

# **Co by měl obsahovat zvací dopis od firmy/instituce na praktickou stáž Erasmus+?**

- Jméno a příjmení studenta/studentky
- Datum narození nebo číslo občanského průkazu studenta/studentky
- Název organizace, ve které bude stáž vykonávána
- Období, po které bude stáž vykonávána (tzn. od kterého měsíce do kterého) a počet měsíců, po které bude stáž vykonávána
- Měl by být napsán v jazyce, v němž bude stáž vykonávána
- Vymezení činnosti, kterou bude student/studentka v dané firmě/instituci vykonávat
- Na další stránce najdete příklad takového dopisu

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**Invitation Letter**

We will be glad to host Mr. Jan Novák (ID 114068471) at the Department of Philosophy of the University of Ljubljana under the Erasmus+ program for the spring semester 2016. During the period between February 2016 and June 2016 (i.e. five months) he will carry out the following activities:

- to assist dr. Kalan with in the course on the philosophy of language
- to work with dr. Bahovec in the organization of an academic conference on social science
- to help with a web page design and maintenance for the Department of Philosophy
- to participate in organizing a debating club for our undergraduates
- to facilitate the networking of scholars from Slovenia, Czech Republic and Slovak Republic working within the same field of study
- to do his own research connected with the topic of his dissertation
- final presentation of the outcomes of this research.

The visit and work of Mr. Novák will be funded by Erasmus+ grant, he would not be a paid employee of the Department or the University of Ljubljana. He will also not be registered at the University as a student. We will attempt to provide him with various sorts of facilities and services, such as use of the library, use of the University server, printing and copying quotas within limits, and a desk and workspace if there is any available.

We look forward to having Mr. Jan Novák among us and we hope that he will find his experience at the University of Ljubljana both rewarding and challenging.

Yours sincerely,

Dr. Mitan Mopovic (+ stamp)