**LETTER OF ADMISSION**

To complete this part, please use relevant codes indicated in the tables below.

1. **RECEIVING ORGANISATION/ENTERPRISE**

|  |  |
| --- | --- |
| **Identification** | |
| Full legal name of the organisation in the national language: | |
| Type of organisation (table D): | Economic sector (table E): |
| Legal status:  private public | Geographical scope (table F): |
| Commercial orientation:  for profit not for profit | Size (table G): |
| Website: http:// | Working language(s): |
| Short description of the organisation (up to 20 lines): | |

|  |  |  |
| --- | --- | --- |
| **Legal address** | | |
| Street, No.: | Postal code: | City: |
| Country: | Region: | |

|  |  |
| --- | --- |
| **Contact person** | |
| Family name: | First name, title: |
| Gender: male female | Official position within the organisation: |
| Telephone (incl. country and area code): + | Mobile (incl. country and area code): + |
| Fax (incl. country and area code): + | E-mail:      @ |

We hereby confirm that we are willing and prepared to employ the below mentioned student as a full-time trainee in our organisation. We intend to give him/her tasks and responsibilities in accordance to his/her qualifications, theoretical knowledge acquired during the studies and training objectives related to his/her professional and personal development. We will co-operate with Palacký University Olomouc in the preparation, implementation and evaluation of the traineeship.

1. **TRAINEE**

|  |  |  |
| --- | --- | --- |
| Family name: | | First name, title: |
| Citizenship: | | Street, No.: |
| Postal code: | City: | Country: |

1. **TRAINEESHIP**

|  |
| --- |
| Position title: |

|  |  |  |
| --- | --- | --- |
| **Local and temporal specification** | | |
| Department/division: | | |
| Workplace address[[1]](#footnote-1) | | |
| Street, No.: | Postal code: | City: |
| Country: | Region: | |
| Virtual mobility[[2]](#footnote-2) start date: dd/mm/yyyy | Virtual mobility end date: dd/mm/yyyy | |
| Physical mobility start date[[3]](#footnote-3): dd/mm/yyyy | Physical mobility end date[[4]](#footnote-4): dd/mm/yyyy | |
| Duration[[5]](#footnote-5): 0,0 months |  | |

|  |
| --- |
| **Detailed programme of the training period and tasks of the trainee** |
| Please list activities the trainee shall be involved in. For each activity, indicate its anticipated temporal frame (e.g. 5 days a week, on an ongoing basis, on an as-needed basis, from-to) and tasks the trainee shall carry out. Add as many activities as needed.  - Activity 1:  temporal frame:  tasks:  - Activity 2:  temporal frame:  tasks:  To be able to perform the tasks, the minimum level of language competence expected from the trainee in the main working language(s) that the trainee will use in the receiving organisation/enterprise is:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Language | Level[[6]](#footnote-6) | | | | | | |  | A1 | A2 | B1 | B2 | C1 | C2 | |  | A1 | A2 | B1 | B2 | C1 | C2 | |  | A1 | A2 | B1 | B2 | C1 | C2 | |

|  |  |
| --- | --- |
| **Person responsible for supervising the trainee[[7]](#footnote-7)** | |
| Family name: | First name, title: |
| Gender: male female | Official position within the organisation: |
| Telephone (incl. country and area code): + | Mobile (incl. country and area code): + |
| Fax (incl. country and area code): + | E-mail:      @ |

1. **WORKING CONDITIONS**

|  |  |
| --- | --- |
| **Working hours** | |
| Working hours: from 00:00 to 00:00, with a total of 00,0 hours/week | Work at weekends and on public holidays: YES NO |

|  |  |
| --- | --- |
| **Remuneration** | |
| Financial contribution:       EUR/month | Contribution in kind: accommodation  meal allowance  travel allowance  visa  other (please specify):  none |

|  |  |
| --- | --- |
| **Insurance** | |
| The receiving organisation/enterprise will provide an accident insurance to the trainee:  YES  NO | The accident insurance covers:  - accidents during travels made for work purposes: YES  NO  - accidents on the way to work and back from work: YES NO |
| The receiving organisation/enterprise will provide a liability insurance to the trainee:  YES  NO | |

We confirm that the trainee will not be financed by other actions/programmes of the EU.

