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**Letter of Intent and Partnership Agreement**

I, the undersigned …………………………………………… (legal representative’s name of the host institution) hereby declare that the institution I represent ……………………………………..…………..… (name of the host institution) ……………………………………………………………………………..…… (legal address)

will host the representatives of ……………………………………………………..............…...

(name of the sending/applicant institution) …………………………………………….……..... (legal address) for the period ……………………………….….. (dd/mm/yyyy – dd/mm/yyyy) within the framework of Scholarship Programme, EEA Financial Mechanism 2009-2014.

By signing this Letter of Intent we hereby declare our intention to cooperate within the framework of the above mentioned *Professional visits* action in the programme named above, we agree with the objectives described in the proposal. The aim of the visit is to provide a platform for establishing new partnerships and to support the cooperation of the home and host institutions.

In case of a positive grant decision home and host institution agree

- to mutually cooperate to the best of their knowledge,

- that home institution as project promoter is responsible for representing and informing project partners,

- to enforce rules for intellectual property rights in all cases that arise during project implementation,

- that home institution as project promoter is responsible for the proper management of the project and for reporting,

- that host institution as project partner cooperates in preparing reports and in other types of data supply,

- that home institution uses the awarded grant to organise the visit (e.g. travel, accommodation)

- that host institution is responsible for providing the necessary tools for the visit (e.g. meeting room)

- that present agreement does not result in relationship subject to public procurement rules,

- that they are required to attempt to settle disputes by finding a mutually agreed solution.

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| Legal representative of the host institution  Position:  Stamp  Date: |  | Legal representative of the home institution  Position:  Stamp  Date: |