**Mobility Agreement**

**Staff Mobility For Training[[1]](#endnote-1)**

Planned period of physicaltraining activity: from *[day/month/year]* till *[day/month/year]*

If applicable, planned period of virtual training activity: from *[day/month/year]*till *[day/month/year]*Duration of physical mobility (days) – excluding travel days: ………………….

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 20../20.. |
| E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Strzemiński Academy of Fine Arts Łódź** | Faculty/Department |  |
| Erasmus code[[4]](#endnote-4) (if applicable)  | **PL LODZ05** |
| Address | ul. Wojska Polskiego 12191-726 Łódź | Country/Country code[[5]](#endnote-5) | **POLAND/PL** |
| Contact person name and position |  | Contact persone-mail / phone |  |

**The Receiving Institution / Enterprise**

|  |  |
| --- | --- |
| Name  |  |
| Erasmus code (if applicable) |  | Faculty/Department |  |
| Address |  | Country/Country code |  |
| Contact person,name and position |  | Contact persone-mail / phone |  |
|  |  | Size of enterprise (if applicable) | ☐<250 employees☐>250 employees |

#### For guidelines, please look at the end notes on page 3.

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Language of training: ………………………………………

Is the mobility a part of a blended mobility programme? ☐ Yes ☐ No

|  |
| --- |
| **Overall objectives of the mobility:****(proszę podać nazwę szkolenia lub jeśli to praca równoległa to proszę wpisąć job shadowing i podać jednostkę instytucji przyjmującej, w której będzie realizowane szkolenie, np. job shadowning, Promotion Office, University of Leeds - proszę usunąć zapis w nawiasie po wypełnieniu pola)** |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No ☐**  |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):*** **developing of international cooperation**
* **supporting internationalisation process in both institutions**
* **experience exchange connected to the participant’s work environment which leads to improving his/her skills and competences**
* **contributing to modernization of management processes and procedures in the participant’s work environment**
* **enhacing quality in the participant’s work environment**

**(proszę skorygować lub dodać kolejne punkty jeśli związane są z mobilnością - proszę usunąć zapis w języku polskim po wypełnieniu pola)** |
| **Activities to be carried out:****(proszę opisać program szkolenia wskazując na zakres planowanych działań - proszę usunąć zapis w języku polskim po wypełnieniu pola)** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):*** **improving language, interpersonal and other work related competences of the participant**
* **strengthening internationalization and international cooperation in both institutions**
* **improving the network of contacts between similar units in both institutions**

**(proszę dodać kolejne punkty jeśli związane są z mobilnością - proszę usunąć zapis w języku polskim po wypełnieniu pola)** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-6)** this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The staff member**Name:Signature: Date:  |

|  |
| --- |
| **The sending institution** Name of the responsible person:Signature: Date:  |

|  |
| --- |
| **The receiving institution/enterprise**Name of the responsible person:Signature: Date:  |

1. Adaptations of this template:

In case the mobility combines teaching and training activities, **the** **mobility agreement for teaching template** should be used and adjusted to fit both activity types.

In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total). [↑](#endnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
4. **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: [https://www.iso.org/obp/ui/#search](https://www.iso.org/obp/ui/%22%20%5Cl%20%22search). [↑](#endnote-ref-5)
6. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-6)