To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dipartimento di Fisica

Università degli Studi di Roma Tor Vergata

Via della ricerca scientifica 1,

00133 Roma

**Object: Invitation letter to the Physics Department of Tor Vergata University for**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It is with great pleasure that I confirm our willingness to host your secondment at the Physics Department of Tor Vergata University from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

During this period you will collaborate on research concerning:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that no costs related to the secondment will be borne by Università degli Studi di Roma Tor Vergata.

**Commitment of the hosting department – Dipartimento di Fisica Università degli Studi di Roma Tor Vergata**

Support required to conduct the proposed research:

The proposed research requires access to basic office space, temporany email account and basic IT service.

It is understood that during the period of the fellowship you will:

* remain employed at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Institution),
* be insured by your employer under a social security scheme covering not only sickness but also accidents at work,
* benefit from own or employer insurance covering medical expenses and repatriation costs, as well as from civil liability insurance[[1]](#footnote-1).

**Needs for premises, equipment and other infrastructure:**

It will be assigned you a basic office space and access for authorised people at the Dipartimento di Fisica and you will be provided with a user account, including an email address, granting you access to the internet and to scientific journals.

*Contact person at the department:*

\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Via della Ricerca Scientifica 1, 00133 Roma (ITALY)

Please send this letter back with signatures and requested documents.

We look forward to welcoming you.

Kind regards,

Attached documents:

* Valid Identity document
* Personal Data Sheet

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest (for acceptance): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of the Department of Physics

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Visitors coming on the basis of formal scientific agreements signed by the University of Roma Tor Vergata which identify the scientific institutional activity could be covered by the University civil liability policy. [↑](#footnote-ref-1)