

PLEASE

DON'T FORGET

to

PRINT

or

COPY

the

following

**LETTER OF
INTENT**

onto

your

**HEADED
PAPER**

and

Send the originals

SIGNED

and

with

**YOUR INSTITUTIONAL
STAMP**

back to

SZÉCHENYI ISTVÁN UNIVERSITY

by

fax & mail

fax: +36 96 613 595

Thank you for your

**efforts
& cooperation
in advance!**

LETTER OF INTENT
COOPERATION IN LEONARDO DA VINCI II MOBILITY PROJECT, 2011

T I T L E : B O R D E R L E S S A R C H I T E C T U R E - 3

[VOCATIONAL TRAINING AND EXPERIENCE FOR YOUNG ARCHITECTS IN THE EU]

Hereby we express our interest to cooperate within the LEONARDO DA VINCI application of the Széchenyi István University by offering practical training places for young architects from Győr, Hungary.

We support the project by following measurements /actions:

We can offer placements for the period ascertained at the "General Data of the Project" for young architects in the number ascertained at the same place. The placements will comply with the new quality charta of the EU.

Probably, we will give a monthly compensation of ____ Euro/month.

The partners agree to accomplish the new quality charta of the EU and to support the dissemination and transfer of the project results.

G E N E R A L D A T A O F T H E P R O J E C T

Title

**Vocational Training and Experience for Young Architects
in the EU**

Starting time

End time

Total length of
training (in weeks)

Number of trainee

Prospective position
of trainee

associate architect

Business language

English / German

Sending Organisation

address

Széchenyi István University

Egyetem tér 1.
Győr, Hungary
H-9026
phone: +36 96 503 400
fax: +36 96 329 263
homepage: www.sze.hu

Name of contact person

position

address

Gergely Molnárka

associate professor
Leonardo coordinator
MTK-ÉKI
Department of Architecture and Building
Construction
Egyetem tér 1.
Győr, Hungary
H-9026
phone: +36 96 503 454
fax: +36 96 613 595
e-mail: mgergo@sze.hu

Host Organisation

address

c/Roger de Flor, 216 Ppal 1a 08013 Barcelona
telf: +34 931657314
fax: +34 931620892
Company

Legal status

Type of organisation

Main field in activity

Number of employees

Medium sized enterprise

Architecture

3 employees

Name of contact

Xavier Vilalta i Sabartés

Person

Position

Director

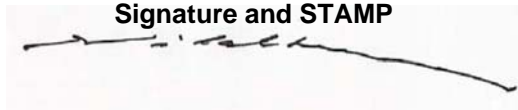
Contact

c/ Roger de Flor, 216 Ppal 1a 08013 Barcelona
telf: 93.165.73.14 | fax: 93.162.08.92
xavier@xvstudio.com www.xvstudio.com

Date

25-01-10

Signature and STAMP

A handwritten signature in black ink, appearing to read 'Xavier Vilalta i Sabartés', written over a faint, rectangular stamp area.

PARTNERSHIP QUALITY COMMITMENT PLACEMENTS

The sending organizations 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	beneficiaries on the basis of clearly defined and transparent criteria.
	Prepare	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.
	Establish	a contract whose contents are transparent for all parties involved.
	Manage	transport, accommodation, visa/work permit arrangements and social security 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	a tailor-made programme for each beneficiary (if possible during preparatory visits).
	Agree	monitoring and mentoring arrangements.
	Implement	agreed validation procedures to ensure recognition of skills and competencies acquired.
	Establish	appropriate communications channels for all parties including beneficiaries.
	Evaluate	the progress of the project on an on-going basis and take appropriate action if required.
The host organisation undertakes to	Foster	understanding of the culture and mentality of the host country.
	Assign	to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
	Identify	a tutor to monitor the beneficiary's training progress.
	Provide	practical support if required.
	Check	appropriate insurance cover for each beneficiary.
The beneficiary 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 documentation in respect of costs, at the end of the placement .