**MOBILITY AGREEMENT**

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

**(Porozumienie dot. programu szkolenia)**

Planned period of the training activity (planowany termin szkolenia od – do):

**From ……………… till …………………**

*[day/month/year]* *[day/month/year]*

Duration (days)– excluding travel days: (długość pobytu bez dni w podróży): ..

**The Staff Member** (pracownik)

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s)  nazwisko |  | Degree  Tytuł naukowy |  |
| First name (s)  imię |  | Nationality[[2]](#endnote-2)  obywatelstwo |  |
| Position  stanowisko | Administrative staff - Pracownik administracji Nauczyciel akademicki | Seniority[[3]](#endnote-3)  Staż pracy | Intermediate  Junior, Senior |
| E-mail: | @mail.umcs.pl | Sex [*M/F*] płeć |  |
|  |  | Academic year | **20... /20...** |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Maria Curie-Sklodowska University** | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **PL LUBLIN01** | Faculty/Dept. |  |
| Address | pl. M. Curie-Skłodowskiej 5,  20-031 Lublin, Poland | Country/ Country code[[5]](#endnote-5) | **PL** |
| Contact person  name and position | Dorota Chiluta  Erasmus Staff Mobility Coordinator | Contact person  e-mail / phone | [dorota.chiluta@mail.umcs.pl](mailto:dorota.chiluta@mail.umcs.pl) |
| Contact person  name and position | Dept. Coordinator | Contact person  e-mail / phone |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/  Department |  |
| Address |  | Country/ Country code |  |
| Contact person name and position |  | Contact person e-mail / phone |  |
| Contact person  name and position | Dept. Coordinator | Contact person  e-mail / phone |  |
| Type of enterprise:  NACE code[[6]](#endnote-6)  (if applicable) | ==== | Size of enterprise  (if applicable) | ☐<250 employees  ☐>250 employees |

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

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

#### (Sekcja do uzgodnienia przed wyjazdem)

#### **I. PROPOSED MOBILITY PROGRAMME** (Proponowany program wyjazdu)

Mode**:** in-class / ~~virtual/on-line~~ / blended (forma zajęć: stacjonarna / o~~n-line~~ / mieszana**:**

Language of training (język prowadzenia szkolenia): ………………………………………

|  |
| --- |
| **Overall objectives of the mobility** (ogólne cele wyjazdu)**:**   * implement the university/ department internationalisation strategy, * implement the Erasmus+ KA131 mobility project exchange, * upgrade own individual international experience and skills,   - |
| **Added value of the mobility** (in the context of the modernisation and internationalisation strategies of the institutions involved**)** (wartość dodana z wyjazdu dla obu instytucji w odniesieniu do strategii modernizacji i umiedzynarodowienia)**:**   * meet partners in the Erasmus+ KA131 mobility project exchange, * discuss how to further develop collaborative initiatives in education (and research), * promote study programmes for international students offered at the home university |
| **Activities to be carried out** (planowane działania w trakcie kolejnych dni szkolenia)**:**  Training title (nazwa szkolenia):  Day 1:  Day 2:  Day ..:  Day ..:  Day ..: |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions)** (spodziewane rezultaty, efekty oddziaływania –np. Dla rozwoju zawodowego pracownika i obu instytucji)**:**   * upgraded own work skills as departmental international exchange coordinator, * higher numbers of exchanges with the partner university - in the field of ……. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[7]](#endnote-7)** 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** (pracownik)  Name (nazwisko): …..  Signature (podpis): Date: |

|  |
| --- |
| **The sending institution** (kier.jedn./ dziekan) Maria Curie-Sklodowska University  Name of the responsible person:  Signature (podpis): 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. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#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. 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-6)
7. 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-7)