**MOBILITY AGREEMENT**

**STAFF MOBILITY FOR TRAINING[[1]](#endnote-1)**

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Seniority | **🞏** Junior  (< 10 years of experience)  **🞏** Intermediate  (> 10 and < 20 years of experience)  **🞏** Senior  (> 20 years of experience) | Nationality[[2]](#endnote-2) |  |
| Gender (M/F) |  | Academic year | **20….. / 20…..** |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **University of Gdansk** | Faculty |  |
| Erasmus code | **PL GDANSK01** | Department |  |
| Address  E-mail | **Erasmus Office**  **(Central Administration)**  PL – 80-309 Gdansk, Bazynskiego 8, [erasmus.eu@ug.edu.pl](mailto:erasmus.eu@ug.edu.pl),  +48 58 523 31 22 | Country  Country code | **PL**  **Poland** |
| Contact person  name and position |  | Contact person e-mail / phone |  |

**The Receiving Institution/Enterprise[[3]](#endnote-3)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code  (if applicable) |  | Size of enterprise (if applicable) | **🞏** <250 employees  **🞏**  >250 employees |
| Address |  | Country, Country code[[4]](#endnote-4) |  |
| Contact person’s  name |  | Contact person’s e-mail / phone |  |

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

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

Planned period of physical training activity **(only working days)**:

from (day - month - year) …… - …… - …… till (day - month - year) …… - …… - ……

Duration of physical mobility (days) – excluding travel days: ……………………

If applicable, planned period of virtual training activity:

from (day - month - year) …… - …… - …… till (day - month - year) …… - …… - ……

1. **PROPOSED MOBILITY PROGRAMME**

Language of training: ………………………………….

|  |
| --- |
| **Overall objectives of the mobility:** |
|  |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |
|  |
| **Activities to be carried out (including the virtual component, if applicable):** |
|  |
| **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[[5]](#endnote-5) 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 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 of mobility period.

|  |
| --- |
| **THE STAFF MEMBER:** |
| Name: ………………………………………………………  Signature: ……………………………………………………… Date: ………………………………………………… |

|  |
| --- |
| **THE SENDING INSTITUTION** |
| Name of the supervisor: ………………………………………………………  Signature: ……………………………………………………… Date: ………………………………………………… |

|  |
| --- |
| **THE RECEIVING INSTITUTION** |
| Name of the responsible person: ………………………………………………………  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. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. All refererences to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-4)
5. 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 third coutnries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-5)