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

**MOBILITY AGREEMENT**

Planned period of the trainingactivity: from*\_\_\_\_\_\_\_\_\_\_\_* till \_\_\_\_\_\_\_\_\_\_\_

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**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **SSML Gregorio VII** | Faculty/Department | **Foreign Languages** |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **I ROMA 18** |
| Address | Via Pasquale Stanislao  Manicni, 2 | Country/ Country code[[5]](#endnote-5) | **IT** |
| Contact person  name and position | Prof. Pieranto  nelli  Academic  Coordinator | Contact person e-mail / phone | pierantonelli@gregoriosettimo.eu |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/Department | **Foreign languages** |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of enterprise:  NACE code[[7]](#endnote-7)  (if applicable) | HEI | Sizeof enterprise  (if applicable) | ☐<250 employees  ☐>250 employees |

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

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

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

Language of training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Overall objectives of the mobility:**  **To become acquainted with the didactic system at receiving institution**  **To compare the Language systems**  **To present our Institution at staff and colleagues and students**  **To improve my language skills**  **To meet and evaluated the Ersmus Studetents attending their study mobility now** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  **Improvement and practice of ITC systems and of secretary work**  **Trenasfer of knowledge and skills, exchange of good practices in the field of foreign languages and Admin Erasmus questions**  **Developing cooperation and strenghthening connections between the sending and receving Institution** |
| **Activities to be carried out:**  **Presentation oif our Institution; visiting the Campus and the Erasmus office; meetings with colleagues**  **Partecipation in training and conferences**  **Exchange of best practices**  **Job shadowing organized by the receiving institution** |
| **Expected outcomes and impact(e.g. on the professional development of the staff member and on both institutions):**  **Improvement of practice**  **Strenghthening partnership between Institutions**  **Improvement of the language skills**  **Developing new ideas and way to operate in the field of foreign languages and Erasmus Office**  **Internationalization** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[8]](#endnote-8)** 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: Prof. Bisirri  Signature:  Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:  Signature:  Date: |

1. In case the mobility combines teaching and training activities, **themobility 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. 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-7)
8. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronicsignatures may be accepted, depending on the national legislationof the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). [↑](#endnote-ref-8)