

### Information on the host institution

Legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Size of the organization:       ≤ 250 employees       > 250 employees

Full name of the contact person/mentor: \_\_\_\_\_

E-mail of the contact person/mentor: \_\_\_\_\_

- The host institution confirms to be willing to host \_\_\_\_\_  
\_\_\_\_\_ (*full name of the student*), enrolled at the University of  
Tuscia (Italy), as an Erasmus+ trainee.
- The traineeship period will last from \_\_\_\_\_ (*start date*) to \_\_\_\_\_ (*end  
date*), acknowledging that mobility must end no later than 31 July 2026. The mobility shall have a  
minimum duration of 60 days and, if selected, will be financially supported by the University of  
Tuscia for a maximum period of 90 days (each month being calculated as 30 days).
- The language in which the traineeship will be conducted is \_\_\_\_\_,  
and the minimum level of language proficiency required is:     B1     B2     C1     C2



- The host institution undertakes to:
  - Assign to the trainee tasks and responsibilities that will be defined and formalised in the Learning Agreement for Traineeships, ensuring that they are appropriate to the trainee's knowledge, skills, competences and training objectives.
  - Draw up a contract or an equivalent document for the traineeship, in accordance with the requirements of the applicable national legislation, where necessary.
  - Appoint a mentor to guide the trainee, support their integration into the host institution, and monitor their learning progress.
  - Provide practical support and facilitate the trainee's understanding of the culture of the host country.
- The host institution declares its awareness that the selection of participants for the Erasmus+ Traineeship mobility will be carried out by the University of Tuscia and that, therefore, the trainee's participation in the Erasmus+ Programme is subject to final selection and cannot be guaranteed at this stage.
- Should the trainee be awarded an Erasmus+ Traineeship mobility grant, they will receive a financial contribution from the University of Tuscia in accordance with the provisions set out in the Call for Applications under which the student applied.
- The University of Tuscia will provide a liability insurance and an accident insurance to the trainee. Students are required to arrange their own health insurance coverage.
- Office responsible for Erasmus+ mobility at the University of Tuscia: Mobility and International Cooperation Office, Dr. Melissa Elefante, [erasmustraineeship@unitus.it](mailto:erasmustraineeship@unitus.it), +390761357992, Via Santa Maria in Gradi n. 4, 01100 Viterbo, Italy.

**For the host institution**

Full name of the contact person/mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Stamp: \_\_\_\_\_