**Acceptance Letter (Allegato 2)**

***[Notice for the contact person in the host organisation: Please copy the text below onto the official headed paper of the host organisation, complete the information requested and return the signed letter to the candidate in original or scanned version. Please delete this notice before completing the letter.]***

To………

(indicate name, surname and address of the applicant)

Dear Mr/Miss \_\_\_\_\_\_\_\_\_\_,… (name and surname of the applicant),

we are very glad to accept you for a training period in the framework of the FBK **Mobility4staff** programme in the field of (i.e. administration, international office, human resources, legal office, etc)(Engineering, Marketing, …).

The training period will start on (*day/month/year)* and end on *(day/month/year)* 2016, for a total of *Number* working days (at least 5 working days, excluding travel days).

The language used during the training will be: *English* (please specify one).

The main tasks and the activities to be carried out during the training period will be:

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Name of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/Postal code/City/Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMITMENT OF THE PARTIES**

By signing this document, the FBK staff member and the host institution/enterprise confirm that they approve the proposed mobility programme.

The FBK staff member and the host institution will promptly communicate to FBK any problems or changes regarding the proposed mobility programme or mobility period.

**INFORMATION FOR HOST INSTITUTIONS**

The FBK **Mobility4staff** programme gives the chance to take part in **training mobilities at enterprises** **or higher institutions** in one of the European countries. FBK supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The **main objectives** of the staff mobility for training are:

* to allow the staff of higher education institutions to acquire knowledge or specific know-how from experiences and good practices abroad as well as practical skills relevant for their current job and their professional development;
* to help building up cooperation between higher education institutions and enterprises;
* to motivate staff to become mobile and to assist them in preparing a mobility period.

Each beneficiary is covered by an **insurance policy against injuries and a liability insurance** at FBK’s expense. The contracts related to insurance coverage for accident and third party liability cover only case of accidents occurring during the training activities. For medical coverage, each beneficiary must have the **European Health Insurance Card** - EHIC, or other private insurance models required in the host Country.

Staff members are selected by FBK. In the application form all candidates must include the **Acceptance Letter** of the host institution. FBK and the host institution must have agreed on this programme undertaken by the staff member, prior to the start of the mobility period.

Staff members must have a **minimum language level B1** for being accepted to the mobility.

**Countries taking part in the programme**

* The 28 EU members (Italy included);
* the three member countries of the European Economic Area: Iceland, Liechtenstein, Norway;
* the candidate countries: Turkey, Republic of Macedonia;
* Switzerland.

**Criteria for admittance to the host institution**

The receiving organization must be: a higher education institution or any public or private organization.

**Activities that can be carried out abroad**

The stay in the partner enterprise, organisation or institution can be called a variety of names: short secondment period, job-shadowing scheme, study visit, workshop, etc. Language training and attendance of seminars, workshops and conferences should not represent the majority of the total FBK Mobilty4Staff training days.

**Duration**

The mobility activities must be carried out between **October 1st and December 31st, 2016**. Staff can receive training abroad from 1 week (5 working days plus 2 days for travel) up to 3 weeks.

The FBK staff member will share his/her experience, in particular its impact on his/her professional development as a source of inspiration to others colleagues.

**Contribution**

FBK staff will receive a financial support provided to contribute to subsistence costs and to cover travel costs. Staff with special needs may apply for a specific grant after they have been selected for a mobility period.

**Contacts at Fondazione Bruno Kessler**

Human Resources Service, Staff Development Unit

*Mobility4Staff* Programme

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