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

**MOBILITY AGREEMENT**

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

Duration (days) – excluding travel days: ………………….*dni pobytu bez podróży*

**The Staff Member**

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

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) |  |
| Address |  | Country/ Country code[[5]](#endnote-5) |  |
| Contact person  name and position | Agnieszka Mozejko – Erasmus+ Institutional Coordinator | Contact person e-mail / phone | [a.mozejko@dwz.uz.zgora.pl](mailto:a.mozejko@dwz.uz.zgora.pl)  +48 68 328 32 93 |

**The Receiving Institution / Enterprise[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) | *Tylko w przypadku uczelni www.erasmus.uz.zgora.pl>partnerzy* | Faculty/Department |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of enterprise:  NACE code [[7]](#endnote-7)  (if applicable) | *Nie dotyczy uczelni* | Size of enterprise  (if applicable) | <250 employees  >250 employees  *Nie dotyczy, jeśli instytucja jest uczelnią* |

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

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

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

Language of training: ……………………………………… *zgodny z kompetencjami językowymi*

|  |
| --- |
| **Overall objectives of the mobility:**  *Celem wyjazdu szkoleniowego jest doskonalenie umiejętności i kwalifikacji, wymiany doświadczeń, poszerzania wiedzy w danej dziedzinie uczestnika wymiany*  *Inne cele, wg. uznania uczestnika wymiany.*  ***UWAGA: wyjazd nie może być realizowany w celach naukowych*** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  *Wartość dodana mobilności w kontekście strategii internacjonalizacji jednostki/uczelni (określonych w dokumentach strategicznych):*  *Erasmus Policy Statement (Karta Erasmusa):*   * *improvement of the quality of education, research and university relations with social and economic environment* * *increase the number of mobile students and staff, foreign degree students* * *increase number of programmes thought in foreign languages* * *improving the quality and relevance of higher education* * *strengthening quality through mobility and cross-border cooperation* * *linking higher education, research and business for excellence and regional Development*   *Dokument jest dostępny na stronie: http://www.erasmus.uz.zgora.pl/o-programie/*  *Strategia rozwoju uczelni/wydziału. Strategia rozwoju uczelni dostępna na stronie: http://oas.uz.zgora.pl:7777/skeduz/docs/F30977.pdf* |
| **Activities to be carried out:**  Szczegółowy plan (najlepiej harmonogram dzienny) pobytu: zadania i zajęcia do zrealizowania, spotkania, jednostki odwiedzane itp. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  *Rezultaty dotyczące:*   * *Rozwoju pracownika: jego kwalifikacji, umijętności, wiedzy, itp.* * *Rozwóju uczelni np. w zakresie wymiany doświadczeń, zastosowania dobrych praktyk, zwiększenia wiedzy i promocji obu instytucji, rozpowszechniania zdobytej wiedzy (spotkania, prezentacje dla innych pracowników jednostki).* |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[8]](#endnote-8)** 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 sending 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: |

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. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#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. **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. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-6)
7. 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> [↑](#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). [↑](#endnote-ref-8)