**Mobility Agreement**

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

Planned period of the training activity (**excluding travel days**):

from dd*/mm/yyyy* till *dd/mm/yyyy.*

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

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

**The Staff Member**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name (s) |  | | | | |
| Last name (s) |  | | | | |
| Position (s) |  | | | | |
| Category of  Staff | I-International Office;  F-Finance;  G-General Administration and Technical  S-Student Information ;  C-Continuing Education ; T-Academic Staff ;  O - Other | | | | |
| Do you have academic load? | | Yes | | No | |
| Seniority[[2]](#endnote-2) |  | | | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] | M | | F | Academic year | **202\_/202\_** |
| Home address |  | | | | |
| E-mail |  | | | | |
| Phone |  | | | | |

**The Sending Institution**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | in national language | | **Vytauto Didžiojo universitetas** | | |
| in English | | **Vytautas Magnus University** | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | | **LT KAUNAS01** | | Country/ Country code[[5]](#endnote-5) | **Lithuania**  **LT** |
| Address | | **K. Donelaičio g. 58, LT-44248, Kaunas, Lithuania** | | | |
| Department/unit | |  | | | |
| Contact person  name and position | | Name  Position | | | |
| Contact person  (e-mail / phone) | | e-mail  phone **+370** | | | |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | in national language |  | | | |
| in English |  | | | |
| PIC code[[7]](#endnote-7) / OID (if applicable) | |  | | | |
| Size of receiving institution | | <250 employees; >250 employees | | | |
| Erasmus code4  (if applicable) | |  | | Country/ Country code5 |  |
| Full address | |  | | | |
| Department/unit | |  | | | |
| Contact person  name and position | | Name  Position | | | |
| Contact person  (e-mail / phone) | | e-mail  phone+ | | | |
| Type of enterprise: NACE code[[8]](#endnote-8) | | |  | | |

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you ever participated in Erasmus staff training programme?** | | | |
| Yes | | | No |
| Please indicate how many times in the last two years  Date of the last visit: mm/yyyy  **Please indicate main outcomes of your last Staff Training visit:**  1.  2.  3. | | |
| **Type of this staff training (choose one):** | | | |
| Job Shadowing  Training | Workshop  Other | | |
| **Language of training:** | | | |
|  | | | |
| **Training activity to develop pedagogical and/or curriculum design skills:** | | | |
| Yes | | No | |
| **Training activity will be carried out at:**  Please indicate city and country if different from the place of the organization indicated on the 1st page. Please give a short explanation of why training activity takes place in a different location from the hosting organization’s registration place. | | | |
|  | | | |
| **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:**  Please list the activities. If you are going to a training event / courses, please also add the link or attach full programme of the event / courses. | | | |
|  | | | |
| **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 sending 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. 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. [↑](#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. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-6)
7. **Participant Identification Code** (PIC)

   <http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html> [↑](#endnote-ref-7)
8. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#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 Partner Countries: the national legislation of the Programme Country). [↑](#endnote-ref-9)