**Mobility Agreement**

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

Planned period of the training activity[[2]](#endnote-2): from *[day/month/year]* till *[day/month/year]*

Duration (days) – excluding travel days: ………………….

**Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (as in passport) |  | First name (as in passport) |  |
| Sex [*M/F*] |  | Date of birth |  |
| Nationality[[3]](#endnote-3) |  | DNI/NIE (for participants from Spain) or passport number (for participants from other countries) |  |
| Job position |  | Seniority[[4]](#endnote-4) |  |
| Academic year, during which the mobility will be carried out |  | E-mail and contact telephone number |  |

**Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution name |  | Faculty/Department |  |
| Erasmus code[[5]](#endnote-5)  (if applicable) |  |
| Address |  | Country |  |
| Contact person  name and position[[6]](#endnote-6) |  | Contact person e-mail / phone |  |

**Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/Department |  |
| Address |  | Country |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |

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

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

Language of training: …… …………………………………

|  |
| --- |
| **Motivation statement:** |
| **Overall objectives of the mobility:** |
| **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):** |
| **Activities to be carried out:** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[7]](#endnote-7)** 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.

|  |
| --- |
| **Staff member**  Name:  Signature: Date: |

|  |
| --- |
| **Sending institution**  Name of the responsible person[[8]](#endnote-8):  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person[[9]](#endnote-9):  Signature: Date: |

1. 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. [↑](#endnote-ref-1)
2. **Planned period of mobility:** 2nd semester of 2018-2019 academic year or 2019-2020 academic year. The deadline to finalize the mobility is July 31, 2020. [↑](#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. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-4)
5. **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. Erasmus codes for A4U universities are: UAB: EBARCELO02, UAM: EMADRID04, UC3M: EMADRID14, UPF: EBARCELO15. [↑](#endnote-ref-5)
6. **Contact person:** Person who provides administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-6)
7. 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-7)
8. **Responsible person:** Head of Department/Section or equivalent body to which the member of staff belongs at the sending institution. [↑](#endnote-ref-8)
9. **Responsible person:** Head of Department/Section or member of staff that host the visit at the receiving institution. [↑](#endnote-ref-9)