**Please fill in electronically and return via e-mail to erasmus@shu.bg**

**To fill in the form please click on the grey text and start typing**

# ***Letter of Intent***

I, the undersigned Mr/Mrs Щракнете или докоснете тук, за да въведете текст. certify that I commit myself as a partner to participate in the Erasmus+ program 2021-2027.

I commit myself to receive the following student(s) from Konstantin Preslavsky University of Shumen for an Erasmus+ Student Mobility for Placement.

*Name of the student(s):* Щракнете или докоснете тук, за да въведете текст.

Mobility dates: Щракнете или докоснете тук, за да въведете текст.

|  |  |
| --- | --- |
| **Sending Institution** | |
| **Full legal name of the organization:** Konstantin Preslavsky University of Shumen  **Type of organization:** Higher Education Institution  **Legal Status:** State University  **Commercial orientation:** No  **Size (staff):** more than 250  **Legal Representative:** Prof. Dr. Nataliya Vitanova, Ph.D.  **Contact person:** Assoc. Prof. Irina Ivanova, Ph.D.  **Role:** Erasmus+ Institutional Coordinator  **Address:** 115 Universitetska street **Postcode**: 9700  **Region:** Shumen **Country:** Bulgaria  **Telephone: 00 359 54 832 101**  **E-mail:** [**erasmus@shu.bg**](mailto:erasmus@shu.bg) **Website**: **www.shu.bg** | |
| **Receiving Organization** | |
| **Full legal name of the organization:** Щракнете или докоснете тук, за да въведете текст.  **Type of organization:** Щракнете или докоснете тук, за да въведете текст.  **Legal Status:** Щракнете или докоснете тук, за да въведете текст.  **Commercial orientation:** Щракнете или докоснете тук, за да въведете текст.  **Size (staff):** Щракнете или докоснете тук, за да въведете текст.  **Legal Representative:** Щракнете или докоснете тук, за да въведете текст.  **Contact person:** Щракнете или докоснете тук, за да въведете текст.  **Role:** Щракнете или докоснете тук, за да въведете текст.  **Address:** Щракнете или докоснете тук, за да въведете текст.  **Postcode:** Щракнете или докоснете тук, за да въведете текст.  **Region:**Щракнете или докоснете тук, за да въведете текст.  **Country:** Щракнете или докоснете тук, за да въведете текст.  **Telephone:** Щракнете или докоснете тук, за да въведете текст.  **E-mail:** Щракнете или докоснете тук, за да въведете текст.  **Website:** Щракнете или докоснете тук, за да въведете текст. | |
| **Mobility program** | |
| **The goal of the placement will include:**  Щракнете или докоснете тук, за да въведете текст.  **General job description:**  Щракнете или докоснете тук, за да въведете текст.  **Tasks will include:**  Щракнете или докоснете тук, за да въведете текст.  **Candidate requirements:**  Щракнете или докоснете тук, за да въведете текст. | |
| **Mentor/Contact person** | |
| **Name** | Щракнете или докоснете тук, за да въведете текст. |
| **Position** | Щракнете или докоснете тук, за да въведете текст. |
| **Address** | Щракнете или докоснете тук, за да въведете текст. |
| **Phone** | Щракнете или докоснете тук, за да въведете текст. |
| **E-mail** | Щракнете или докоснете тук, за да въведете текст. |

*I commit my institution to respect and observe the obligations of the Erasmus + Quality Commitment for student placements (see attached document).*

*All expenses will be covered by the Erasmus grant and the student/s themselves (the host organization/ institution may give additional salary to the student/s).*

*I understand that detailed program of the placement will be stipulated in official form “Learning agreement for traineeship” that will be signed by the student, home and host institution later on.*

Stamp and signature

**ERASMUS + QUALITY COMMITMENT**

**for 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 organization, 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 program

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

Negotiate and agree a tailor-made **Learning Agreement for Traineeships** (including the program 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:**

Assignto students **tasks and responsibilities** (as stipulated in the Learning Agreement for Traineeships) 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 organization, 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