

Staff Mobility Agreement for Teaching or Training

Staff Member

Last name			
First name			
Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	Nationality ¹
Seniority ²	<input type="checkbox"/> Junior	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Senior
Department/Unit			
Position / Role / Main job			
E-mail		Phone	

Sending Institution

Name	Politecnico di Torino				
Address	Corso Duca degli Abruzzi 24, 10129 Torino				
Country	ITALY	Country code	IT	Erasmus Code ⁵	ITORINO02
Responsible person ³ :					
Department/Unit					
Name		Position			
E-mail		Phone			
Contact person for administration ⁴ :					
Office	International Affairs Area - International Projects Office				
Name	Mr. Marco Massaro	Position			
E-mail	international.projects@polito.it	Phone	+39 011 090 8672		

Receiving Institution

Name					
Address					
Country		Country code		Erasmus Code ⁵	
Contact person for the activity ⁶ :					
Department/Unit					
Name		Position			
E-mail		Phone			
Responsible person ³ :					
Name		Position			
E-mail		Phone			
Contact person for administration ⁴ :					
Office					
Name		Position			
E-mail		Phone			

¹ Country to which the person belongs administratively and that issues the ID card and/or passport.

² Junior (< 10 years of experience), Intermediate (> 10 and < 20 years of experience) or Senior (> 20 years of experience).

³ The person who can authorize the mobility activity, normally the Head of Department/Unit

⁴ The person in the Erasmus+ office or other administration office in charge of the Erasmus+ mobility

⁵ If available

⁶ The person in the receiving Department/Unit who will host the mobility activity

I. PROPOSED MOBILITY PROGRAMME
Planned period of activity (not included travel days)

First day of activity:		Last day of activity:		Duration (days):	
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Type of mobility

<input type="checkbox"/> Training	<input type="checkbox"/> Teaching
Type of Staff Training activity (select one or more): <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Training <input type="checkbox"/> Workshop <input type="checkbox"/> Other (please specify): Language of training:	Main subject field ⁷ : Level (select the main one): <input type="checkbox"/> Short cycle (EQF level 5) <input type="checkbox"/> Bachelor or equivalent first cycle (EQF level 6) <input type="checkbox"/> Master or equivalent second cycle (EQF 7) <input type="checkbox"/> Doctoral or equivalent third cycle (EQF 8) Number of students at the receiving institution benefiting from the teaching: Number of teaching hours: Language of instruction: <input type="checkbox"/> Teaching combined with a training activity

Overall objectives of the mobility:
Added value in the context of the modernisation and internationalisation strategies of the institutions:
Activities to be carried out:
Expected outcomes and impact on the participant's professional development and on both institutions:

⁷ ISCED-F 2013 classification available at <https://bit.ly/3zEY2h3>

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the staff member, the sending institution and the receiving institution 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 receiving institution 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:

Department/Unit:

Signature: Date:

The receiving institution

Name of the responsible person:

Department/Unit:

Signature: Date:

⁸ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the institutions.

GUIDELINES

Through the Staff Mobility scheme, Erasmus+ offers opportunities to individuals working in higher education to carry out the following activities abroad:

- academic and administrative/technical staff can improve the skills required for their job by participating in a "Training" activity;
- academic staff can teach at a higher education institution abroad by participating in a "Teaching" activity.

The staff member interested in performing the activity abroad must agree on the mobility activities with the receiving organization and formalize them with the Mobility Agreement.

When defining the Mobility Agreement, on page 2 the staff member must select either "Teaching" or "Training" (never both) and fill out the corresponding fields. Academic staff members performing a teaching activity combined with a training activity should select "Teaching".

The agreement must be signed first by the Staff Member and then by the two institutions.