LETTER OF ACCEPTANCE
Erasmus+ Programme KA131
Erasmus+ Student Mobility for Traineeship

Information on the host institution

Full legal name: _____

Department/Unit/Office: _____

Full Address: _____

Postal code: _____

City: _____

Country: _____

Phone: _____

Website: _____

Size of the organisation: ☐ ≤ 250 employees ☐ > 250 employees

Type of organisation: ☐ Public ☐ Private ☐ Non-profit ☐ Other: _____

Full name of the contact person: _____

E-mail of the contact person: _____

Full name of the mentor: _____

E-mail of the 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 2027. 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

Traineeship title: _____

Number of working hours per week: _____

Working days per week: _____

Field of activity: _____

Does the traineeship involve digital skills training? ☐ Yes ☐ No

Detailed programme of the traineeship: _____

_____

_____

_____

_____

_____

_____

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_____

_____

Knowledge, skills, and competences to be acquired by the end of the traineeship (expected learning outcomes): _____

_____

_____

_____

_____

_____

Monitoring plan: _____

_____

_____

_____

Evaluation plan: _____

_____

_____

_____

The host institution will provide financial support to the trainee for the traineeship: ☐ Yes ☐ No

If yes, please specify the amount and currency: _____

The host institution will provide a contribution in kind to the trainee for the traineeship: ☐ Yes ☐ No

If yes, please specify the type of support: _____

- 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 liability and accident insurance coverage for 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, +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 (optional):