**Mobility Agreement**

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

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

Duration (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 Ekologii i Zarządzania w Warszawie  University of Ecology and Management in Warsaw | Faculty/Department |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) | PL WARSZAW41 |
| Address | Ul. Olszewska 12  00-792 Warszawa | Country/ Country code[[5]](#endnote-5) | Poland/PL |
| Contact person  name and position | Paulina Wąż  Karolina Urban  Assistants to the Erasmus  Institutional Coordinator | Contact person e-mail / phone | [erasmus@wseiz.pl](mailto:erasmus@wseiz.pl)  +48 22 825 80 32 |

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

|  |
| --- |
| **Overall objectives of the mobility:**   * conducting classes at the *Partner University*, * participating in training organised by *name of the institution*, * enrichment of teaching materials and resources, * learning and using good practices and didactic tools, * development of foreign language skills, * gaining skills significant for the quality of work and professional development, * expanding professional contacts, * becoming acquainted with the structure, culture, organisational culture and way of operating of the *Partner University*, * learning the history and culture of Poland and the *receiving country*. |
| **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):**   * development and realisation of the internationalisation strategy of WSEiZ *Partner University*, * learning the structure, organisational culture and way of operating of the *Partner University*, * exchange of experiences related to structures, mechanisms and improving the quality of education and quality assurance tools, * improving the quality of education and services provided for students, * improving procedures and support mechanisms for the international exchange of students, staff and teachers between the universities, * comparing and improving the study programmes – using best international practices (benchmarking), * sharing information about possibilities for creating joint study programmes and preparing special programmes allowing obtaining double diploma, * developing and exchanging ideas for cooperation within research and development activities, * facilitating further integration of the *Partner University* with the European Higher Education Area, * promoting intercultural communication and better understanding of the European values, * exchange of good practices connected with breaking social, legal and environmental barriers developed by both Universities. |
| **Activities to be carried out:** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**   * improving professional and language competencies as well as well as the capacity to adapt to different cultures and working systems, * increasing creativity and open-mindedness, * improving the pedagogic skills, learning and implementing new teaching methods, * increasing the chances of getting academic *or* professional promotion, * increasing the attractiveness on the labour market as well as at the workplace, * increasing job satisfaction, * improving the knowledge, skills and competencies of the students of the *Receiving University*, * better understanding of events taking place in Poland and in the *receiving country*, * increasing the number of courses taught in English at both Universities. |

**II. COMMITMENT OF THE THREE PARTIES**

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.

|  |
| --- |
| **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. **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)