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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 *Preparatory visits* action in the programme named above, we agree with the objectives described in the proposal. The aim of the visit is that the home and host institutions apply successfully and collaborate in another action of Scholarship programme HU08.

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 institutionPosition:StampDate:  |  | Legal representative of the home institutionPosition:StampDate:  |