**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 | 2024/2025, 2025/2026 or  2026/2027 |
| E-mail |  |  |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Size of enterprise[[4]](#footnote-4)  (if applicable) |  |
| Erasmus code [[5]](#footnote-5)  (if applicable) |  | Faculty/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** | | | | | |
| Department/Unit |  | | | | | |
| Erasmus code  (if applicable) | **I PADOVA01** |  |  | |  |  |
| Address |  | Country/ Country code | | **IT** | | |
| 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 training activity: from *[day/month/year]* till *[day/month/year]*

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

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

\*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:** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies fo the institutions involved):** |
| **Activities to be carried out** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and both institutions)** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[9]](#footnote-9) this document, the 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 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 commit to the requirements set out in the grant agreement signed between them.

The staff member and 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/enterprise**  Name of the responsible person:  Signature and seal: Date: |

|  |
| --- |
| **The receiving institution UNIVERSITA’ DEGLI STUDI DI PADOVA**  Name of the responsible person:  HEAD OF THE DEPARTMENT - UNIPD    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. **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251). [↑](#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 that is to the subject taught. [↑](#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. [↑](#footnote-ref-9)