**RECOMMENDATION LETTER**

I hereby recommend      , born on dd/mm/yyyy, currently studying      [[1]](#footnote-1) for admission to the Erasmus+ Programme – student mobility – traineeship and gaining international work experience at the receiving organization/enterprise.

Justification:      [[2]](#footnote-2)

Recognition of the traineeship:

[ ] credits – number of credits      , subject code       and/or

[ ]  record of the traineeship in the Diploma Supplement;

[ ]  record of the traineeship in the Europass Mobility document[[3]](#footnote-3).

The traineeship is embedded in the curriculum of the above mentioned study programme/field of study:

[ ]  YES [ ]  NO.

Place:       Date:

Signature of person responsible

Name and position:

Department/faculty:

Telephone, fax, e-mail:

1. Please state student´s mode of study, level of study, study programme/field of study, department and faculty. [↑](#footnote-ref-1)
2. Please reflect student's study results, his/her personality, the ability to complete the traineeship, the quality of the traineeship (i. e. detailed, well-structured, field of study- and motivation-related traineeship programme, relevant duration of the traineeship etc.) or other important information. [↑](#footnote-ref-2)
3. This option of the traineeship recognition applies ONLY to traineeships of recent graduates. [↑](#footnote-ref-3)