Mobility Agreement
Staff Mobility For Training[1]

Planned period of the training activity: from *[day/month/year]* till *[day/month/year]*
daty pobytu na uczelni partnerskiej z wyłączeniem dni podróży

Duration (days) – excluding travel days: .....
liczba dni (zgodna z datami pobytu)

The Staff Member

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

The Sending Institution

Name	**Uczelnia Lukaszewski**	Faculty/Department	
Erasmus code[4] (if applicable)	**?**		
Address	ul. Cybernetyki 21 02-677 Warszawa	Country/ Country code[5]	**POLAND / PL**
Contact person name and position	?	Contact person e-mail / phone	**?** **+48 ?**

The Receiving Institution / Enterprise[6]

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

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.....język zgodnie ze stanen faktycznym

Overall objectives of the mobility: Ogólne cele mobilności (prosze wpisać w punktach)
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 (proszę wpisać jaką wartość dodaną niosła ze soba mobilność)
Activities to be carried out: Prosze opisac jakie działania zostały podjęte podczas mobilności
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions): Prosze wpisać jakie oczekiwane przyniosła/przyniesie mobilnośc dla instytucji I pracowników instytucji przyjmującej jak I wysyłającej

II. COMMITMENT OF THE THREE PARTIES

By signing[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 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: podpis	Date:

The sending institution		
Name of the responsible person:		
Signature:	podpis	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).

[2] **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

[3] **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

[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.

[5] **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[6] Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

[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). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.

Proszę usunąć czerwone adnotacje i wypełnić czytelnie (na komputerze)

Proszę wpisać imię i nazwisko w nagłówku