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

**MOBILITY AGREEMENT**

**Fields marked with \* are mandatory**

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| \*Seniority[[2]](#footnote-2) |  | Nationality[[3]](#footnote-3) |  |
| Sex [*M/F*] |  | Academic year | 2024/25 2025/26 2026/27 |
| E-mail |  |  |  |

**The Sending Institution**

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

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Size of enterprise[[5]](#footnote-5)  (if applicable) |  |
| Erasmus code[[6]](#footnote-6)  (if applicable) |  | Faculty/Department/  Unit |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of enterprise:  NACE code [[7]](#footnote-7)  (if applicable) |  |  |  |

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

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

*Duration (days) – excluding travel days: ……………………….*

\*Main language of training: Other Language used:

\* Work Category: …………………………………. (I International Office; F Finance; G General Administration and Technical Administration; S Student Information; C Continuing Education; T Academic Staff; O Other);

\* Training Type:……………………… (W Workshop; J Job Shadowing; T Training; O Other)

|  |
| --- |
| **Overall objectives of the mobility (min 3000 max 5000 characters)** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies fo the institutions involved) (min 3000 max 5000 characters):** |
| **Activities to be carried out (preliminary daily plan)** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and both institutions) (min 3000 max 5000 characters)** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[8]](#footnote-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 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 UNIVERSITA’ DEGLI STUDI DI PADOVA**  Name of the responsible person:  DIRETTORE DEL DIPARTIMENTO UNIPD    Signature and seal: Date: |

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

**ECONOMICS SECTOR/SETTORE ECONOMICO**

code

|  |  |
| --- | --- |
| A | Agricolture. Forestry and Fishing / Agricoltura, selvicoltura e pesca |
| B | Minino and Quarrying / Estrazioni minerarie |
| C | Manufacturing / Manufatturiero |
| D | Electricity, Gas, Steam and air conditioning supply / Erogazione elettrica, gas, vapore e aria condizionata |
| E | Water supplì; sewerage, waste management and remediation activities / Erogazione di acqua; gestione e attività di recupero della rete fognaria e dei rifiuti |
| F | Construction / Industria edilizia |
| G | Wholesale and retail trade; reparir of motor vehicles and motorcycles / Commercio all’ingrosso e al dettaglio; riparazione di veicoli a motore e motocicli |
| H | Trasportation and storage / Trasporto e stoccaggio |
| I | Accomodation and food service activities / Servizi alberghieri e ristorazione |
| J | Information and communication / Informazione e comunicazione |
| K | Financial and insurance activities / Attività finanziarie e assicurative |
| L | Real estate activities / Attività immobiliari |
| M | Professional, scientific and technical activities / Attività professionali, scientifiche e tecniche |
| N | Administrative and support service activities / Attività amministrative e di servizio |
| O | Public administration and defence; compulsory social security / Amministrazione pubblica e difesa; previdenza sociale obbligatoria |
| P | Education / Formazione |
| Q | Human health and social work activities / Servizi sanitari e sociali |
| R | Arts entertainment and recreation / Arti, intrattenimento e attività ricreative |
| S | Other service activities / Altri servizi |
| T | Activities of households as employers; udifferentiated goods and services producine activities of households for own use; Attività a conduzione familiare |
| U | Activities of extraterritorial organizations and bodies / Attività di organizzazioni ed enti non territoriali |

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. [↑](#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. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#footnote-ref-4)
5. **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251). [↑](#footnote-ref-5)
6. **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-6)
7. The top-level NACE sector codes available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#footnote-ref-7)
8. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation. [↑](#footnote-ref-8)