**Erasmus+ Mobility Agreement**

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

Planned period of the physical mobility: from *dd/mm/yyyy* till *dd/mm/yyyy*

Duration of physical mobility (days) – excluding travel days: number

If applicable, planned period of the virtual component: X

**The teaching staff member**

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

**The Sending Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) |  | Faculty/ Department |  |
| Address |  | Country/ Country code[[5]](#endnote-5) |  |
| Contact person  name and position |  | Contact person  e-mail / phone |  |
| Type of enterprise |  | Size of enterprise  (if applicable) | <250 employees  >250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **The Eugeniusz Geppert Academy of Art and Design in Wrocław** | | **[Please fill in]** |
| Erasmus code  (if applicable) | **PL WROCLAW07** | Faculty/Department |
| Address | **Plac Polski 3/4, 50-156 Wrocław** | Country/ Country code | **PL Poland** |
| Contact person name and position | **Joanna Rumianowska, MSc, Specialist for International Cooperation** | Contact person e-mail / phone | **international@asp.wroc.pl;**  **0048 71 34 380 31**  **ext. 232** |

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

**Section to be completed BEFORE THE MOBILITY**

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

Main subject field[[6]](#endnote-6): **[Please fill in]**

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme: **[Please fill in]**

Number of teaching hours: **[Please fill in]**

Language of instruction: **[Please fill in]**

|  |
| --- |
| **Overall objectives of the mobility:**  **[Please fill in]** |

|  |
| --- |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  **[Please fill in]** |

|  |
| --- |
| **Content of the teaching programme (including the virtual component, if applicable:**  **[Please fill in]** |

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

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[7]](#endnote-7) this document, the teaching 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 teaching staff member.

The teaching 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 teaching staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The teaching 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 teaching staff member**  Name: **[Please fill in]**  Signature: Date: |

|  |
| --- |
| **The sending organisation**  Name of the responsible person: **[Please fill in]**  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person: Aleksandra Zaczek-Gbiorczyk, Head of the IRO  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 accociated to the programme. [↑](#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 [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at <https://ec.europa.eu/eurostat/statistics-explained/index.php?title=International_Standard_Classification_of_Education_%28ISCED%29#ISCE> should be used to find the ISCED 2013 detailed field of education and training. [↑](#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 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-7)