|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **StaffMember**  | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Sex [M/F]** | **Seniority**[[2]](#endnote-3) |
|  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/****Department** | **Erasmus code**[[3]](#endnote-4) **(if applicable)** | **Address** | **Country** | **Contact person name**[[4]](#endnote-5)**; email; phone** |
|  |  |  |  |  |  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |  |
|  |

**Before the mobility**

#### **1. PROPOSED LENGTH OF MOBILITY**

Planned period of the trainingactivity (**excluding** travel): Start date: *[day/month/year]* End date:*[day/month/year]*

Duration calculated (days):………………….

Travel days (max 2): ………………….

Total period of mobility**including** travel: Start date: *[day/month/year]* End date:*[day/month/year]*

#### **2. PROPOSED MOBILITY PROGRAMME**

Language of training: ………………………………………

|  |
| --- |
| **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:** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):** |

|  |
| --- |
| ***Commitment of the Three Parties***By signing[[5]](#endnote-6) this document, the staff member, the sending institution/enterprise and the receiving institution 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 sending institution commit to the requirements set out in the grant agreement signed between them.The staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Staff Member |  |  |  |  |  |
| Responsible person[[6]](#endnote-7) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[7]](#endnote-8) |  |  |  |  |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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-3)
3. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
4. **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
5. 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). [↑](#endnote-ref-6)
6. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-7)
7. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-8)