**Erasmus+ Mobility Agreement**

**Staff Mobility For Training[[1]](#endnote-1)**

Planned period of the physical mobility: from *[day/month/year]* to *[day/month/year]*

Planned period of the activities at the receiving institution: from *[day/month/year]* to *[day/month/year].* Duration of physical mobility (days) – excluding travel days: ………………….

If applicable, planned period of the virtual component: from *[day/month/year]* to *[day/month/year]*

**The Staff Member**

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

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Strzemiński Academy  of Fine Arts Łódź** | Faculty/Department |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **PL LODZ05** |
| Address | ul. Wojska Polskiego 121 91-726 Łódź | Country/ Country code[[5]](#endnote-5) | **Poland/PL** |
| Contact person  name and position |  | Contact person e-mail / phone |  |

**The Receiving Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/Department  (if applicable) |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of organisation: |  | Size of organisation  (if applicable) | <250 employees  ≥250 employees |

#### 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: ………………………………………

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| --- |
| **Overall objectives of the mobility:**  **Improve pedagogical or curriculum design skills by participating in ……………………………. (name of the training and the unit responsible at the receiving institution)./Improve pedagogical skills through an observation period concerning …………………….. (dziedzina, której dotyczy szkolenie) at ……………………………. (nazwa jednostki w instytucji przyjmującej, w której realizowane będzie szkolenie).**  **(any training releveant to improve pedagogical or curriculum design skills; trainings by receiving institutions or observation periods; proszę wybrać właściwy opis i uzupełnić jego treść - proszę usunąć wszystkie zapisy w nawiasach)** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**   * acquiring new innovative pedagogical and curriculm design skills * sharing experience * experiencing new teaching environments * connecting with peers abroad * enhancing cooperation between higher education institutions * preparing students for the world of work * improving competences and skills linked to participant’s occupational profile e.g. language skills, interpersonal skills (staff professional development) * promoting of the mobility Programme * increasing digital competences (relavant digital skills for making use of digital technologies in courses) * increasing motivation and satisfaction in daily work * supporting internationalisation process in both institutions * contributing to modernization of management processes and procedures in the participant’s work environment * enhancing quality in the participant’s work environment * developing pedagogical skills * developing curriculum design skills * developing innovative teaching and learning practices   **(proszę wykasować powyższe jeśli nieadekwatne dla danej mobilności lub dodać kolejne punkty, tak by zapisy odpowiadały zaplanowanemu do zrealizowania programowi mobilności - proszę usunąć zapis w języku polskim po wypełnieniu pola)** |
| **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):**   * increased capacity to operate at international level (both staff and institutions) * reinforced cooperation with partners (strengthening internationalization processes and international cooperation in both institutions) * improved qualification of the sttaf at both institutions (e.g. language, interpersonal and other work related competences or skills) * more modern, dynamic and commited environment inside the participating oragnisation * improved network of contacts between similar units in both institutions * knowledge gained in the field of pedagogical and/or curriculum design skills by the participant * more attractive programmes for students   **(proszę wykasować powyższe jeśli nieadekwatne dla danej mobilności lub dodać kolejne punkty, tak by zapisy odpowiadały zaplanowanemu do zrealizowania programowi mobilności - proszę usunąć zapis w języku polskim po wypełnieniu pola)** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-6)** this document, the staff member, the sending institution and the receiving organisation 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 their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving organisation 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**  Name of the responsible person:  Signature: Date: |

|  |
| --- |
| **The receiving organisation**  Name of the responsible person:  Signature: Date: |

1. Adaptations of this template:

   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.

   In the case of mobility between higher education institutions (HEIs), this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).

   In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility. [↑](#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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#endnote-ref-5)
6. 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 beneficiary 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-6)