

**VERIFICATION LETTER**

**FOR ERASMUS+ STAFF MOBILITY**

|  |  |
| --- | --- |
| **Name of the Host organisation/insitution – which will receive staff** | College of Applied Sciences „Lavoslav Ružička“ in Vukovar |
| **ERASMUS ID CODE (HEI)/****VAT NUMBER (HOS WITHOUT ERASMUS CHART)** | HR VUKOVAR01 |
| **Type of the organisation:** | HEI |
| **Economic sector:** | Education  |
| **Legal address:** | Županijska 50  |
| **Person in charge:** | Željko Sudarić Ph.D. |
| **Position of person in charge** | dean |
| **Country where the organisation is based:** | Croatia |
| **Country where the training will take place:** | Croatia |
| **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:** | Karolina novinc, karolina.novinc@vevu.hr+385914446931 |
| **Contact mentor:****E-mail:** **Phone/Fax:** | - |

This Verification Letter is for the purpose of confirming the stay of teaching, administrative and technical personnel from SENDINDG INSTITUTION NAME regarding their professional training at foreign higher education institution within the Erasmus+ mobility programme in the academic year 20     /20     .

The organisation/institution confirm the stay of       (name of the staff), a professor/assistant/administrative staff at SENDINDG INSTITUTION NAME at the College in Vukovar*, Croatia* from       (dd.mm.yy.) until       (dd.mm.yy.). For a total of       days (minimum are 2 days at the most 60 days) for the purpose of       (objective of candidate’s stay at the foreign institution).

The HEI 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 by all three parties: the staff member, College of Applied Sciences Lavoslav Ružička in Vukovar and SENDINDG INSTITUTION NAME.

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

Training programme will be in the field of Project management.

The tasks of the training will be: Job shadowing – mobility project implementation .

Mobility Work Plan in attachment.

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:**