

**TO BE WRITTEN ON HEADED NOTEPAPER  
OF THE OFFICE/ENTERPRISE/INSTITUTION**

Date,

*Università "G. Fortunato" - Telematica –  
Viale Delcogliano 12, 82100 Benevento*

Hereby I declare to accept, in the mainframe of the Erasmus+ Traineeship, Mr/Ms  
..... for a ..... months period of internship in our Office/Enterprise.

Our Office/Enterprise/Institution works in the field of .....

The work language is.....

Mr./Ms..... will be asked to work on the following topics:

.....  
.....

He/She will be working at our Office/Enterprise/Institution in the following period:

.....

I also declare to respect the Erasmus+ Traineeship "Partnership Quality Commitment".

(See attachment)

Yours sincerely

ORIGINAL SIGNATURE AND STAMP

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 co-ordinating organisation of the consortium