

Invitation letter

The invitation letter is a document that should be submitted by the receiving institution/organization/company. The invitation letter should, at least, contain the following information:

- Name of student
- Responsible mentor
- Planned period of the mobility (minimum 2 months, maximum 5 months)
- Description of the traineeship period
- Signature and stamps from the receiving institution

Learning Agreement

Once the student is nominated to the Erasmus+ traineeship at the University of Skövde next step for the receiving institution is to prepare and sign a Learning Agreement together with the sending institution and the student.

Learning Agreement includes the following information:

- Detailed programme of the traineeship period
- Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship
- Monitoring plan
- Evaluation plan