

LETTER OF INTENT

between

Sending & Hosting Partner
Centro Universitário Franciscano
Rua dos Andradas, 1614
97.010-032, Santa Maria
Brasil



Legal representative:

Iraní Rupolo (President)

Contact person of the project:

Gabriela Q. Marzari (Coordinator of International Affairs)
55 55 3220-1298
arai@unifra.br

and

Sending & Hosting Partner
Kbs – die Akademie für Gesundheitsberufe
Am St. Kamillus
Kamillianerstr. 42
41069 Mönchengladbach



Legal representative:

Kutschke, Thomas (managing director, principal)

Contact person of the
project:

Cordula Wiesner (coordinator of international affairs)

With this letter of intent the sending and the hosting organisations agree to long-term maintenance and development of student mobility. The partner commits to welcome a number of the students (2 students each year and each institution) during the period of 2014 - 2019.

The Parties acknowledge and agree that all financial arrangements, if any, will be subject to negotiation and prior written agreement and any agreement will be subject to the availability of funds.

The hosting partner will

- provide students professional training places to meet the target Learning Outcomes and sign the Learning Agreements
- arrange accommodation for the participants during their stay
- provide information on the work placements, programme, important contact persons, addresses and costs of the stay in advance to the project coordinator and/or to the participants
- provide guidance and support to the participants
- welcome the students and guide them before they start
- monitor the students and the work placements and ensure communication between all parties involved
- guarantee the assessment of the Learning Outcomes in certificate of mobility
- participate in evaluation and dissemination of the project and its outcomes
- Foster understanding of the culture and mentality of the host country.
- Assign to participants tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
- Provide practical support if required.

The sending organization undertakes to

- Define placement objectives in terms of the skills and competencies to be developed.
- Choose the appropriate target country, host organisation, project duration and placement content to achieve these objectives.
- Select participants on the basis of clearly defined and transparent criteria.
- Prepare participants in collaboration with partner organisations for the practice period, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- Establish a contract including a training agreement whose contents are transparent for all parties involved.
- Manage transport, accommodation, visa/work permit arrangements and social security cover and insurance for each participant
- Evaluate with each participant the personal and professional development achieved through participation.

The sending and host organisations jointly undertake to

- Negotiate an individual training programme for each participant.
- Agree monitoring and mentoring arrangements.
- Implement agreed validation procedures to ensure recognition of skills and competencies acquired.
- Establish appropriate communication channels for all parties including participants
- Evaluate the progress of the project on an on-going basis and take appropriate action if required.

The participant 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 promoter/sending organisation about any problem or changes regarding the placement.
- Submit a report in the specified format, together with requested supporting



Date and place:

15.08.2014

Signature:

Thomas, Kutschke, principal

Stamp:

kbs | Die Akademie für Gesundheitsberufe
Kamillianerstr. 42
41069 Mönchengladbach

Date and place:

02/09/2014

Signature:

Iraní Rupolo, President

Stamp: