**Erasmus+ Mobility Agreement - Staff Mobility for Training[[1]](#endnote-1)**

Planned period of the physical mobility (**excluding travel days**):

from *[day/month/year]* :

to *[day/month/year]* :

Mobility within Blended Intensive Programme (BIP): YES / NO (If yes, it is necessary to provide the sending organisation with BIP code: … ).

Mobility within Staff Week at the receiving organisation: YES / NO (If yes, it is necessary to provide the sending organisation with the appriopriate link: … )

Mobility with increasing digital competences: YES / NO

If applicable, planned period of the virtual component:

from *[day/month/year]* :

to *[day/month/year]* :

**Please remove unnecessary spaces from the tables below.**

**It is necessary to maintain the format, layout of the form and number of pages.**

**The staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F/Undefined*] |  | Academic year | 2024/2025 |
| E-mail |  |

**The Sending Organisation**

|  |  |
| --- | --- |
| Name  | University of Silesia in Katowice, Poland |
| Erasmus code[[4]](#endnote-4) (if applicable) | PL KATOWIC01 | Faculty/Department(if applicable) |  |
| Address | Bankowa 12, 40-007 Katowice, Poland | Country/Country code[[5]](#endnote-5) | PL |
| Erasmus+Faculty Coordinator name  |  | Erasmus+Faculty Coordinator e-mail / phone |  |
| Type of organisation: | HEI | Size of organisation(if applicable) | [ ] <250 employees[x] ≥250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department(if applicable) |  |
| Erasmus code(if applicable) |  |
| Address |  | Country/Country code |  |
| Contact personname and position |  | Contact persone-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 instruction:

Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No ☐

|  |
| --- |
| **Overall objectives of the mobility:** |

|  |
| --- |
| **Added value of the mobility in the context of the modernisation and internationalisation strategies of the institutions involved (please indicate the website with the published internationalization strategy):** |

|  |
| --- |
| **Activities to be carried out (including the virtual component, if applicable) including the type (participation in staff week, participation in a training course organized by the host institution for foreign participants, workshops, individual training, shadow working, other), title and topic of activities carried out within the mobility, daily training program for the entire stay, link to the training program, recruitment announcements at the host institution, admission offer, other:** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):** |

|  |
| --- |
|  |

#### **II. COMMITMENT OF THE THREE PARTIES**

By signing[[6]](#endnote-6) this document, the staff member, the sending organisation and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution or other organisation 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 or other organisation, 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 institution will communicate to the sending organisation any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The staff member**Name:Signature: Date:  |
| **The sending organisation** **Erasmus+ Faculty Coordinator**Name:Signature: Date: **Dean of the Home Faculty**Name:Signature: Date:  |
| **The receiving institution**Name of the responsible person:Signature: Date:  |

1. Adaptations of this template

In case the mobility combines teaching and training activities, **this 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 KA171 outgoing mobility of invited staff from (non-academic) organisation to teach in a HEI, this agreement must be signed by the participant, the beneficiary organisation, the HEI receiving the staff member, and the organisation they belong to (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.

In the case of incoming mobility of invited staff from enterprises/(non-academic) organisation to teach in a HEI, this agreement must be signed by the staff member, the receiving institution (if applicable, the beneficiary organisation (if different from the receiving institution)) and the sending organisation (three or four signatures in total). [↑](#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 organisation (in the case of mobility with third countries 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)