

# Letter of Intent

We intend to co-operate with  
Università degli Studi di Firenze  
for the Lifelong Learning Programme/Erasmus placement  
For the academic years 2011/2012

Università degli Studi di Firenze  
c/o Facoltà di  
c.a.

Fax

We, the undersigned organization, hereby declare our intent to cooperate with Università degli Studi di Firenze to promote placements for students in the framework of the **Lifelong Learning Programme/Erasmus placement**

As a partner of the above-mentioned project, the undersigned institution will encourage and facilitate the mobility of university students through job training periods (placements) in enterprises.

As soon as possible, we intend to host the students as trainees for job training periods (placements) and arrange for the supervision of the participants.

Student trainees receive a Erasmus grant from their home University to cover the additional costs incurred in the placement (travel, accommodation costs, insurance).

The placements will provide a structured job training, according to the objectives of the **Lifelong Learning Programme/Erasmus placement**.

We will engage ourselves to fulfil the responsibilities as stated in the enclosed Partnership Quality Commitment.

*First name and Family name:*

*Position/Function in the Organization:*

*Name of Organization :*

*Address (street, town, postcode, country) :*

*Tel:*

*Fax:*

*e-mail:*

*Internet site:*

*Date : \_\_\_\_\_*

*Signature:\_\_\_\_\_*

*Stamp:*

## PARTNER DETAILS

Organization name :

Organization name in national language:

Organization type:

Small and medium sized enterprise (less than 250 workers/employees)

Large enterprise (250 workers/employees and more)

Group or association of companies

Employer organization

Trade Union organization

Joint body

Training organization

University Enterprise Training Partnership

Regional consortium

Sectoral organization

Chamber of Commerce, Industry, Agriculture

Professional organizations/federations/groupings

Organization concerned with certification and recognition of qualifications

Public authorities

European organizations

Research centres or institutes

Other organizations (please specify)

Legal code : (e.g. Ltd., S.A., GmbH, etc.)

Economics Activity Code of Your Organization:

Organization size:

small or very small (from 1 to 50 workers/employees)

medium (from 51 to 500 workers/employees)

large (from 501 or more)

Provide a short description of Your Organization:

Has the company hosted trainees under the LEONARDO DA VINCI/ERASMUS PLACEMENT programme previously?

Yes            No

### Tutoring

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

## TRAINEE PROFILE

We are willing to host student \_\_\_\_\_ name \_\_\_\_\_ surname \_\_\_\_\_ of Faculty \_\_\_\_\_

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

The overall duration of the job training period will be of \_\_\_\_\_ months.

**Study level:**    1st cycle    2nd cycle    third cycle

**Subject Area code:**

**Subarea code:**

**ISCEDcode:**

*First name and Family name:*

*Position/Function in the Organization:*

*Signature:* \_\_\_\_\_

*Please take this Letter of Intent as a fac-simile, put it on Your own headed paper and send back one original copy to the address indicated on top of this form.*

*Please anticipate one copy to the fax number 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.*