**Mobility Agreement**

**Staff Mobility For Teaching and Training (STA+STT)**

Planned period of the teaching activity (STA):

from ..... /.... /.... *[day/month/year]* till ..... / ..... / ..... *[day/month/year]*

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

Planned period of the training activity (STT):

from ..... /.... /.... *[day/month/year]* till ..... / ..... / ..... *[day/month/year]*

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

**The teaching staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[1]](#endnote-1) |  | Nationality[[2]](#endnote-2) |  |
| Sex [*M/F*] |  | Academic year | **2018/2019** |
| E-mail |  | | |

**The Sending Institution[[3]](#endnote-3)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **UNIVERSITY of WARSAW** | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **PL WARSZAW01** | Faculty/Department |  |
| Address | **ul. Krakowskie  Przedmieście 26/28  00-927 Warszawa** | Country/ Country code[[5]](#endnote-5) | **POLAND / PL** |
| Contact person  name and position | **Sylwia Salamon Erasmus+ Institutional  Coordinator** | Contact person  e-mail / phone | **sylwia.salamon@adm.uw.edu.pl** |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code |  | Faculty/Department |  |
| Address |  | Country/ Country code |  |
| Contact person name and position |  | Contact person e-mail / phone |  |

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

**Section to be completed BEFORE THE MOBILITY**

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| **Overall objectives of the mobility:** |

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| --- |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |

#### **I. PROPOSED MOBILITY PROGRAMME (STA)**

Main subject field[[6]](#endnote-6): ………………….

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme: ………………

Number of teaching hours[[7]](#endnote-7): …………………

Language of instruction: ………………………………………

|  |
| --- |
| **Content of the teaching programme:** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):** |

**II. PROPOSED MOBILITY PROGRAMME (STT)**

Language of training: ………………………………………

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| --- |
| **Content of the training programme:** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on sending institution):** |

**III. COMMITMENT OF THE PARTIES**

By signing[[8]](#endnote-8) this document, the teaching staff member, the sending institution and the receiving institution 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 teaching staff member.

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

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

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

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

|  |
| --- |
| **The receiving institution (STA)**  Name of the responsible person:  Signature:  Stamp of the receiving institution: Date: |

|  |
| --- |
| **The receiving institution (STT)**  Name of the responsible person:  Signature:  Stamp of the receiving institution: Date: |

1. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#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. Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth . [↑](#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>. [↑](#endnote-ref-5)
6. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at <http://ec.europa.eu/education/tools/isced-f_en.htm>) should be used to find the ISCED 2013 detailed field of education and training. [↑](#endnote-ref-6)
7. If the teaching activity is combined with a training activity during a single period abroad, the minimum of 4 teaching hours per week (or any shorter period of stay) has to be respected. [↑](#endnote-ref-7)
8. 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-8)