**Mobility Agreement**

**Staff Mobility For Training[[1]](#endnote-1)**

Planned period of the training activity: from *24/06/2019* till *28/06/2019*

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

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) |  | Faculty/Department |  |
| Address |  | Country/ Country code[[5]](#endnote-5) |  |
| Contact person  name and position |  | Contact person  e-mail / phone |  |

**The Receiving Institution / Enterprise[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Wyższa Szkoła Ekologii i Zarządzania w Warszawie  University of Ecology and Management in Warsaw | | |
| Erasmus code[[7]](#endnote-7)  (if applicable) | PL WARSZAW41 | Faculty/Department |  |
| Address | Ul. Olszewska 12  00-792 Warszawa | Country/ Country code[[8]](#endnote-8) | Poland/PL |
| Contact person  name and position | Karolina Urban  Paulina Wąż  Assistants Erasmus Coordinators | Contact person  e-mail / phone | [erasmus@wseiz.pl](mailto:erasmus@wseiz.pl)  +48 22 825 80 32 |
|  | - | Size of enterprise  (if applicable) | ☐<250 employees  ☐>250 employees |

#### For guidelines, please look at the end notes on page 3.

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Language of training: English

|  |
| --- |
| **Overall objectives of the mobility:**   * participating in the International Staff Week organised by WSEiZ in Warsaw, * introduction to education system in Poland, exchange of thoughts and ideas * learning and using good practices, * improving procedures and support mechanisms for the international exchange of students, staff and teachers between the universities, * development of foreign language skills, * gaining skills significant for the quality of work and professional development, * expanding professional contacts, * becoming acquainted with the structure, organisational culture and way of operating of the Wyższa Szkoła Ekologii i Zarządzania w Warszawie (University of Ecology and Management in Warsaw) and other Partner Universities participating in Staff Week. |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes** ☒ **No** ☐ |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**   * development and realisation of the internationalisation strategy of *Partner University*, * exchange of experiences related to structures, mechanisms and improving the quality of education and quality assurance tools, * improving the quality of education and services provided for students, * comparing and improving the study programmes – using best international practices (benchmarking), * sharing information about possibilities for creating joint study programmes and preparing special programmes allowing obtaining double diploma, * developing and exchanging ideas for cooperation within research and development activities, * facilitating further integration of the *Partner University* with the European Higher Education Area, * promoting intercultural communication and better understanding of the European values, * exchange of good practices connected with breaking social, legal and environmental barriers developed by both Universities. |
| **Activities to be carried out:**  The participation in the international Staff Week organised by University of Ecology and Management in Warsaw (24-28.06.2019).  The key topics of the Staff Week:   * presentation of UEM and Partner Universities; * participation in the seminars organized during the International Staff Week organised by University of Ecology and Management in Warsaw, * analyse of possibilities of educational and research cooperation between Partner Universities, * sharing information about project Erasmus+ KA107 2017, 2018, 2019, * plans for future cooperation, * observation of good practices and problems during realisation of projects and proposals for improvement. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**   * improving professional and language competencies as well as the capacity to adapt to different cultures and working systems, * increasing creativity and open-mindedness, * increasing the chances of getting academic *or* professional promotion, * increasing the attractiveness on the labour market as well as at the workplace, * increasing job satisfaction, * better understanding of events taking place in Poland and in the *sending country and other countries participating in Staff Week*, * improving the quality of project implementation under the Erasmus + programme, * learning the history and culture of Poland and the Ukraine and other countries represented at the Staff Week. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[9]](#endnote-9)** 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 beneficiary institution commit to the requirements set out in the grant agreement signed between them.

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

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

1. Adaptations of this template:

   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.

   In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total). [↑](#endnote-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). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-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. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
6. Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible). [↑](#endnote-ref-6)
7. **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. [↑](#endnote-ref-7)
8. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-8)
9. 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. [↑](#endnote-ref-9)