

YOU ARE KINDLY ASKED TO print THE LETTER ON HEADED PAPER AND TO SEND THEM first BY FAX or E.MAIL and then by regular mail

To
University of Catania
International Relation Office
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**LLP/LEONARDO DA VINCI
Mobility Action - PLM**

LETTER OF INTENT

For the participation to the project :
**"FORMATIVE TRAINING FOR UNIVERSITIES GRADUATES III - a
multimedia approach to tourism"
(FOTUG III)
2012/2013**

We hereby declare to cooperate with the University of Catania within the framework of the LLP/LEONARDO DA VINCI Sectoral Programme – Mobility Action, for the realization of transnational placements in enterprises or training institutions of people available in the labour market (PLM).

The project aims to support participants in the acquisition and the use of knowledge, skills and qualifications through the realization of transnational placements. In this way, the project intends to facilitate personal development, employability and participation in the European labour market.

The total number of trainees we can receive is of **.....**, for a period of **22 weeks**. The admitted period for the realization of the trainings goes from **May 2013 to March 2014**. The placements offered by the undersigned organisation could deal with the following activity areas:

.....
.....

We will engage ourselves to fulfil the responsibilities as stated in the:

LEONARDO PARTNERSHIP QUALITY COMMITMENT

THE SENDING ORGANISATION UNDERTAKES TO:

- | | |
|------------------|--|
| <i>Define</i> | <i>placement objectives in terms of the skills and competencies to be developed.</i> |
| <i>Choose</i> | <i>the appropriate target country, host organisation, project duration and placement content to achieve these objectives.</i> |
| <i>Select</i> | <i>beneficiaries on the basis of clearly defined and transparent criteria.</i> |
| <i>Prepare</i> | <i>beneficiaries in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.</i> |
| <i>Establish</i> | <i>a contract whose contents are transparent for all parties involved.</i> |
| <i>Manage</i> | <i>transport, accommodation, visa/work permit arrangements and social security</i> |

cover and insurance.

Evaluate

with each beneficiary the personal and professional development achieved through participation in the Leonardo programme.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

Negotiate	<i>a tailor-made programme for each beneficiary (if possible during preparatory visits).</i>
Agree	<i>monitoring and mentoring arrangements.</i>
Implement	<i>agreed validation procedures to ensure recognition of skills and competencies acquired.</i>
Establish	<i>appropriate communications channels for all parties including beneficiaries.</i>
Evaluate	<i>the progress of the project on an on-going basis and take appropriate action if required.</i>

THE HOST ORGANISATION UNDERTAKES TO:

Foster	<i>understanding of the culture and mentality of the host country.</i>
Assign	<i>to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.</i>
Identify	<i>a tutor to monitor the beneficiary's training progress.</i>
Provide	<i>practical support if required.</i>
Check	<i>appropriate insurance cover for each beneficiary.</i>

THE BENEFICIARY UNDERTAKES TO:

Comply	<i>with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.</i>
Abide	<i>by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.</i>
Communicate	<i>with promoter/sending organisation about any problem or changes regarding the placement.</i>
Submit	<i>a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .</i>

Date :

Official Name of the Organisation:

Reference person (tutor):

Address:

Phone:

Fax:

E-mail:

Name of an authorized person:

His function in the organisation:

Stamp of the organisation:

Signature:
