**Curricular Traineeship Endorsement Letter**

**Introduction - Information and guidelines for drafting and signing**

The following pages include models for the Endorsement Letter and the Summary Traineeship Programme attachment.

The endorsement letter is intended to declare the availability of the receiving company to host a curricular traineeship, based on a programme outlined in the attachment, and carried out according to the Erasmus+ rules and the Piemonte Region Educational Authority for the recognition of the traineeship in the students records towards the diploma award.

Please note that the endorsement letter has the scope of recognizing the availability of the company as one element for the Erasmus+ Traineeship mobility award to the student. As such, it does not constitute an official acceptance and commitment by the Company to host the traineeship. Commitment of the parties (the Company, the ITS Academy ICT Piedmont, and the student), will be stated by joint signature of later Traineeship Agreement documents, before the Traineeship start.

**Notes for letter and attachment completing**

* It is kindly required that the letter be on official company letterhead and signed by the Legal Representative or a duly delegated officer
* The attached models are not compulsory templates. Any format is accepted, provided that at least the information reported in the models are included
* Please substitute the text between square brackets with the required information
* Information in *Italics* should be deleted
* It is not compulsory to send the signed documents in original; a good quality scanned PDF is accepted, sent by e-mail to the Institute Erasmus+ Office e-mail address: [e\_cooperation@its-ictpiemonte.it](mailto:e_cooperation@its-ictpiemonte.it) and keeping the original in your files
* We are at full disposal for any clarification and help, please feel free to contact

Chiara Gastaldo, ITS Academy ICT Piemonte International Activities and Erasmus+ Office Coordination

[e\_cooperation@its-ictpiemonte.it](mailto:e_cooperation@its-ictpiemonte.it) | +39 011/0371500 s.

Thank you very much for the kind attention and support.

*For further Information:*

Erasmus+ Official Website: <https://erasmus-plus.ec.europa.eu>

Erasmus+ Programme Guide : https://erasmus-plus.ec.europa.eu/erasmus-programme-guide

(Part B > Key Action 1 > Mobility project for higher education students and staff

Institute Website – Erasmus+page:

- <https://www.its-ictpiemonte.it/erasmus/> :

2021-2027 ITS Academy ICT Piedmont Erasmus Charter for Higher Education

Institute Traineeship Policy Statement and Guidelines

**MODELS**

**Endorsement letter**

**Outline Traineeship programme attachment**

|  |  |
| --- | --- |
| From  [Full name of the Signataire]  [Position of the Signataire]  [Direct phone / Mobile]  [Direct e-mail] | To: Istituto Tecnologico Superiore Academy per le Tecnologie della Informazione e della Comunicazione del Piemonte, Torino, Italy, Via Jacopo Durandi, 10  Attn International Activities and Innovation -Erasmus+ Office  [e\_cooperation@its-ictpiemonte.it](mailto:e_cooperation@its-ictpiemonte.it) |

**ENDORSEMENT LETTER FOR CURRICULAR ERASMUS+ TRAINEESHIP**

(Indicative Traineeship period: January 2026 – May 2026)

We hereby confirm our availability to accept [name and surname] (“the Trainee”), a student enrolled in Higher Technological Institute Academy for Information and Communication Technologies of Piedmont (“the Institute”) at [name of the company] (“the Company”), for a curricular Traineeship eventually supported by the Erasmus+ Programme (“the Traineeship”), for a continuous period of around 4 calendar months, to account for 630 work hours, with a maximum of 8 hours/day, 40 hours/week of Traineeship activity at the Company offices. The actual duration will take into account midweek holidays and possible business closures during the period, as well as additional days to recover for possible absences of the Trainee due to objective impediments, to guarantee that at least 630 work hours can be accounted for.

The Traineeship Agreement documents that will be jointly signed by the Company, the Trainee and the Institute before the Traineeship start will include the following general terms and conditions:

* The Traineeship will take place at Company facilities located at:

[name of the office, address, City, Country]

* The company will nominate a Traineeship Supervisor, a Mentor and a Contact Person, to manage and support the Trainee and the Traineeship activity
* The Company will produce the following official documents:
  + A monthly record of work time spent at the company, including a short summary of the activity performed in the period
  + At Traineeship end, a final Traineeship activity report and an evaluation form will be delivered by the supervisor

These documents shall be drawn up according to the Regional Educational Authority and (eventually) Erasmus+ rules on forms provided by the Institute, signed by the Company supervisor and (monthly record) by the Legal Representative, and sent to the Institute as scanned PDFs at each deadline; the originals shall be handed to the trainee to be brought to the Institute upon the Traineeship end. The Company shall keep a copy for the records.

Before the actual Traineeship start (first day of actual Trainee activity at the Company), once all the terms of the Traineeship are successfully set and agreed upon with the Institute and the Trainee, the parts sign a Learning Agreement (eventually), developed according to the Piemonte Region Education Authority and Erasmus+ rules, that constitutes the official document stating all the terms and conditions of the Traineeship to be fulfilled by the parties.

All the documents and forms will be in English, based on templates supplied in due advance by the Institute. The templates are available for prior check upon request.

Agreed working language and desired level is:

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **LEVEL -** please mark the choice | | |
|  | A - Beginner | B - Intermediate | Advanced |

The Company acknowledges the following:

* The broad lines of the Traineeship are described in the short Programme hereby attached, that will constitute the basis for the Traineeship Programme included in the above-mentioned Agreement to be signed by the Company, the Institute and the student before traineeship start.
* The traineeship will result in a project work that will be illustrated by the trainee at the final degree exam, evaluated by a commission as a key element for the degree award. Possible requests by the company to omit confidential or classified information details will be honored by the trainee and the Institute.
* The student may be awarded a financial contribution supporting the Traineeship carried abroad (provided by Erasmus+ or other institutional funding entities). The Institute encourages Companies to consider such provisions as an additional support to the trainee, provided according to Company standards and local and, where applicable, EU regulations. The tax regime of additional contributions should be managed by the Company, taking into account that curricular traineeships carried out by students are as a EU recommendation[[1]](#footnote-2) to be kept exempt from taxes. The company is invited to check if the recommendation has been implemented in its national tax legislation.

[City, Country]

[Date dd/mm/yyyy]

[Full name of the signataire]

[Position]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company stamp or VAT Number)

**Attachment to the Erasmus+ Traineeship Endorsement Letter**

[Receiving company] - [Student full name]

|  |  |
| --- | --- |
| **Traineeship title:** | [e.g. SEM-SEO development; Android App Development; nonSQL Databases design] |
| **Summary programme of the Traineeship** | |
| *[addressed topics / phases, with indicative timings. It should include a final topic related to a Project Work based on the activity carried out during the Traineeship]* | |
| **Knowledge skills and competences to be acquired** | |
| *[points related to technical / application / methodological and skills topics that constitute the expected learning outcomes]* | |
|  | |

1. Paragraph 40, European Regulation n. 1288/2013 - European Parliament and Council, 11 December 2013 [↑](#footnote-ref-2)