**LETTER OF INTENT for Traineeship under ERASMUS+ Programme - Academic Year 2024/25**

We hereby confirm that we are willing to host Mr/Ms……..................................................................

student/graduate of the University of Padova, as a trainee in our organization, if he/she will be selected under the Erasmus+ Traineeship scheme.

The trainee will perform these activities: .................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Traineeship starting date:

Traineeship end date: *(Consider that the traineeship should have a duration of minimum 2 months and that the traineeship cannot start before 09/06/2025 and cannot finish later than 30/09/2025)*

The language of work will be:

THE HOST ORGANISATION UNDERTAKES TO:

Negotiate and agree a tailor-made Learning Agreement for Traineeship (including the programme of the Traineeship and the recognition arrangements) and the adequate mentoring/tutoring arrangements, jointy with the sending institution

Assign to students tasks and responsibilities (as stipulated in the Learning Agreement for Traineeship) 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 traineeship in accordance with the requirements of the national legislation (if necessary for national legislation)

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

Name of the hosting organisation:

Address:

Postal code:

City:

Country:

Name of Legal Representative:

Number of employees:

Contact person:

Contact person role:

Contact person phone number:

Contact person E-mail address:

Date: .......................... Name:……………………..........………......................

 Position: ..................................................................

Signature:.................................................................

Organization’s Stamp: