

CONFIRMATION LETTER FOR ERASMUS+ GUEST LECTURERS FROM ENTERPRISES

**** Please have this confirmation letter filled and signed by your academic contact person at SRH Hochschule Berlin (e.g. the study program director of the academic program in which your guest lecture was offered) ****

This is to confirm that _____ has taught a guest lecture at SRH Hochschule Berlin in the framework of the ERASMUS+ teaching program. Details are provided as follows:

Name of enterprise/company: _____

City and country of enterprise/company: _____

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 SRH Hochschule Berlin 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 SRH Hochschule Berlin 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 SRH Hochschule Berlin