**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: ………………………………………

|  |
| --- |
| **Overall objectives of the mobility:**  **(any training relevant to day-to-day work at the sending institution eg. different training events or job shadowing: proszę podać nazwę szkolenia lub jeśli to obserwacja pracy tj. ‘praca równoległa’ to proszę wpisać job shadowing; proszę podać jednostkę instytucji przyjmującej, w której będzie realizowane szkolenie, np. job shadowing, Promotion Office, University of Leeds - proszę usunąć zapis w nawiasie po wypełnieniu pola)** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**   * sharing experience * experiencing new academic environments * connecting with peers abroad * exchanging of good practices and enhance cooperation between higher education institutions * preparing the sending institution to better serve their purposes * improving competences and skills linked to the participant’s occupational profile e.g. foreign languages skills and interpersonal skills (staff professional development) * promoting the mobility Programme * increasing digital competences * 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   **(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 staff at both institutions (e.g. language, interpersonal and other work related competences or skills) * more modern, dynamic and commited environment inside the participating oragnisations * stronger network of contacts between similar units in both institutions   **(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)