



# Letter of Intent

## *ad personam*

We intend to offer an internship in the frame of the Erasmus+ traineeship  
For the academic year 2024/2025  
To the following Trainee:

Name of Trainee:

name

surname

Matricula number:

of the Università degli Studi di Firenze

School of

e-mail of the School:

We, the undersigned Organization/Institution, hereby declare our intent to cooperate with Università degli Studi di Firenze to promote the placement of the above mentioned trainee in the framework of the Erasmus+ traineeship. As a partner of the above-mentioned project, the undersigned institution will facilitate the mobility of the trainee through a job training period and make all arrangements for the supervision of the participant's traineeship and in compliance with the learning agreement that must be signed by all parties in due course.

The trainee will receive an Erasmus grant from his/her home University to cover the additional costs incurred in the placement (travel, accommodation costs, insurance). The placement will provide a structured job training, according to the objectives of the Erasmus+ traineeship.

We will engage ourselves to fulfil the responsibilities as stated in the enclosed Partnership Quality Commitment.

First name and Family name:

(of the Legal representative)

Position/Function in the Organization:

(of the Legal representative)

Name of the Organization:

Address:

City:

Country

Tel:

e-mail:

Internet site:

Date

Signature: \_\_\_\_\_

(of the Legal representative)

Lettera di Intenti Nominativa

Stamp

## PARTNER DETAILS

Organization name:

Type of Organization:

Legal status:

Economics Sector:

Commercial Orientation:

Category of Work:

Organization size-  
Staff:

## TUTORING

The Tutor Responsible for the Trainee in the Host organization will be Mr/Mrs/Dr.

## TRAINEE PROFILE

We are willing to host:

Student      1<sup>st</sup> cycle      2nd cycle

Graduate      1st cycle graduate      2nd cycle graduate

3rd cycle student

3rd cycle graduate

for      months (min.2 – max.12)      OR      for      days (min.5 - max.30)

School of

of the University of Florence in the following fields of job training (please give a short description of the trainee's activity/job):

First name and Family name:  
(of the Legal representative)

Position/Function in the Organization:

\_\_\_\_\_  
(Signature of the Legal Representative)

To the Host organization:

Please take this Letter of Intent compilable (.pdf), put it on Your own headed paper and send it back by email to the trainee.

Handwritten letters are not accepted; all fields must be filled; each letter should bear date and signature of the authorized person and his/her position in the Organization.



QUALITY COMMITMENT  
For Erasmus+ Traineeship

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

**THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:**

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student/graduate in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

**Select** students/graduates on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students/graduates.

**Prepare** students/graduates for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students/graduates concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student/graduate for satisfactory completed activities specified in the Training Agreement

**Evaluate** with each student/graduate the personal and professional development achieved through participation in the Erasmus+ programme

**THE SENDING INSTITUTION\* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student/graduate and the adequate mentoring arrangements

**Monitor** the progress of the placement and take appropriate action if required

**THE HOST ORGANISATION UNDERTAKES TO:**

Assign to students/graduates **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation

**Appoint a mentor** to advise students/graduates, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

**THE STUDENT/GRADUATE UNDERTAKES TO:**

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

**Communicate** with the sending institution about any problem or changes regarding the placement

**Submit a report** in the specified format and any required supporting documents at the end of the placement

\* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the coordinating organisation of the consortium