# LETTER OF ACCEPTANCE

## Fac-simile

**DA COPIARE A INCOLLARE SU CARTA INTESTATA DELL’ENTE OSPITANTE**

**COPY AND PASTE ON HEADED PAPER OF THE HOST INSTITUTION**

# LETTER OF ACCEPTANCE under ERASMUS+ PROGRAMME 20../20..

Between

**………………………………………………….**

**(Name of the Receiving Organisation)**

and

 **Università degli Studi della Tuscia (UNITUS)**

**Ufficio Mobilità e Cooperazione Internazionale (****erasmustraineeship@unitus.it****)**

**Via S. Maria in Gradi 4**

**01100 Viterbo, Italia**

We hereby declare our intention to collaborate with UNITUS within the framework of the ERASMUS+ PROGRAMME. We agree to do our utmost to support transnational traineeship of students in our organisation. We will engage ourselves to fulfil the responsibilities as stated in the enclosed Partnership Quality Commitment.

The Erasmus mobility proposed by UNITUS Will be facilitated by our co-operation in:

* tutoring of the beneficiary
* monitoring and evaluation of the Traineeship

We are willing to host …………………….. ……for **………..…** months within 31 July 2026.

 (*name and surname of the trainee*)

## PARTNER ORGANISATION INFORMATION

Name of the hosting organization:

|  |  |
| --- | --- |
| Erasmus code (if avalaible): |  |
| OID code (if avalaible): |  |
| Address: |  |
| Postal code: |  |
| City: |  |
| Country: |  |
| Phone number: |  |
| E-mail address: |  |
| Web site : |  |
| Country Code (Annex 1): |  |
| Size Code: | * **S1 – Small** (1-50 workers)
* **S2 – Medium** (51-250 workers)
* **S3 – Large** (251 or more workers)
 |
| Activity Code (Annex 2): |  |
| Isced code (Annex 3): |  |

**DETAILED DESCRIPTION OF THE ORGANIZATION:**

**TRAINEESHIP PERIOD**:

Traineeship period: from to

(*The mobility must end at maximum the 31.07.2026*)

**DETAILED DESCRIPTION OF THE WORK PROGRAMME OF THE TRAINEESHIP**:

**TYPE OF MOBILITY**

Erasmus+ traineeship  Digital opportunity traineeship

**LANGUAGE REQUIREMENTS**

**Working language of the traineeship**: ...................................................

Level requested at the beginning of traineeship: B1  B2  C1  C2 

*(For the Common European Framework of Reference for Languages (****CEFR****) see* [*http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr*](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)*)*

***On the basis of our evaluation the trainee fulfills the above mentioned language requirements***

|  |
| --- |
| **CONTACT DETAILS OF THE RECEIVING ORGANIZATION RESPONSIBLE FOR TRAINEESHIP** |
| Name and surname: |  |
| E-mail: |  |
| Phone nr.: |  |

Date: ......................…

Name of signee (supervisor):................................................................................

Position of signee: ................................................................................................

Signature: .............................................................................................................

#### QUALITY COMMITMENT for Erasmus + Student Traineeship

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

#### THE SENDING HIGHER EDUCATION INSTITUTION\* 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

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Give **full recognition** to the student for satisfactory completed activities specified in the Learning Agreement for Traineeship

**Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

#### THE SENDING INSTITUTION1 AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Learning Agreement for Traineeship** (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 Learning Agreement for Traineeship) 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 (if necessary)

**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

#### 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

1 In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium

#### ANNEX 1. - country codes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AUSTRIA | AT |  | LIECHTENSTEIN | LI |
| BELGIUM | BE | LITHUANIA | LT |
| BULGARIA | BG | LUXEMBOURG | LU |
| CYPRUS | CY | LATVIA | LV |
| CZECH REPUBLIC | CZ | MALTA | MT |
| GERMANY | DE | NETHERLANDS | NL |
| DENMARK | DK | NORWAY | NO |
| ESTONIA | EE | POLAND | PL |
| SPAIN | ES | PORTUGAL | PT |
| FINLAND | FI | ROMANIA | RO |
| FRANCE | FR | SWEDEN | SE |
| GREECE | GR | SLOVENIA | SI |
| CROATIA | HR | SLOVAKIA | SK |
| HUNGARY | HU | TURKEY | TR |
| IRELAND | IE | UNITED KINGDOM | UK |
| ICELAND | IS |  |  |

**ANNEX 2. - Description Economic activity**

|  |  |
| --- | --- |
| CODE | Description Economic activity |
| A | Agriculture, Forestry and Fishing / Agricoltura, Silvicoltura e Pesca |
| B | Mining and Quarrying / Attività estrattiva |
| C | Manufacturing / Attivitá Manifatturiere |
| D | Electricity, Gas, Steam and Air Conditioning Supply / Fornitura di Energia Elettrica, Gas, Vapore e Aria Condizionata |
| E | Water supply,Severage, Waste Management And Remediation Activities / Fornitura di Acqua; Reti Fognarie, Attività di Trattamento dei Rifiuti e Risanamento |
| F | Construction / Costruzioni |
| G | Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles / Commercio all'ingrosso e al Dettaglio; Riparazione di Autoveicoli e Motocicli |
| H | Transportation and Storage / Trasporto e Magazzinaggio |
| I | Accomodation and Food Service Activities / Servizi di alloggio e di Ristorazione |
| J | Information and Communication / Servizi di Informazione e Comunicazione |
| K | Financial Intermediation, Insurance end Pension Funding / Attività Finanziarie e Assicurative |
| L | Real Estate, Renting and Business Activities / Attività Immobiliari |
| M | Technical Activities, Research and Development Activities / Attività Professionali, Scientifiche e Tecniche |
| N | Administrative and Support Service Activities / Attività Amministrative e di Servizi di Supporto |
| O | Public Administration and Defence; Compulsory Social Security / Amministrazione Pubblica e Difesa; Assicurazione Sociale Obbligatoria |

|  |  |
| --- | --- |
| P | Education / Istruzione |
| Q | Human Health and Social Work Activities / Sanità e Assistenza Sociale |
| R | Cultural And Recreational Activities / Attività Artistiche, di Intrattenimento e Divertimento |
| S | Other Service Activities / Altre Attività di Servizi |
| T | Activities of Households as Employers ; undifferentiatied goods and services producing activities of households for own use/ Attività di famiglie e convivenze come datori di lavoro per personale e domestico ; produzione di beni e servizi indifferenziati per usoproprio da parte di famiglie e convivenze |
| U | Activities of Extraterritorial organisations and bodies / Attività di Organizzazioni ed Organismi extraterritoriali |

For further details about the economic activity codes please, visit: [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\_NOM\_DTL&StrNom=NACE\_REV](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey&StrLayoutCode&IntCurrentPage=1) [2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=&IntCurrentPage=1](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey&StrLayoutCode&IntCurrentPage=1)

**ANNEX 3. - Isced codes**

|  |  |
| --- | --- |
| ISCED CODES | Description |
| 0110 | Education, not further defined |
| 0111 | Education science |
| 0112 | Training for pre-school teachers |
| 0113 | Teacher training without subject specialization |
| 0114 | Teacher training with subject specialization |
| 0119 | Education, not elsewhere classified |
| 0188 | Education, inter-disciplinary programmes |
| 0210 | Arts, not further defined |
| 0211 | Audio-visual techniques and media production |
| 0212 | Fashion, interior and industrial design |
| 0213 | Fine arts |
| 0214 | Handicrafts |
| 0215 | Music and performing arts |
| 0219 | Arts, not elsewhere classified |
| 0220 | Humanities (except languages), not further defined |
| 0221 | Religion and theology |
| 0222 | History and archaeology |
| 0223 | Philosophy and ethics |
| 0229 | Humanities (except languages), not elsewhere classified |
| 0230 | Languages, not further defined |
| 0231 | Language acquisition |
| 0232 | Literature and linguistics |
| 0239 | Languages, not elsewhere classified |
| 0288 | Arts and humanities, inter-disciplinary programmes |
| 0310 | Social and behavioural sciences, not further defined |
| 0311 | Economics |
| 0312 | Political sciences and civics |
| 0313 | Psychology |
| 0314 | Sociology and cultural studies |



|  |  |
| --- | --- |
| 0319 | Social and behavioural sciences, not elsewhere classified |
| 0320 | Journalism and information, not further defined |
| 0321 | Journalism and reporting |
| 0322 | Library, information and archival studies |
| 0329 | Journalism and information, not elsewhere classified |
| 0388 | Social sciences, journalism and information, inter-disciplinary programmes |
| 0410 | Business and administration, not further defined |
| 0411 | Accounting and taxation |
| 0412 | Finance, banking and insurance |
| 0413 | Management and administration |
| 0414 | Marketing and advertising |
| 0415 | Secretarial and office work |
| 0416 | Wholesale and retail sales |
| 0417 | Work skills |
| 0419 | Business and administration, not elsewhere classified |
| 0421 | Law |
| 0429 | Law, not elsewhere classified |
| 0488 | Business, administration and law, inter-disciplinary programmes |
| 0510 | Biological and related sciences, not further defined |
| 0511 | Biology |
| 0512 | Biochemistry |
| 0519 | Biological and related sciences, not elsewhere classifed |
| 0520 | Environment, not further defined |
| 0521 | Environmental sciences |
| 0522 | Natural environments and wildlife |
| 0529 | Environment, not elsewhere classified |
| 0530 | Physical sciences, not further defined |
| 0531 | Chemistry |
| 0532 | Earth sciences |
| 0533 | Physics |
| 0539 | Physical sciences, not elsewhere classified |
| 0540 | Mathematics and statistics, not further defined |
| 0541 | Mathematics |
| 0542 | Statistics |
| 0549 | Mathematics and statistics, not elsewhere classified |
| 0588 | Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| 0610 | Information and Communication Technologies (ICTs), not further defined |
| 0611 | Computer use |
| 0612 | Database and network design and administration |
| 0613 | Software and applications development and analysis |
| 0619 | Information and Communication Technologies (ICTs), not elsewhere classified |
| 0688 | Information and Communication Technologies (ICTs), inter-disciplinary programmes |
| 0710 | Engineering and engineering trades, not further defined |
| 0711 | Chemical engineering and processes |



|  |  |
| --- | --- |
| 0712 | Environmental protection technology |
| 0713 | Electricity and energy |
| 0714 | Electronics and automation |
| 0715 | Mechanics and metal trades |
| 0716 | Motor vehicles, ships and aircraft |
| 0719 | Engineering and engineering trades, not elsewhere classified |
| 0720 | Manufacturing and processing, not further defined |
| 0721 | Food processing |
| 0722 | Materials (glass, paper, plastic and wood) |
| 0723 | Textiles (clothes, footwear and leather) |
| 0724 | Mining and extraction |
| 0729 | Manufacturing and processing, not elsewhere classified |
| 0730 | Architecture and construction, not further defined |
| 0731 | Architecture and town planning |
| 0732 | Building and civil engineering |
| 0739 | Architecture and construction, not elsewhere classified |
| 0788 | Engineering, manufacturing and construction, inter-disciplinary programmes |
| 0810 | Agriculture, not further defined |
| 0811 | Crop and livestock production |
| 0812 | Horticulture |
| 0819 | Agriculture, not elsewhere classified |
| 0821 | Forestry |
| 0829 | Forestry, not elsewhere classified |
| 0831 | Fisheries |
| 0839 | Fisheries, not elsewhere classified |
| 0841 | Veterinary |
| 0849 | Veterinary, not elsewhere classified |
| 0888 | Agriculture, forestry, fisheries, veterinary, inter-disciplinary programmes |
| 0910 | Health, not further defined |
| 0911 | Dental studies |
| 0912 | Medicine |
| 0913 | Nursing and midwifery |
| 0914 | Medical diagnostic and treatment technology |
| 0915 | Therapy and rehabilitation |
| 0916 | Pharmacy |
| 0917 | Traditional and complementary medicine and therapy |
| 0919 | Health, not elsewhere classified |
| 0920 | Welfare, not further defined |
| 0921 | Care of the elderly and of disabled adults |
| 0922 | Child care and youth services |
| 0923 | Social work and counselling |
| 0929 | Welfare, not elsewhere classified |
| 0988 | Health and Welfare, inter-disciplinary programmes |
| 1010 | Personal services, not further defined |



|  |  |
| --- | --- |
| 1011 | Domestic services |
| 1012 | Hair and beauty services |
| 1013 | Hotel, restaurants and catering |
| 1014 | Sports |
| 1015 | Travel, tourism and leisure |
| 1019 | Personal services, not elsewhere classified |
| 1020 | Hygiene and occupational health services, not further defined |
| 1021 | Community sanitation |
| 1022 | Occupational health and safety |
| 1029 | Hygiene and occupational health services, not elsewhere classified |
| 1030 | Security services, not further defined |
| 1031 | Military and defence |
| 1032 | Protection of persons and property |
| 1039 | Security services, not elsewhere classified |
| 1041 | Transport services |
| 1049 | Transport services, not elsewhere classified |
| 1088 | Services, inter-disciplinary programmes |