Place:       Date:

Signature of person responsible Stamp of the receiving organisation/enterprise

Name and position:

**TABLE D. ORGANISATION TYPE**

|  |  |
| --- | --- |
| ASC-ADEdu | Adult education providers association |
| ASC-ADLea | Adult Learners association |
| ASC-LCA | Local community associations |
| ASC-PAR | Parents' association |
| ASC-TCH | Teachers' association |
| ASC-TRNee | Trainees' association |
| ASC-VET | VET providers associations |
| CONS-GUID | Centre for vocational guidance and counselling |
| CONS-INF | Body providing guidance and information on Lifelong Learning |
| EDU-COMP | Company training department |
| EDU-LIB | Library |
| EDU-SCHNur | Pre-primary school |
| EDU-SCHPr | Primary school |
| EDU-SCHSec | General secondary school |
| EDU-SCHVoc | Vocational secondary school |
| EDU-SpNeed | Establishment for learners/pupils with special needs |
| EDU-UNIV | University or other HE institution |
| EDU-VET | Vocational training centre or organisation |
| ENT-BC | Broadcasting company |
| ENT-CHCom | Chamber of Commerce |
| ENT-CHCrft | Chamber of Crafts |
| ENT-CHInd | Chambers of Industry |
| ENT-LARGE | Enterprise large (> 500 employees) |
| ENT-PBL | Publisher |
| ENT-PROFS | Professional associations |
| ENT-SME | SME |
| ENT-TRD | Trade organisations |
| ENT-UNION | Social partners (trade unions, etc) |
| NFP-ASC | Non-profit association |
| NFP-CULT | Cultural organisation (e.g. museum, art gallery) |
| NFP-NGO | Non-governmental organisation ("NGO") |
| NFP-VOL | Voluntary body |
| PUB-HSP | Hospital |
| PUB-LOC | Public authority (local) |
| PUB-NAT | Public authority (national) |
| PUB-REG | Public authority (regional) |
| RES-PRV | Private Research Centres |
| RES-PUB | Public Research Centres (not HE) |

