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**To: International Relations Unit
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**Key Action 1: Learning Mobility of Individuals
Activity: Student Mobility for Traineeships between Programme Countries
a.a. 20XX/20XX**

LETTER OF INTENT

The University of Messina – Italy (hereinafter “sending institution”) and the [Name of the Receiving Organisation] hereinafter “receiving organisation” agree to cooperate to promote mobility for traineeship of both students and postgraduates (hereinafter “Trainees”) within the framework of the ERASMUS+ - Key Action 1: Learning Mobility of Individuals, Activity – Student Mobility for Traineeships, for the realization of a training period abroad in an Enterprise/Institution or any other relevant workplace.

We hereby declare to cooperate with the University of Messina within the framework of the **ERASMUS+ - Key Action 1: Learning Mobility of Individuals, Activity – Student Mobility for Traineeships**, for the realization of a training period abroad in an enterprise or any other relevant workplace.

The project aims to support participants in the acquisition of competences, knowledge, skills and attitudes improving their personal development and career prospects, increasing their sense of initiative and entrepreneurship, as well as to enhance participants' foreign languages competences.

The total number of trainees we can receive is **XXXX**, for a period of **XXXX** months (from **2** to **12** months). The admitted period for the realization of the traineeship runs from **January 201X** to **September 201X**.

In order to establish a defined training plan for the trainees, the sending institution and the receiving institution agree to cooperate as follows:

SENDING INSTITUTION

The sending institution will:

- ~ select trainees on the basis of the academic merit and language skills;
- ~ make trainees aware of the importance to abide by rules and regulations of the receiving Organisation, to respect working hours, code of conduct and rules of confidentiality;
- ~ assign trainees EU grants swinging from € 430,00 to € 480,00 per month, up to the financial resources availability;
- ~ take out insurance policies to cover trainees against accidents and liability insurance;
- ~ specify the accident and liability insurance policies within the Learning Agreement for traineeship
- ~ evaluate the progress of the project on an on-going basis and take appropriate action if required together with the receiving Organisation;
- ~ evaluate the personal and professional development of the trainee;

RECEIVING ORGANISATION

The receiving Organisation will:

- ~ host the number of trainees specified in “Annex 1.A” per academic year;
- ~ require trainees to have the language skills specified in “Annex 1.A”;
- ~ accept trainees after the evaluation of their Learning agreements for traineeship, CVs and interview if needed;
- ~ sign trainees’ Learning Agreement for Traineeship before trainees departure;
- ~ involve trainees in activities that are relevant to their curricula;
- ~ arrange tutoring and ensure that appropriate equipment and support are available for trainees;
- ~ to assure that tasks and responsibilities for student trainees will be commensurate with their studies and professional qualification during the period;
- ~ evaluate the progress of the project on an on-going basis and take appropriate actions if required together with the sending institution;
- ~ interact with the sending institution for any queries that may arise;
- ~ sign all documents foreseen by the Programme at the end of the trainees’ stay;
- ~ fill in Annex 1.A (Trainees’ job description and trainees’ requirements) and Annex 1.B (information about receiving Organisation).

All the details mentioned above are mutually agreed. We agree not to contribute to each other financially.

[Place and date] _____/_____/_____

Receiving Organisation: _____

Responsible person’s Signature

Stamp

Annex 1.A (Trainees' Job description and trainees' requirements)

To be filled in by the receiving organisation

Trainees' Job description	
Number of trainees that can be hosted per academic year	
Traineeship length (specify how many months per each Trainee)	
Study cycle (specify the level of study required)	Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Postgraduate <input type="checkbox"/> PhD <input type="checkbox"/>
Language required at the receiving organisation	
Level required	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>
Proof of Language skills	Certificate: Yes <input type="checkbox"/> NO <input type="checkbox"/>
Trainees' Interview	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Trainees' CV	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Do trainees will receive support for accommodation	Yes <input type="checkbox"/> NO <input type="checkbox"/>

Annex 1.B (Information about the Receiving institution)

Information about the sending institution	Information about the receiving institution
Name: <i>University of Messina (Italy)</i>	Name:
Address: Piazza S. Pugliatti, 1 98122 Messina (Italy)	Address:
Registration Number of the Company or Erasmus Code(Compulsory): I MESSINA 01	Registration Number of the Company or Erasmus Code(Compulsory):
Institutional Coordinator: Dott. Giuseppe Lucchese Position: Responsible International Relations	Contact person: Position:
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Fax: +39 0906768332	Fax
e-mail: erasmus@unime.it / dsiddi@unime.it	e-mail:
website: http://www.unime.it/	website:
Contact person/Academic coordinator	Tutor name:
	Receiving Organisation's main activities: _____ _____ _____ _____
	Number of employees working at the receiving organization:
	Proposed starting date of the Traineeship: ___/___/_____ Proposed closing date of the Traineeship: ___/___/_____