee will be:      .

If the Staff will be granted an Erasmus scholarship, we agree to sign the following documents:

* Inter-institutional agreement between our institution and the College of Applied Sciences “Lavoslav Ružička” in Vukovar (before the mobility) - not obligatory for a company.
* [Staff Mobility Agreement](http://arhiva.mobilnost.hr/prilozi/05_1430918029_GfNA-II-C-Annex-IV-HE_Staff_Mobility_Agreement_teaching_integrated_2015.docx) with the staff and the College of Applied Sciences “Lavoslav Ružička” in Vukovar (before the mobility)
* two monitoring documents during the placement (optionally)
* Statement of Host Institution (obligatory)
* The Europass Mobility Document at the end of the placement (not obligatory).

**Date and place:**

**Signature of the person in charge and stamp:**