**TABLE E. ECONOMIC SECTOR**

|  |  |
| --- | --- |
| **A** | **AGRICULTURE, FORESTRY AND FISHING** |
| A1 | Crop and animal production, hunting and related service activities |
| A2 | Forestry and logging |
| A3 | Fishing and aquaculture |
| **B** | **MINING AND QUARRYING** |
| B5 | Mining of coal and lignite |
| B6 | Extraction of crude petroleum and natural gas |
| B7 | Mining of metal ores |
| B8 | Other mining and quarrying |
| B9 | Mining support service activities |
| **C** | **MANUFACTURING** |
| C10 | Manufacture of food products |
| C11 | Manufacture of beverages |
| C12 | Manufacture of tobacco products |
| C13 | Manufacture of textiles |
| C14 | Manufacture of wearing apparel |
| C15 | Manufacture of leather and related products |
| C16 | Manufacture of wood and of products of wood and cork, except furniture; manufacture  of articles of straw and plaiting materials |
| C17 | Manufacture of paper and paper products |
| C18 | Printing and reproduction of recorded media |
| C19 | Manufacture of coke and refined petroleum products |
| C20 | Manufacture of chemicals and chemical products |
| C21 | Manufacture of basic pharmaceutical products and pharmaceutical preparations |
| C22 | Manufacture of rubber and plastic products |
| C23 | Manufacture of other non-metallic mineral products |
| C24 | Manufacture of basic metals |
| C25 | Manufacture of fabricated metal products, except machinery and equipment |
| C26 | Manufacture of computer, electronic and optical products |
| C27 | Manufacture of electrical equipment |
| C28 | Manufacture of machinery and equipment n.e.c. |
| C29 | Manufacture of motor vehicles, trailers and semi-trailers |
| C30 | Manufacture of other transport equipment |
| C31 | Manufacture of furniture |
| C32 | Other manufacturing |
| C33 | Repair and installation of machinery and equipment |
| **D** | **ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY** |
| D35 | Electricity, gas, steam and air conditioning supply |
| **E** | **WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION**  **ACTIVITIES** |
| E36 | Water collection, treatment and supply |
| E37 | Sewerage |
| E38 | Waste collection, treatment and disposal activities; materials recovery |
| E39 | Remediation activities and other waste management services |
| **F** | **CONSTRUCTION** |
| F41 | Construction of buildings |
| F42 | Civil engineering |
| F43 | Specialized construction activities |
| **G** | **WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES** |
| G45 | Wholesale and retail trade and repair of motor vehicles and motorcycles |
| G46 | Wholesale trade, except of motor vehicles and motorcycles |
| G47 | Retail trade, except of motor vehicles and motorcycles |
| **H** | **TRANSPORTATION AND STORAGE** |
| H49 | Land transport and transport via pipelines |
| H50 | Water transport |
| H51 | Air transport |
| H52 | Warehousing and support activities for transportation |
| H53 | Postal and courier activities |
| **I** | **ACCOMMODATION AND FOOD SERVICE ACTIVITIES** |
| I55 | Accommodation |
| I56 | Food and beverage service activities |
| **J** | **INFORMATION AND COMMUNICATION** |
| j58 | Publishing activities |
| j59 | Motion picture, video and television programme production, sound recording and  music publishing activities |
| j60 | Programming and broadcasting activities |
| j61 | Telecommunications |
| j62 | Information technology service activities |
| j63 | Information service activities |
| **K** | **FINANCIAL AND INSURANCE ACTIVITIES** |
| K64 | Financial intermediation, except insurance and pension funding |
| K65 | Insurance, reinsurance and pension funding, except compulsory social security |
| K66 | Other financial activities |
| **L** | **REAL ESTATE ACTIVITIES** |
| L68 | Real estate activities |
| **M** | **PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES** |
| M69 | Legal and accounting activities |
| M70 | Activities of head offices; management consultancy activities |
| M71 | Architectural and engineering activities; technical testing and analysis |
| M72 | Scientific research and development |
| M73 | Advertising and market research |
| M74 | Other professional, scientific and technical activities |
| M75 | Veterinary activities |
| **N** | **ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES** |
| N77 | Rental and leasing activities |
| N78 | Employment activities |
| N79 | Travel agency, tour operator and other reservation service and related activities |
| N80 | Security and investigation activities |
| N81 | Services to buildings and landscape activities |
| N82 | Office administrative, office support and other business support activities |
| **O** | **PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY** |
| 084 | Public administration and defence; compulsory social security |
| **P** | **EDUCATION** |
| P85 | Education |
| P 85.1 | Pre-primary education |
| P 85.2 | Primary education |
| P 85.3 | Secondary education |
| P 85.31 | General secondary education |
| P 85.32 | Technical and vocational secondary education |
| P 85.4 | Higher education |
| P 85.41 | Post-secondary non-tertiary education |
| P 85.42 | Tertiary education |
| P 85.5 | Other education |
| P 85.51 | Sports and recreation education |
| P 85.52 | Cultural education |
| P 85.53 | Driving school activities |
| P 85.59 | Other education n.e.c. |
| P 85.6 | Educational support activities |
| **Q** | **HUMAN HEALTH AND SOCIAL WORK ACTIVITIES** |
| Q86 | Human health activities |
| Q87 | Residential care activities |
| Q88 | Social work activities without accommodation |
| **R** | **ARTS, ENTERTAINMENT AND RECREATION** |
| R90 | Creative, arts and entertainment activities |
| R91 | Libraries, archives, museums and other cultural activities |
| R92 | Gambling and betting activities |
| R93 | Sports activities and amusement and recreation activities |
| **S** | **OTHER SERVICE ACTIVITIES** |
| S94 | Activities of membership organizations |
| S95 | Repair of computers and personal and household goods |
| S96 | Other personal service activities |
| **T** | **ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE** |
| T97 | Activities of households as employers of domestic personnel |
| T98 | Undifferentiated goods- and services-producing activities of private households for own use |
| **U** | **ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES** |
| U99 | Activities of extraterritorial organizations and bodies |

**TABLE F. GEOGRAPHICAL SCOPE**

|  |  |
| --- | --- |
| L | local |
| R | regional |
| N | national |
| E | European |
| I | international |

**TABLE G. SIZE (STAFF)**

|  |  |
| --- | --- |
| S1 | 1 to 20 |
| S2 | 21 to 50 |
| S3 | 51 to 250 |
| S4 | 251 to 500 |
| S5 | 501 to 2 000 |
| S6 | 2 001 to 5 000 |
| S7 | more than 5 000 |

1. Complete this section ONLY if different from the registered office address. [↑](#footnote-ref-1)
2. The concept of virtual mobility represents participation in a study or a traineeship carried out in a digital environment without travelling to a host country. [↑](#footnote-ref-2)
3. The physical mobility start date shall be the first day you need to be present at the receiving institution/enterprise. [↑](#footnote-ref-3)
4. The physical mobility end date shall be the last day you need to be present at the receiving organisation/enterprise. [↑](#footnote-ref-4)
5. The physical mobility for traineeship shall last for a minimum of 2 months and a maximum of 12 months. [↑](#footnote-ref-5)
6. Common European Framework of Reference (CEFR) levels of language proficiency: A1 – Beginner, A2 – Elementary, B1 – Intermediate, B2 – Upper intermediate, C1 – Advanced, C2 – Proficiency. [↑](#footnote-ref-6)
7. Complete this section ONLY if different from the contact person. [↑](#footnote-ref-7)