Obrazac P.O.6.3.

*To be printed on the headed paper of the hosting institution after removing this text in red.*

*Please kindly fill in the blank spaces, sign, and send to the student.*

To

*indicate name, surname*

      *address of the staff*

**VERIFICATION LETTER**

**FOR ERASMUS+ PLACEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the organisation providing professional training:** |  | | |
| **ERASMUS ID CODE (HEI)/**  **VAT NUMBER (HOS WITHOUT ERASMUS CHART)** |  | | |
| **Type of the organisation:** |  | | |
| **Economic sector:** |  | | |
| **Legal address:** |  | | |
| **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 within the Erasmus+ mobility programme in the academic year 20     ./20     .

The organisation/company       (name of the host institution) confirm the stay of       (name of the staff), a professor/administrative and technical staff at the *College* of *Applied Sciences* »Laroslav Ružicka« 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      .

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/enterprise and the *College* of *Applied Sciences “Lavoslav Ružička”* in *Vukovar* (before the mobility) - not obligatory for a organizations;
* [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;
* Statement of Host Institution;
* The Europass Mobility Document at the end of the placement - not obligatory.

Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the person in charge and stamp: