**Mobility Agreement**

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

**Planned period of the physical mobility:**

from ***day/month/year*** to ***day/month/year***

Duration (days) – excluding travel days: **…**

If applicable, planned period of the virtual component:

from day/month/year to day/month/year

**The Staff Member**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name /s (according to passport data) | | | **…** | | |
| Last name /s (according to passport data) | | | **…** | | |
| Position (s) | … | | | | |
| Category of  Staff | International Office;  Finance;  General and Technical Administration  Student Information ;  Continuing Education ; Academic Staff ;  Other | | | | |
| Do you have academic load? | | Yes | | No | |
| Seniority[[2]](#endnote-2) | Junior  Intermediate  Senior | | | Nationality[[3]](#endnote-3) | **…** |
| Sex [*M/F*] | Male  Female  Undefined | | | Academic year | **202\_/202\_** |
| E-mail | … | | | | |
| Phone | … | | | | |

**The Sending Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | in national language | **Vytauto Didžiojo universitetas** | | |
| in English | **Vytautas Magnus University** | | |
| Erasmus code | | **LT KAUNAS01** | Country/ Country code[[4]](#endnote-4) | **Lithuania**  **LT** |
| Address | | **K. Donelaičio g. 58, LT-44248, Kaunas, Lithuania** | | |
| Department/unit | | **…** | | |
| Contact person  name and position | | Name Konstantinas Kurževas  PositionHead of Erasmus Mobility Unit / Institutional Coordinator | | |
| Contact person  (e-mail / phone) | | e-mail [konstantinas.kurzevas@vdu.lt](mailto:konstantinas.kurzevas@vdu.lt)  phone+370-37-788135 | | |

**The Receiving Institution / Enterprise5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | in national language | **…** | | |
| in English | **…** | | |
| Organisation ID6 (if applicable) | | **…** | | |
| Erasmus code7 (if applicable) | | **…** | | |
| Size of receiving institution | | <250 employees; >250 employees | | |
| Country | | **…** | Country code4 | **…** |
| Full address | | **…** | | |
| Department/unit | | **…** | | |
| Contact person  name and position | | Name …  Position… | | |
| Contact person  (e-mail / phone) | | e-mail …  phone+… | | |

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

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

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

|  |  |
| --- | --- |
| **Type of this staff training (choose one):** | |
| Job Shadowing  Training  Workshop  Online training  Other | |
| **Main language of training:** | **Other used languages (if any):** |
| … |  |
| **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 (including the virtual component, if applicable):**  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 signing8 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. 4 **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

   5 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.

   6 **Organisation ID** (ID), e. g. E10207994. The ID can be found:

   <https://webgate.ec.europa.eu/erasmus-esc/index/organisations/search-for-an-organisation>

   7 **Erasmus Code:** e. g. LT KAUNAS01.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. Code can be found: <https://webgate.ec.europa.eu/erasmus-esc/index/organisations/search-for-an-organisation>

   8 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-4)