

Mobility Agreement

Staff Mobility For Teaching¹ (STA)

Planned period of the teaching activity:

from [day/month/year]

till [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender [M/F]		Academic year	2019/2020
E-mail			

The Sending Institution

Name	UNIVERSITY of WARSAW		
Erasmus code (if applicable)	PL WARSZAW01	Faculty/Department	
Address	ul. Krakowskie Przedmieście 26/28 00-927 Warszawa	Country/ Country code	POLAND / PL
Contact person name and position	Sylwia Salamon – Erasmus+ Institutional Coordinator	Contact person e-mail / phone	sylwia.salamon@adm.uw.edu.pl

The Receiving Institution

Name			
Erasmus code ⁴ (if applicable)		Faculty/Department	
Address		Country/ Country code ⁵	
Contact person name and position		Contact person 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****Main subject field ⁶:****Level (select the main one):**

- Short cycle (EQF level 5)
- Bachelor or equivalent first cycle (EQF level 6)
- Master or equivalent second cycle (EQF level 7)
- Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:**Number of teaching hours ⁷:****Language of instruction:****Overall objectives of the mobility:****Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):****Content of the teaching programme (please specify the topics and briefly content of the teaching programme):****Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the teaching 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 teaching staff member.

The teaching 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 teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching 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 teaching staff member

Name:

Signature and date:

The sending institution

Name of the responsible person:

Signature, stamp and date:

The receiving institution

Name of the responsible person:

Signature, stamp and date:

¹ For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

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

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

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.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁷ A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

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.