**Mobility Agreement**

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

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** |  |
| **Sex [*M/F*]** |  |
| **Nationality [[2]](#endnote-2)** |  |
| **Academic year** | 20…./20…. |
| **Phone** |  |
| **E-mail** |  |

**The Sending Institution/Enterprise[[3]](#endnote-3)**

|  |  |
| --- | --- |
| **Name** | Conservatorio di Musica "Cesare Pollini" - Padova |
| **Erasmus code**  **(if applicable)** | I PADOVA02 |
| **Address** | Via Eremitani, 18, 35121 Padova PD |
| **Contact person[[4]](#endnote-4)  name** | Radames Forin |
| **Responsible person**  **name[[5]](#endnote-5)** | Prof. Stefano Patarino |
| **Faculty** | Music |
| **Country** | Italy |
| **Contact person**  **E-mail / phone** | erasmus@conservatoriopollini.it |
| **Responsible person**  **E-mail / phone** | resp.socrates-erasmus@conservatoriopollini.it |

**The Receiving Institution**

|  |  |
| --- | --- |
| **Name** |  |
| **Erasmus code**  **(if applicable)** |  |
| **Address** |  |
| **Contact person[[6]](#endnote-6)  name** |  |
| **Responsible person**  **name[[7]](#endnote-7)** |  |
| **Faculty** |  |
| **Department** |  |
| **Country** |  |
| **Contact person**  **E-mail / phone** |  |
| **Responsible person**  **E-mail / phone** |  |
| **Type of Enterprise:** |  |
| **Size of 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:** |
| **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):** |

**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 beneficiary 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:  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. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-3)
4. **Contact person**: a 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 will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-4)
5. **Responsible Person**: a person at academic department (faculty dean, head of department, head of studies, etc.) who is responsibility for approval of the student’s Learning Agreement and Recognition. [↑](#endnote-ref-5)
6. An "**educational component"** is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.. [↑](#endnote-ref-6)
7. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-7)
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 Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-8)