

It is recommended to print the filled Letter of Confirmation on your organization's cover sheet and send a signed document by e-mail to international@kmaik.lt

LETTER OF CONFIRMATION ON ACCEPTING A STUDENT FOR PLACEMENT

dd/mm/yyyy

To Kaunas Forestry and Environmental Engineering University of Applied Sciences
Liepų St 1, Girionys, LT-53101 Kaunas reg., Lithuania

TO WHOM IT MAY CONCERN

We hereby inform that Name and Surname of the student, date of birth studying Name of the study programme at Name of the academic department of Kaunas Forestry and Environmental Engineering University of Applied Sciences is accepted for a months placement at Name of the Host Organization from dd/mm/yy to dd/mm/yy.

INFORMATION ON THE STUDENT'S MENTOR

Name:		Surname:	
Division:		Position:	
Field of work:		Years of experience in this field of work:	
Address			
Telephone:		Fax:	E-mail:

INFORMATION ON THE TASKS PLANNED AND AGREED WITH THE STUDENT

Please describe the task(s) agreed with the student:

INFORMATION ON THE INSURANCE AND INCENTIVE MEASURES

The student will be covered by the accident insurance, covering the following insured events:	
damages caused to the student at the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No
accidents during travels made for work purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No
accidents on the way to work and back from work	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student will be covered by a liability insurance of the host organisation, covering damages caused by the student at the workplace	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student will receive a financial support during the placement period:	
<input type="checkbox"/> Yes (EUR per month)	<input type="checkbox"/> No
The student will receive a contribution in kind during the placement period:	
<input type="checkbox"/> Yes (please specify:)	<input type="checkbox"/> No

INFORMATION ON WORKING HOURS/DAYS

working hours per day
working days per week

INFORMATION ON THE MINIMUM LEVEL OF LANGUAGE COMPETENCES REQUIRED TO PERFORM THE TASKS

The minimum level ¹ of language competence expected from the trainee in the main working language(s) :
<i>Understanding</i>
A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>

¹ For the Common European Framework of Reference for Languages (CEFR) see
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Speaking

A1 A2 B1 B2 C1 C2

Writing

A1 A2 B1 B2 C1 C2

INFORMATION ON THE SPECIAL REQUIREMENTS FOR THE STUDENT

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FOR FURTHER INFORMATION PLEASE CONTACT:

Full name:	Position:
Phone:	Fax:
E-mail:	

Position of the Head of Organization

(Signature)

Name and Surname