**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 or 2025/26 |
| E-mail |  |  |  |

**The Sending Enterprise**[[4]](#footnote-4)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Size of enterprise  (if applicable) | ☐<250 employees  ☐>250 employees |
| Erasmus code[[5]](#footnote-5)  (if applicable) |  | Department/unit |  |
| Address |  | Country/ Country code[[6]](#footnote-6) |  |
| Contact person  name and position |  | Contact person  e-mail / phone |  |
| Type of enterprise:  NACE code[[7]](#footnote-7)  (if applicable) |  |  |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **UNIVERSITA’ DEGLI STUDI DI PADOVA** | | |
| Erasmus code  (if applicable) | **I PADOVA01** | | |
| Department |  | | |
| 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 time: …………………. (minimum duration is 1 day)

\*Field of education - Main subject Field[[8]](#footnote-8):…………………………………………..

\*Level of study/Teaching(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: ………………… (There is no minimum number of teaching hours for invited staff from enterprises)

\*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 receiving institution):** |

|  |
| --- |
| **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[[9]](#footnote-9) this document, the teaching staff member, 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 receiving institution will communicate to the sending Enterprise any problems or changes regarding the proposed mobility programme or mobility period.

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

|  |
| --- |
| **The sending enterprise**  Name of the responsible person:  Signature and seal Date: |

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

1. In case the mobility combines teaching and training activities, this template should be used and adjusted to fit both activities 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. All referecnces to “**enterprise**” are only applicable to mobility for staff between Programme Countries or within Capacity Building projects [↑](#footnote-ref-4)
5. 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-5)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#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. 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. [↑](#footnote-ref-8)
9. 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-9)