

**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 fOR Traineeships 2025**,

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

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-made Learning Agreement for 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 ENTERPRISE/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