**Letter of Intent for Erasmus Student Placements**

**for the years 2010 /2013**

|  |  |
| --- | --- |
| **between**  *(name of the host institution/organisation)* | **TECHNICAL UNIVERSITY IN ZVOLEN**  SK ZVOLEN01 |
| **Official representative**  *(Name and status, , address, phone, fax, E-mail*) | **Prof.Ing. Ján TUČEK, CSc.**, Rector, T.G.Masaryka 24, 960 53 Zvolen, Slovak Republic Phone :+421 45 5206 103, Fax : +421 45 5330 027,  e-mail : [rektor@vsld.tuzvo.sk](mailto:rektor@vsld.tuzvo.sk) ; <http://www.tuzvo.sk> |
| **Officer responsible for student placement**  *(name, address, phone, fax, E-mail)* | Ing. Mariana Krivošíková, T.G.Masaryka 24, 960 53 Zvolen, Slovak Republic  Phone :+421 45 5206 108, Fax : +421 45 5330 027,  e-mail : [interrel@vsld.tuzvo.sk](mailto:socrates@rec.uniba.sk) , [krivosikova@vsld.tuzvo.sk](mailto:krivosikova@vsld.tuzvo.sk) ; <http://www.tuzvo.sk> |
| **and**  *(name and ERASMUS ID code of the institution)* | **KASTAMONU UNIVERSITY**  **TR KASTAMO01** |
| **Erasmus Institutional Coordinator** *(name, address, phone, fax, E-mail)* | Prof.Dr.Temel SARIYILDIZ, Kuzeykent Kampusu, 37100 Kastamonu – Turkey, Phone: +90 366 280 10 08 Fax: +90 366 280 10 38  e.mail: temelsariyildiz@gmail.com |
| **Area/Departmental Coordinator** *(name, address, phone, fax, E-mail)* |  |

**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, 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 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 Training Agreement (including the programme 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:**

Assign to students tasks and responsibilities (as stipulated in the Training Agreement) 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.

**Signatures of the legal representatives of both institutions:**

|  |  |
| --- | --- |
| Name of the sending institution: Kastamonu University Name and status of the official representative:  **Prof. Dr. Seyit AYDIN**  Rector | Name of the host institution / organisation:  **Technical University in Zvolen**  Name and status of the official representative:  **Prof.Ing. Ján TUČEK, CSc.** Rector |
| Signature: | Signature: |
| Date: | Date: |

#### Signatures of the responsible officers of both institutions:

|  |  |
| --- | --- |
| Name of the sending faculty/department at  Kastamonu University  Erasmus Institutional Coordinator:  **Prof. Dr. Temel SARIYILDIZ**  Signature:  Date: | Name of the officer responsible for student placement  **Technical University in Zvolen**  Erasmus Institutional Coordinator:  **Ing. Mariana KRIVOŠÍKOVÁ**  Signature:  Date: |