Mobility Agreement

Staff Mobility For Training[1]

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

Duration (days) – excluding travel days: ……

If applicable, planned period of the virtual component:

The Staff Member

Last name (s)	…….	First name (s)	…….
Seniority[2]	…….	Nationality[3]	…….
Sex [*M/F*]	…….	Academic year	20../20..
E-mail	……		

The Sending Institution

Name	…….		
Erasmus code[4] (if applicable)	……	Faculty/Department	……
Address	……	Country/ Country code[5]	……
Contact person name and position	……	Contact person e-mail / phone	……
Type of enterprise NACE code[6] (if applicable)	……	Size of enterprise (if applicable)	☐ <250 employees ☐ >250 employees

[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.

[2] **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

[3] **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

[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.

[5]**Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[6]The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

The Receiving Institution / Enterprise[7]

Name			
Erasmus code[8] (if applicable)		Faculty/Department	
Address		Country/ Country code[9]	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code[10] (if applicable)		Size of enterprise (if applicable)	☐x<250 employees ☐>250 employees

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

[7] All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

[8]**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.

[9]**Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[10]The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

Section to be completed BEFORE THE MOBILITY

I. 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: .....
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[11] 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 internationalization 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/enterprise

Name of the responsible person: .....

Signature: ..... Date: .....

The receiving institution

Name of the responsible person:

Signature: Date:

[11] 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.