



# Mobility Agreement

## Staff Mobility For Training<sup>1</sup>

Planned period of the training activity: from [day/month/year] till [day/month/year]  
*Aktivitātes dienu datumi bez ceļošanas dienām.*

Duration (days) – excluding travel days: **aktivitātes dienu skaits**

### The Staff Member

Last name (s)		First name (s)	
Seniority <sup>2</sup>	Darba stāžs RTU. Līdz 10 gadiem- <b>Junior</b> , līdz 20 gadiem- <b>Intermediate</b> , pēc 20- <b>Senior</b>	Nationality <sup>3</sup>	
Sex (M/F)		Academic year	2024/2025
E-mail			

### The Sending Institution

Name	Riga Technical University	Faculty/Department	Mobilitātes dalībnieka struktūrvienība
Erasmus code <sup>4</sup> (if applicable)	LV RIGA02		
Address	6A Kipsalas Street Riga LV-1048	Country/ Country code <sup>5</sup>	Latvia/LV
Contact person name and position	Sigita Sondore Mobility project manager International Mobility Unit	Contact person e-mail / phone	Sigita.Sondore@rtu.lv +371 67089331

### The Receiving Institution / Enterprise<sup>6</sup>

Name	
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<sup>1</sup> 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.

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

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

<sup>4</sup> **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.

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

<sup>6</sup> All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.



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Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise:	HEI (ja dodaties uz augstkolu)	Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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



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## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Language of training: English

<p><b>Overall objectives of the mobility:</b></p> <p><i>Uzrakstiet angliski vispārīgos mobilitātes mērķus, piemēram, apmeklēt pasākumu/partnerinstitūciju, lai uzzinātu..., dalītos ar pieredzi par..., mācītos no ..., pilnveidotu prasmes (kādas).. u.tml., lai pēc tam tās pielietotu darbā RTU.</i></p>
<p><b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b></p> <p><i>Aprakstiet angliski ko mobilitātē iegūtā pieredze dos, lai turpmāk darītu labāk/savādāk, pielietojot modernās tehnoloģijas. Kā mobilitāte veicinās internacionalizāciju. Vai mobilitātes laikā tiks stiprinātas pušu attiecības, vai sekos nākotnes sadarbības projekti, vai būs mācībspēku/studentu apmaiņa u.tml. <b>Piemēram., The mobility will expand the international presence of Riga Technical University and strengthen its global network. The mobility serves as an opportunity to develop intercultural competencies.</b></i></p>
<p><b>Activities to be carried out:</b></p> <p><i>Aprakstiet angliski darba kārtību pa dienām, tikšanās ar ko, diskusijas par ko un ar ko, apmeklēsiet ko un kad, piedalīsieties kur un kad u.tml. Maksimāli precīzi un konkrēti. Ja <b>attending workshop/seminar</b>, tad par kādu tēmu. Ja <b>observing</b>, tad ko vai kuru. Ja <b>meeting</b>, tad ko u.tml. Ja <b>participating in group work, discussions</b>, tad par ko tieši.</i></p>
<p><b>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</b></p> <p><i>Aprakstiet angliski ko sagaidāt no mobilitātes, kāds būs iznākums, rezultāti (<b>Gained new insight/knowledge, developed...increased...improved..</b> u.tml.) Noteikti pieminiet profesionālos ieguvumus, kā arī ieguvumus RTU no tā, ka dodaties mobilitātē. Šajā sadaļā var atsaukties uz tiem vispārīgajiem mērķiem, kurus aprakstījāt pie Overall objectives kā sasniegtiem.</i></p>

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

<sup>7</sup> 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.



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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/enterprise**

Name of the responsible person: **Sagaidām, ka šeit ir mobilitātes dalībnieka vadītāja paraksts**

Signature:

Date:

**The receiving institution**

Name of the responsible person:

Signature:

Date:

**Lūgums visām pusēm parakstīt ar fizisku parakstu. Šis ir informācijai, lūgums izdzēst kolīdz izlasīts.**