

Letter of Intent

Name of Student:

surname

name

Matricola:

To the University of Florence

School of Mathematical, Physical and Natural Sciences

E-mail: tirocini@scienze.unifi.it

We, the undersigned organization (full name), hereby declare our intent to cooperate with the University of Florence to promote, encourage and facilitate traineeships for the University students, through job training periods.

We intend to host the students as trainees for job training periods, according to the objectives of the Training and Guidance Internship Program Activity.

We will engage ourselves to fulfill the responsibilities as stated in the enclosed Agreement.

First name and Family name:

(of the Legal representative)

Position/Function in the Organization:

(of the Legal representative)

Name of Organization:

Address:

City:

Country

Tel:

e-mail:

Internet site:

Date

Signature: _____

Stamp

Letter of intent

HOST ORGANIZATION DETAILS

Organization name:

Type of Organization:

Legal status:

Economics Sector:

Commercial Orientation:

Category of Work:

Organization size-
Staff:

TUTORING

The Tutor Responsible for the Students will be Mr/Mrs/Dr.

TRAINEE PROFILE

We are willing to host:

Student 1st cycle 2st cycle

for months (min.2 – max.12)

School of

in the following fields of job training (please give a short description of the trainee's activity/
job):

First name and Family name:

Position/Function in the Organization:

Signature: _____

Please take this Letter of Intent compilable (.pdf), put it on Your own headed paper and send back one original copy to the address indicated on top of this form.
Please send one copy in advance to the email indicated on top of this form.
Handwritten letters are not accepted; all fields must be filled; each letter should bear date and signature of the authorized person and his/her position in the Organization.



QUALITY COMMITMENT For Traineeship

This Quality Commitment is inspired by the principles of the Erasmus Quality Standard for Mobility*

THE UNIVERSITY OF FLORENCE UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

THE UNIVERSITY OF FLORENCE AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training and Guidance Internship Program Activity** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training and Guidance Internship Program Activity) 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 his 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, must organize all the activities with a high standard of safety and protection for involved students, must respect all applicable regulation and check appropriate insurance cover and facilitate understanding of the culture of the host country.

THE STUDENT 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

*The Erasmus Quality for mobility projects in the fields of adult education, vocational education and training, and school education is available here https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools_en