**Mobility Agreement**

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

**(Indywidualny program szkolenia)**

Planned period of the training activity: **from ………***[day/month/year]* **till** …………………*[day/month/year]* (termin wyjazdu od – do, bez dni podróży)

Duration (days) – excluding travel days**:** …………………. (liczba dni pobytu, bez dni podróży)

**The Staff Member (Pracownik)**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s)  nazwisko |  | First name (s)  imię |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3)  obywatelstwo |  |
| Sex [*M/F*] płeć |  | Academic year | 2019/2020 |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | **Katolicki Uniwersytet Lubelski Jana Pawła II** | | |
| Erasmus code[[4]](#endnote-4):  (if applicable) | **PL LUBLIN02** | Department/unit  (jednostka) | ……………………… |
| Address | Al. Racławickie 14, 20-950 Lublin | Country/ Country code[[5]](#endnote-5) | PL |
| Contact person  name and position | Tomasz Kostecki, MA  Erasmus+ Institutional Coordinator (KA1 – Learning Mobility of Individuals) | Contact person  e-mail / phone | [kostecki@kul.pl](mailto:kostecki@kul.pl) |

**The Receiving Institution / Enterprise[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Host Department/  unit |  |
| 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**

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| --- |
| **Overall objectives of the mobility** (ogólne cele wyjazdu)**:** |
| **Type of training** (rodzaj szkolenia)**:**  **training,**  **job shadowing,**  **workshop,**  **other** (szkolenie praktyczne, staż towarzyszący/poznawanie pracy na danym stanowisku, warsztaty, inne)**:**  **Training activity to develop pedagogical and/or curriculum design skills: Yes**   **No** |
| **Form of training: face-to-face** □, **online (at the receiving institution)** □ , **mixed/blended (face-to-face & online)** □ |
| **Language of training** (język szkolenia): |
| **Activities to be carried out** (szczegółowy program)**:**  **Day 1** ……………………………………………………………………………  **Day 2** ……………………………………………………………………………  **Day 3** ……………………………………………………………………………  **Day 4** ……………………………………………………………………………  **Day 5** …………………………………………………………………………… |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions) and added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved)** (spodziewane rezultaty i wpływ mobilności np. na zawodowy rozwój pracownika i na obie uczelnie oraz wartość dodana mobilności w kontekście strategii internacjonalizacji i rozwoju obu uczelni):  For the staff member: ……………………………………………………………………………………………………  For the host department/unit: ………………………………………………………………………………………  For the home department/unit: …………………………………………………………………………………… |

**II. COMMITMENT OF THE THREE PARTIES** (zobowiązania stron)

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 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.

(Strony zatwierdzają postanowienia porozumienia. Uczelnia wysyłająca wspiera wyjazd pracownika w ramach swojej strategii rozwoju oraz uzna go przy ocenie pracownika. Pracownik podzieli się doświadczeniami z wyjazdu ze współpracownikami. Pracownik i uczelnia wysyłająca zobowiązują się przestrzegać zobowiązań podpisanej pomiędzy nimi umowy. Uczelnia przyjmująca, Pracownik i uczelnia/instytucja przyjmująca powiadomią uczelnię wysyłającą o wszelkich zmianach lub problemach związanych z realizacją wyjazdu/programu wyjazdu).

|  |
| --- |
| **The staff member** (Pracownik)  Name (nazwisko):  Signature (podpis): Date: |

|  |
| --- |
| **The sending institution/enterprise** (Bezpośredni przełożony/kierownik jednostki KUL)  Name of the responsible person (nazwisko):  Signature (podpis): Date: |

|  |
| --- |
| **The sending institution/enterprise** (Koordynator Uczelniany Programu Erasmus+ Szkolnictwo Wyższe – akcja 1 „Mobilność”)  Name of the responsible person (nazwisko): Tomasz Kostecki, MA,  Erasmus+ Institutional Coordinator (KA1 – Learning Mobility of Individuals)  Signature (podpis): Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person/Head of the host department/unit (kierownik jednostki przyjmującej):  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. **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. 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). [↑](#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). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-7)