

HEAD PAPER OF THE HOST ORGANIZATION

ACCEPTANCE LETTER

We, the undersigned **NAME OF THE COMPANY**, confirm we are willing to host **NAME OF THE STUDENT** for a traineeship under the Erasmus + scheme , as follows

Planned dates of start and end of the placement period: from __/__/__ till __/__/__

- Knowledge, skills and competences to be acquired:
- Detailed programme of the training period:
- Tasks of the trainee:
- Monitoring and evaluation plan:

We hereby declare that we have tested the candidate's linguistic capabilities and verified that they are sufficient for the activities of the aforementioned work placement.

We will guarantee the following facilities :

- ☐ accommodation
- ☐ canteen
- ☐ small salary
- ☐ others, specify _____

| | |
|--------------------|--|
| Name: | |
| Position: | |
| Organisation: | |
| Address: | |
| Postal Code, City: | |
| Country: | |
| E-mail: | |
| Phone number | |
| Date: | |

Signature of authorised person:

Stamp:

ERASMUS+ PROGRAMME ERASMUS STUDENTS MOBILITY FOR TRAINEESHIPS

(http://ec.europa.eu/education/opportunities/higher-education/traineeships_en.htm)

Erasmus traineeship is a European program offered as part of the ERASMUS+ scheme. It consists in a period of time to be spent as a trainee in an enterprise or organization in another participating country. The main aim is helping individuals to adapt to the requirements of the Community-wide labour market, acquiring a specific skill and to improve understanding of the economic and social culture of the country concerned in the context of acquiring work experience.

Duration of Erasmus traineeships

The training period can have a length between 2 and 12 months. The training period has to be ended by 30 September.

What are the conditions?

Participants can be students registered in a higher education institution and enrolled in studies leading to a recognized degree or other recognized tertiary level qualification (up to and including the level of doctorate). Erasmus students are selected by their sending higher education institution in a fair and transparent way. Traineeships are also supported up to one year after graduation, provided that they are arranged before students graduate. This also includes teacher traineeships.

Where do traineeships take place?

Receiving organizations for traineeships can be any public or private organizations active in the labour market in a European country taking part in the program. A list of eligible countries can be found at: http://www.programmallp.it/index.php?id_cnt=311

The following organizations are not eligible:

- European institutions (Embassies, Consulates, ...)
 - Institutions responsible for the organization of European programs
 - EU institutions and other bodies (http://europa.eu/about-eu/institutions-bodies/index_en.htm)
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Will financial support be provided or fees charged?

There is no fee for taking part and all eligible students can receive a grant from the European Community that ranges from €430/480 a month, depending on the country you visit.

This scholarship is compatible with additional benefits that the host organization intends to provide the trainee with (a small salary, coverage of travelling or accommodation expenses, canteen service, ...).

What arrangements are made?

THE SENDING HIGHER EDUCATION INSTITUTION UNDERTAKES TO:

- Select students on the basis of merit and the possession of adequate linguistic knowledge, according to the needs of the host organization
- Assist the student in choosing the appropriate host organization, project duration and placement content to achieve these learning outcomes
- Prepare students 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 concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance
- Give full recognition to the student for satisfactory completed activities specified in the Training Agreement
- Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme

THE SENDING HIGHER EDUCATION INSTITUTION AND ENTERPRISE/HOST ORGANISATION JOINTLY UNDERTAKE TO:

- Negotiate and agree a tailor-made **Learning Agreement** for each student which provides a description of the working program (tasks, working hours, additional benefits, ...). The Agreement must be endorsed by the home higher education institution, the student and the host organisation
- Monitor the progress of the placement and take appropriate action if required

THE ENTERPRISE/HOST ORGANISATION UNDERTAKES TO:

- Assign to students 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, 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
- At the end of the period abroad, prepare a Transcript of Work a document certifying the working program developed by the student and the exact dates in which the training period started and ended

THOSE ENTERPRISES AVAILABLE IN OFFERING PAVIA UNIVERSITY STUDENTS A TRAINING PERIOD UNDER THE ERASMUS+ SCHEME ARE KINDLY REQUESTED TO FILL IN THE FOLLOWING ACCEPTANCE LETTER.

For any other information please contact :

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