# **Confirmation of traineeship period/Traineeship Certificate**

STUDENT (TRAINEE)

|  |  |
| --- | --- |
| **Family name:** |  |
| **First name:** |  |
| **Date of Birth:** |  |

SENDING INSTITUTION (HOME UNIVERSITY)

|  |  |
| --- | --- |
| **Name of sending institution:** | Faculty of AgriSciences, Mendel University in Brno, (FA MENDELU)Zemedelska 1, 613 00. Brno, Czech Republic |
| **Department:****Study Programme:****Name of Supervisor:** |  |

RECEIVING INSTITUTION (ENTERPRISE)

|  |  |
| --- | --- |
| **Country:** |  |
| **Name of receiving institution:**  |  |
| **Contact/Responsible person:** |  |

**This is to certify that the student has attended our traineeship from ................... to.....................;**

**that is …………………….. weeks/months.**

DESCRIPTION OF ACTIVITIES DURING TRAINEESHIP

|  |  |
| --- | --- |
| Main tasks: |  |
| Evaluation of the trainee:  |  |
| Added value/outcomes: |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed/Seal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsibilities of the Receiving Organisation/Enterprise**

After the mobility, the receiving organisation/Enterprise commits to provide to the sending institution and to the trainee a Traineeship Confirmation, not later on the day of his/hers departure from the host country.

The actual start and end dates of the traineeship programme should be included according to the following definitions:

* The **start date** of the traineeship period is the first day the trainee has been present at the Receiving Organisation/Enterprise to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the Receiving Organisation/Enterprise, an information session for trainees with special needs, a language and intercultural course organised either by the Receiving Organisation/Enterprise or other organisations (if the Sending Institution considers it relevant for the mobility
* The **end date** of the traineeship period is the last day the trainee has been present at the receiving Organisation/Enterprise to carry out his/her traineeship, not his actual date of departure.
* **Days for travel do not count as start/end dates of the Traineeship.**