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LETTER OF ACCEPTANCE under ERASMUS+ PROGRAMME 2017/2018

Between

.....
(Name of the Receiving Organisation)

and

**SAPIENZA UNIVERSITÀ DI ROMA
PIAZZALE ALDO MORO, 5
00185 ROMA - ITALIA**

We hereby declare our intention to collaborate with *Sapienza* University 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 Sapienza University will be facilitated by our co-operation in:

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

We are willing to hostfor months within September 2018.
(name and surname of the trainee)

PARTNER ORGANISATION INFORMATION

Name of the hosting organisation:	
Erasmus code (if available)	
Address	
Postal code:	
City:	
Country:	
Phone number:	
E-mail address:	
Website :	
Country Code (Annex 1):	



Size Code:	<input type="checkbox"/> S1 – Small (1-50 workers) <input type="checkbox"/> S2 – Medium (51-250 workers) <input type="checkbox"/> S3 – Large (251 or more workers)
Activity Code (Annex 2):	
Isced code (Annex 3):	

BRIEF DESCRIPTION OF THE ORGANIZATION:

BRIEF DESCRIPTION OF THE WORK PROGRAMME OF THE TRAINEESHIP:

Traineeship period: from _____ to _____

(The mobility must end at maximum the 30.09.2018)

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>)

CONTACT DETAILS OF THE RECEIVING ORGANIZATION RESPONSIBLE FOR TRAINEESHIP

Name and surname:

E-mail:

Phone nr.:



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

Position of signee:

Signature:



QUALITY COMMITMENT for Erasmus + Student Traineeship 2017/2018

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

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



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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



ANNEX 1. COUNTRY CODES

AUSTRIA	AT
BELGIUM	BE
BULGARIA	BG
CYPRUS	CY
CZECH REPUBLIC	CZ
GERMANY	DE
DENMARK	DK
ESTONIA	EE
SPAIN	ES
FINLAND	FI
FRANCE	FR
GREECE	GR
CROATIA	HR
HUNGARY	HU
IRELAND	IE
ICELAND	IS

LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
LATVIA	LV
MALTA	MT
NETHERLANDS	NL
NORWAY	NO
POLAND	PL
PORTUGAL	PT
ROMANIA	RO
SWEDEN	SE
SLOVENIA	SI
SLOVAKIA	SK
TURKEY	TR
UNITED KINGDOM	UK

ANNEX 2. ECONOMIC ACTIVITY

CODE	Description
A	Agriculture, Forestry and Fishing / Agricoltura, Silvicoltura e Pesca
B	Mining and Quarrying / Attività estrattiva
C	Manufacturing / Attività Manifatturiere
D	Electricity, Gas, Steam and Air Conditioning Supply / Fornitura di Energia Elettrica, Gas, Vapore e Aria Condizionata
E	Water supply, Sewerage, 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	Accommodation and Food Service Activities / Servizi di alloggio e di Ristorazione
J	Information and Communication / Servizi di Informazione e Comunicazione
K	Financial Intermediation, Insurance and 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 ; undifferentiated 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 uso proprio 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_REV2&StrLanguageCode=EN&IntPckKey=&StrLayoutCode=&IntCurrentPage=1

ANNEX 3. ISCED CODES

ISCED	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 classified
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