**Erasmus+ Mobility Agreement**

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

Planned period of the physical mobility: from *[day/month/year]* to *[day/month/year]*

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

If applicable, planned period of the virtual component: from *[day/month/year]* to *[day/month/year]*

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) | **[Please fill in]** | First name (s) | **[Please fill in]** |
| Seniority[[2]](#endnote-2) | **Junior/ Intermediate/ Senior** | Nationality[[3]](#endnote-3) | **[Please fill in]** |
| Sex [*M/F/Undefined*] | **[Please fill in]** | Academic year | **2024/2025** |
| E-mail | **[Please fill in]** | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **The Eugeniusz Geppert Academy of Art and Design in Wrocław** | Faculty/ Department | **[Please fill in]** |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **PL WROCLAW07** |
| Address | **Plac Polski 3/4, 50-156 Wrocław** | Country/ Country code[[5]](#endnote-5) | **PL Poland** |
| Contact person  name and position | **Anna Kida, MA, Erasmus+ Institutional Coordinator** | Contact person e-mail / phone | **erasmus@asp.wroc.pl**  **0048 71 34 380 31**  **ext. 232** |

**The Receiving Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **[Please fill in with the full legal name of the university  in English]** | | |
| Erasmus code  (if applicable) | **[Please fill in]** | Faculty/Department  (if applicable) | **[Please fill in]** |
| Address | **[Please fill in with the full postal address]** | Country/ Country code | **[Please fill in]** |
| Contact person, name and position | **[Please fill in]** | Contact person e-mail / phone | **[Please fill in]** |
| Type of organisation: | **[Please fill in]** | Size of organisation  (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: **[Please fill in]**

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| --- |
| **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]** |
| **Activities to be carried out (including the virtual component, if applicable):**  **[Please fill in]** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):[Please fill in]** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-6)** this document, the staff member, the sending institution and the receiving organisation 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 their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

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

The staff member and the receiving organisation will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

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

|  |
| --- |
| **The sending institution:**  Name of the responsible person: Aleksandra Zaczek-Gbiorczyk, Head of IRO  Signature: Date: |

|  |
| --- |
| **The receiving organisation**  Name of the responsible person: **[Please fill in]**  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 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 incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility. [↑](#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 associated 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. 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 institution (in the case of mobility with third coutnries 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-6)