**Mobility Agreement**

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

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

If applicable, planned period of virtual training activity: from *[day/month/year]*till *[day/month/year]*

Duration of physical mobility (days) – excluding travel days: ………………….

**The Staff Member**

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

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Wyższa Szkoła Humanistyczna  im. Króla Stanisława Leszczyńskiego | Faculty/Department | Wydział Nauk Społecznych |
| Erasmus code | PL LESZNO03 |
| Address | ul. Królowej Jadwigi 10  64-100 Leszno | Country/ Country code[[4]](#endnote-4) | POLSKA |
| Contact person  name and position | prof. WSH dr hab. Ewa Karmolińska-Jagodzik  Koordynator Erasmus+ | Contact person e-mail / phone | erasmus@wsh-leszno.pl  +48 655294777 |

**The Receiving Institution / Enterprise**

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

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

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

Language of training: ………………………………………

Is the mobility a part of a blended mobility programme?  Yes  No

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No ☐** |
| **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* |
| **In the case of teaching:**  **Content of the teaching programme:**  *Szczegółowy opis programu kształcenia:*   * *Zakres tematyczny, proponowane treści* * *Wymiar godzinowy*   *Forma zajęć* **In the case of training:  Content of the training programme:**  *Szczegółowy opis programu kształcenia:*   * *Zakres tematyczny, treści* * *Wymiar godzinowy* |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[5]](#endnote-5)** 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 beneficiary 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**  Name of the responsible person:  Signature: Date: |

|  |
| --- |
| **The receiving institution/enterprise**  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 Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (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. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-4)
5. 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). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-5)