ERASMUS+ PROGRAMME
Key Action 1 - Mobility Consortia
a.y. 2014/2015

“EXPERIENCING PLACEMENTS OVER EUROPE”
(EXPLORE)

LETTER OF INTENT

for the participation to the realization of traineeships within EU

We, the undersigned organisation, declare to cooperate with the University of Foggia within the framework of the Erasmus+ Programme for the realization of Traineeships in Enterprises, NGOs, Research Institutes, Universities on behalf of undergraduate students. The Programme aims to assist participants in the development of learning outcomes, and the acquisition and use of knowledge and skills through the realization of Traineeships. The Programme also intends to facilitate personal development and promote the participation to an active European citizenship.

The total number of trainees we can host is ........ for a period of 2 months. Traineeships will be taken between 15 January and September 30, 2015.

In order to draft a defined training plan for our undergraduate trainees, the undersigned organisation as well as the sending organisation will both check and select students’ applications. The traineeships made available by the undersigned organisation will deal with the following subject areas:

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The undersigned organisation accepts the following conditions:
**Partnership Quality Commitment**

The undersigned organisation will engage:

1) To foster understanding of the culture and mentality of the host country;
2) to assign to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;
3) to identify a tutor to monitor the beneficiary’s training programme;
4) to provide practical support if required;
5) to check appropriate insurance cover for each beneficiary.

The sending and host organisations jointly undertake:

1) to negotiate a tailor-made programme for each beneficiary;
2) to agree monitoring and mentoring arrangements;
3) to implement agreed validation procedures to ensure recognition of skills and competencies acquired;
4) to establish appropriate communication channels for all parties including beneficiaries;
5) to evaluate the progress of the project on an on-going basis and take appropriate action if required.

Date:

Reference person (tutor):
Address:
Phone:
Fax:
E-mail:

Official Name of the Organization:

Name and Signature of the Authorized Person:

Function within the Organization

Stamp of the Organization: