**STAFF MOBILITY FOR TEACHING**[[1]](#footnote-1)

**MOBILITY AGREEMENT**

(Fields marked with\* are mandatory)

**The Teacher**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| \*Seniority[[2]](#footnote-2) |  | Nationality[[3]](#footnote-3) |  |
| Sex [*M/F*] |  | Academic year | 2024/25 e 2025/26 |
| E-mail |  |  |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **UNIVERSITA’ DEGLI STUDI DI PADOVA** | | |
| Erasmus code[[4]](#footnote-4)  (if applicable) | **I PADOVA01** | | |
| Department |  | | |
| Address |  | Country/ Country code[[5]](#footnote-5) |  |
| Contact person  name and position |  | Contact person  e-mail / phone |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department  School |  |
| Erasmus code  (if applicable) |  |
| Address |  | Country/ Country code |  |
| Contact person name and position |  | Contact person e-mail / phone |  |

**Section to be completed BEFORE THE MOBILITY**

I. PROPOSED MOBILITY PROGRAMME

\* Planned period of the teaching activity: from *[day/month/year]* till *[day/month/year]*

\* Duration (days) – excluding travel days: …………………. (minimum duration is 2 days; in case of mobility from Programme to Partner Countries, the minimum duration must be 5 days)

\*Main subject Field[[6]](#footnote-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: ………………… A teaching activity has to comprise **a minimum of 8 hours of teaching per week** (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week (calculated by Italian National Agency as follows:1,5 hours for each additional day including holidays and/or travel days).

\*Main Language of Instruction:……………..Other Language Used:

|  |
| --- |
| **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 (including the virtual component, if applicable):** |

|  |
| --- |
| **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 signing[[7]](#footnote-7) this document, the teacher, the sending institution/enterprise 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/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The teaching staff member**  Name:  Signature: Date: |

|  |
| --- |
| **The sending institution UNIVERSITA’ DEGLI STUDI DI PADOVA**  Name of the responsible person:  Signature and seal: Date: |

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

1. In case mobility combines teaching and training activities, this template should be used and adjusted to fit both activity types. [↑](#footnote-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). [↑](#footnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-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. [↑](#footnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#footnote-ref-5)
6. The [ISCED-F 2013 search tool](ISCED-F%202013%20search%20tool) (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. [↑](#footnote-ref-6)
7. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital 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. [↑](#footnote-ref-7)