



AGID

Agency for Digital Italy

Office for Coordination of International Relations

4th February, 2023

To:

Altınbaş University

Erasmus+ traineeship at Agency for Digital Italy (AgID)

Re:

Dear Sir/Madam,

I hereby confirm that, STUDENT NAME student of International Relations at Istanbul Bilgi University, (Turkey) will do her traineeship at Agenzia per l'Italia Digitale - Agency for Digital Italy (AgID) within Erasmus+ Work Placement Program for 3 (three) months beginning on 1st Sept 2023 and ending on 30th Nov 2023.

STUDENT NAME will work as Assistant to support the activities of the Office for Coordination of International Activities. You can find the short responsibilities and tasks below:

The trainee will contribute to the daily tasks of the Office for Coordination of International Activities under the responsibility of its manager. The trainee may be required to carry out the following activities under the direct supervision of the manager: analysis of public policies, research on international topics, liaising with national and foreign bodies and institutions, data research and analysis, draft documents, give advice to public and private subjects, organise and take part to meetings, collect data and learn new relevant themes. Occasionally, the trainee may be asked to carry out the above activities outside the receiving organisation premises, accompanied by the manager or mentor.

STUDENT NAME knowledge of the English language is sufficient.

Yours Sincerely,



Agenzia per l'Italia Digitale

[Handwritten Signature]

Manager, Office for Coordination of International Activities

Sector of Company: Government Body

Number of staff: 200

Website address: www.agid.gov.it



official letterhead document



Erasmus Mobility for Placement

LETTER OF ACCEPTANCE

name of the student
TO MRS: [redacted]

DEAR I.

WE ARE VERY GLAD TO ACCEPT YOU FOR A TRAINING PERIOD IN THE FRAMEWORK OF THE LIFELONG LEARNING ERASMUS PROGRAMME IN THE FIELD OF SALES AND MARKETING.

THE PLACEMENT WILL BEGIN ON 01.10.2015 AND END ON 27.03.2016, FOR A TOTAL OF 6 MONTHS.

exact dates

OUR DAILY WORKING HOURS WILL BE MORE OR LESS FROM 9:00 TO 18:00, FOR A TOTAL OF 40 HOURS PER WEEK.

WE CONFIRM WE HAVE SEEN AND AGREED WITH THE QUALITY STATEMENT AS REQUESTED BY THE ERASMUS PROGRAMME.

THE LANGUAGES WHICH WILL BE USED DURING THE PLACEMENT WILL BE SPANISH AND/OR ENGLISH.

THE TASKS OF THE TRAINEE WILL BE:

- DEVELOP A MARKETING PLAN TO SELL OUR PRODUCTS IN HIS/HER COUNTRY
- HELP US TO ESTABLISH PARTNERSHIPS WITH TECHNOLOGICAL COMPANIES IN HIS/HER COUNTRY
- TRANSLATION OF MARKETING DOCUMENTS AND SOFTWARE TO HIS/HER COUNTRY LANGUAGE

THE REFERENCE PERSON FOR THIS PLACEMENT WILL BE MR. [redacted], WHO WILL ACT AS TUTOR/SUPERVISOR DURING THE INTERNSHIP. HIS CONTACTS ARE: TELEPHONE: +34 [redacted] E-MAIL: [redacted]@ICTEL.COM

BEST REGARDS,

NAME OF SIGNATORY: [redacted]
 POSITION: GENERAL MANAGER
 NAME OF COMPANY/ORGANIZATION: ICTEL INGENIEROS, S.L.
 ADDRESS: AVDA. DE MADRID, 129, INTERIOR, NAVE 5, 36214 - VIGO - SPAIN
 E-MAIL: [redacted]@ICTEL.COM



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 www.ictel.com ictel@ictel.com
 CIF B4667411

cache/stamp/signature of the mentor

DATE: 25- JUNE - 2015
SIGNATURE OF THE AUTHORIZED PERSON: [redacted]