Dear Prof. \*\*\*,

I am pleased to inform you that your application for a research/teaching stay at the University of Urbino Carlo Bo from DD/MM/YYYY to DD/MM/YYYY has been successful.

We confirm that you will be hosted by the Department of \*\*\* and that you will cooperate with your academic contact, Prof. \*\*\*, here in cc.

In the next few days, the Department Secretariat will write you and ask you to fill in the pre-contractual forms (modulistica pre-contrattuale), necessary to prepare your letter of assignment. / Please get in touch with your academic contact (Prof. \*\*\*) and with the International Relations Office after your arrival in Urbino, in order to arrange a meeting to sign your letter of assignment.

In the meantime, please find attached our Welcome booklet, which will help you to organise your stay in Urbino.

Finally, please note that, at the end of your stay, you will be asked to send to the Department of \*\*\* a report of the activities carried out during your stay at our University, countersigned by your academic contact, for the purpose of institutional monitoring procedures.

Should you need any additional information, please do not hesitate to contact us. We look forward to welcoming you in Urbino.

Kind regards,

International Relations Office.