# TO BE WRITTEN ON HEADED NOTEPAPER

#  OF THE OFFICE/ENTERPRISE/INSTITUTION if at disposal

 Date,

Hereby I declare to accept, in the mainframe of the Erasmus+ Mobility fro Traineeships 2024,

the student/recent graduate: ………………………………………… (first and second name)

from the Academy of Fine Arts in Bologna (I BOLOGNA03)

period of internship in our Office/Enterprise:………………………………………………..

duration in months: ……………………………………………………………………………

name of Office/Enterprise/Institution …………………………………………………………

Website:…………………………………………………………

Email:……………………………………………….. Telephone:…………………….

Working in the field of ……………………………………

Address of Office/Enterprise/Institution …………………………………………………

……………………………………………………………………………………………….

Country……………………………………………………………………………………

The work language is …………………………………………………………………

The student/recent graduate will be asked to work on the following topics:

…………………………………………………………………………………….……………

…………………………………………………………………………………….……………

I also declare to respect the Erasmus+ Traineeship “Partnership Quality Commitment”.

Yours sincerely

Name of the authorized person ……………………………………………..

Position ………………………………………………………………………..

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## ORIGINAL SIGNATURE AND STAMP

  

**ERASMUS MOBILITY FOR TRAINEESHIPS**

**QUALITY COMMITMENT For Erasmus+ Traineeship**

**This Quality Commitment replicates the principles of the European Quality Charter for Mobility**

**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-madeLearning Agreementfor 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 ENTERPRIZE/HOST ORGANISATION UNDERTAKES TO:**

* Assign to students’ tasks and responsibilities 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 Traineeship Certificate, a document certifying the working program developed by the student and the exact dates in which the training period started and ended

**THE STUDENT/GRADUATE UNDERTAKES TO:**

* Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success
* Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality
* **Communicate** with the sending institution about any problem or changes regarding the placement
* **Submit a report** in the specified format and any required supporting documents at the end of the placement

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