

## **CONFIRMATION LETTER FOR ERASMUS+ GUEST LECTURES ABROAD**

This is to confirm that \_\_\_\_\_

has taught a guest lecture at our institution in the framework of the ERASMUS+ teaching program.  
Details are provided as follows:

Name of host institution: \_\_\_\_\_

City and country of host institution: \_\_\_\_\_

ERASMUS code of host institution: \_\_\_\_\_

Duration of stay of the guest lecturer (days): \_\_\_\_\_

*(Must be between 2 and 60 days)*

- Start date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/20\_\_\_\_  
*(The **first** day that the lecturer was present at the host institution in order to carry out activities as described in the Mobility Agreement – Teaching)*
- End date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/20\_\_\_\_  
*(The **last** day that the lecturer was present at the host institution in order to carry out activities as described in the Mobility Agreement – Teaching)*
- It is expected that activities directly related to the mobility program are scheduled for every single day of the lecturer's stay.

Number of teaching hours (total): \_\_\_\_\_

*(Must be a minimum of 8 hours of instruction for the first week or increment thereof. Guest lecturers staying for more than 7 days can calculate the teaching hours for the additional days as follows: 8 hours divided by 5 days multiplied by the number of additional days. E.g. 3 day stay: minimum of 8 hours of instruction; 7 day stay: minimum of 8 hours of instruction; 8 day stay: minimum of 9,6 hours of instruction; 9 day stay: minimum of 11,2 hours of instruction)*

Main language of instruction: \_\_\_\_\_

Title of guest lecture: \_\_\_\_\_

Name of signatory: \_\_\_\_\_

Function of signatory: \_\_\_\_\_

Date, place: \_\_\_\_\_

*(Must be signed no earlier than on the day specified above as the end date of the mobility program.)*

Stamp and signature of authorized person at host institution