

**Acceptance letter for Erasmus+ Student Placements  
for the academic year \_\_\_\_\_**

**between**

<b>Name of the host institution</b>	Faculty of Business Economics and Entrepreneurship
Address	Mitropolita Petra No: 8, 11000 Belgrade, Serbia
Phone/ fax	011/2762-194
E-mail	
<b>Official representative Name and status</b>	

<b>Officer responsible for placement (mentor) Name and status</b>		
Phone/ fax		E-mail:

**and**

<b>Name of the student</b>		
Address		
Phone		E-mail:
Faculty/Department		
<b>Brief description of a student workload:</b>		

<b>Term of the placement:</b>	From:	To:
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**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.
- 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 Learning Agreement for Traineeship.
- Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme.



- The sending institution confirms that student placement is (in part) financially covered by Erasmus grant.

**THE SENDING INSTITUTION AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

- Negotiate and agree a tailor-made Learning Agreement for Traineeship (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements.
- Learning Agreement for Traineeship will be signed at the beginning of the placement.
- 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 Learning Agreement for Traineeship) 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

**Signature of the host institution:**

Name and status of the official representative:	Stamp:
Signature:	Date:

**Signature of the student:**

Name of the student:	
Signature:	Date:

**Signature of the department/faculty Erasmus coordinator:**

Name of the Coordinator for Mobility:	
Signature:	Date: