**STAFF MOBILITY FOR TRAINING[[1]](#endnote-1)**

**MOBILITY AGREEMENT**

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) |  |
| Sex [*M/F*] |  | Academic year |  |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Legal name | **Polish Naval Academy** | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **PL GDYNIA03** | Faculty/  Department | **Faculty of Humanities and Social Science** |
| Address | ul. Śmidowicza 69  81-127 GDYNIA | Country/ Country code[[5]](#endnote-5) | **POLAND PL** |
| Contact person  name  and position | Monika Wysocka  **Institutional ERASMUS+ Coordinatior** | Contact person  e-mail / phone | [mo.wysocka@amw.gdynia.pl](mailto:mo.wysocka@amw.gdynia.pl)  +48 261 262 659 |
| Type of enterprise:  NACE code[[6]](#endnote-6)  (if applicable) | 85 | Size of enterprise[[7]](#endnote-7)  (if applicable) | **S5** |

**The Receiving Institution / Enterprise[[8]](#endnote-8)**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Legal name | **University of Crete** | | |
| Erasmus code  (if applicable) |  | Faculty/Department |  |
| Official Legal Address |  | Country/ Country code |  |
| City |  | Region[[9]](#endnote-9) |  |
| Postal Code |  | Official Website |  |
| Contact person, name and position[[10]](#endnote-10) |  | Contact person e-mail / phone |  |
| Size of enterprise[[11]](#endnote-11)  (if applicable) |  |
| NACE code [[12]](#endnote-12)  (if applicable) |  |
| Commercial Orientation | ☐ Profit  X Non Profit | Legal Status | ☐ Private  X Public |

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

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

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

Language of training:english

|  |
| --- |
| **Overall objectives of the mobility:**   1. .................................. |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**   1. …………………………….. |
| **Activities to be carried out:**   1. ……………………………………….. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**   1. ……………………………………………. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[13]](#endnote-13)** 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/enterprise**  Name of the responsible person: Wysocka Monika  Signature: Date: |

|  |
| --- |
| **The receiving institution**  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. 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-6)
7. Please select from the lists available at: <http://www.uoc.gr/en/intrel/links/links.html> [↑](#endnote-ref-7)
8. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-8)
9. Please select from the lists available at: <http://www.uoc.gr/en/intrel/links/links.html> part “ **Information for Receiving Institutions/ Enterprises”** [↑](#endnote-ref-9)
10. 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. part “ **Information for Receiving Institutions/ Enterprises”** [↑](#endnote-ref-10)
11. Please select from the lists available at: <http://www.uoc.gr/en/intrel/links/links.html> part “ **Information for Receiving Institutions/ Enterprises”** [↑](#endnote-ref-11)
12. 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> part “ **Information for Receiving Institutions/ Enterprises”** [↑](#endnote-ref-12)
13. 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-13)