**Erasmus+ Mobility Agreement**

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

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F/Undefined*] |  | Academic year | 20../20.. |
| E-mail |  | Phone |  |
| Home Address |  | | |
| Category of Staff[[4]](#endnote-4) |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Palacký University Olomouc** | | |
| Erasmus code[[5]](#endnote-5)  (if applicable)  OID | **CZ OLOMOUC01**  **E**10208271 | Faculty/  Department |  |
| Address | Křížkovského 8  77147 Olomouc | Country/ Country code[[6]](#endnote-6) | Czech Republic |
| Contact person  name and position | Petra Soldánová  Erasmus+ ICM coordinator | Contact person e-mail / phone | Petra Soldánová  petra.soldanova@upol.cz |

**The Receiving Institution / Enterprise[[7]](#endnote-7)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/Department |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of enterprise: |  | Size of enterprise  (if applicable) | <250 employees  >250 employees |

#### **For guidelines, please look at the end notes on pages 3 and 4.**

#### **Section to be completed BEFORE THE MOBILITY**

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

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

Duration of physical mobility (days) – excluding travel days: ………………….

□ Additional day for travel needed directly before the first day of the activity abroad

□ Additional day for travel needed directly following the last day of the activity abroad

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

Language of training: ………………………………………

Type of training/Typ školení[[8]](#endnote-8): ………………………………………

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |
| **Activities to be carried out (including the virtual component, if applicable):** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[9]](#endnote-9)** 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: |

By signing the Mobility Agreement, the participant gives their consent to the processing of their personal data, which will be encoded in the electronic systems for managing the Erasmus+ mobilities, see <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.

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 HEIs, this agreement must be always 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 enterprise, this agreement must be signed by the participant, the beneficiary HEI, the sending HEI and the enterprise receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary HEI 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. Continuing Education, Finance, General Admin and Technical Administration, International Office, Student Information, Academic Staff, Other./Celoživotní vzdělávání, finance, administrativa, mezinárodní vztahy, studijní oddělení, akademický pracovník, jiné. [↑](#endnote-ref-4)
5. **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. <https://webgate.ec.europa.eu/erasmus-esc/index/organisations/search-for-an-organisation> [↑](#endnote-ref-5)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-6)
7. All refererences to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects. <https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-7)
8. Job Shadowing, Training, Workshop, Other. [↑](#endnote-ref-8)
9. 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 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-9)