Erasmus+

UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

Mobility Agreement
Staff Mobility For Training

Planned period of physical training activity:
Start Date: [day/month/year]   to
End Date: [day/month/year]

> The start and end dates for your mobility (excluding travel days).

Travel Dates:
Outbound   [day/month/year]
Inbound   [day/month/year]

> The dates on which you will travel to and depart from your host country.

Duration of physical mobility (days) – excluding travel days: ....

> Total duration of your mobility.

If applicable, planned period(s) of virtual training activity: from [day/month/year] to [day/month/year]

> Note any virtual training mobility activities here.

The Staff Member

> Number of years you have worked in your current institution:
> - **Junior:** approximately <10 years of experience.
> - **Intermediate:** approximately >10 and <20 years of experience.
> - **Senior:** approximately >20 years of experience.

Last name (s)		First name (s)	
Seniority		Nationality	
Gender [*Male/Female/Undefined*]		Academic year	20../20..
E-mail address			

The Sending Institution/Enterprise

> 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 Erasmus+ Programme countries.

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

> ISO 3166-2 country codes are available at: www.iso.org/obp/ui/#search.

The Receiving Institution

Name		Faculty/Department	
Erasmus Code (If applicable)			
Address		Country/ Country Code	
Contact person name and position		Contact person email/ phone	
		Size of enterprise (if applicable)	☐ <250 employees ☐ >250 employees

Section to be completed BEFORE THE MOBILITY

I.PROPOSED MOBILITY PROGRAMME

Language of training: .……………………………………..

Is this mobility a part of a blended mobility programme? ☐ Yes ☐ No

Overall objectives of the mobility: What do you plan to achieve by participating in this mobility? What factors would constitute, for you, a successful mobility? What skills/knowledge do you hope to develop to progress your professional development? Would you like to innovate your work processes by adopting different methods or software used at the receiving institution? Are there particular policies/processes which your home institution is planning to implement and which the receiving institute can offer advice or guidance regarding how this can be achieved?
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): What is the added value of this mobility for both the sending and receiving institutions? Is there a particular computer system or software package used by the receiving institution which could then be utilised by your department/division to modernise activities? Are there particular faculty/support staff at the receiving institution with whom you can meet to share knowledge and experience to benefit the internationalisation strategies of both institutions?
Activities to be carried out: What activities do you plan to participate in during your mobility? Is there a particular area in which you would like to further develop your skills and knowledge? Is there a particular department/division/individual at the receiving institution with whom you would like to meet during your mobility to assist in achieving the overall objectives and goals for your mobility? Is there a particular system/software which you are aware is being used by the receiving institution and for which you would like to gain some initial practical experience?

> **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**
>
> What are the outcomes and impact which you expect to emerge following completion of your mobility? Are there new work processes or means of completing a particular task which you can implement in your division/department to improve efficiency and output? Will meetings with different individuals at the receiving institution positively impact the internationalisation or modernisation strategies of your home institution? Is there a software system or computer package used at the receiving institution which can be implemented at your home institution to improve the quality of service provided to stakeholders? Will this mobility provide opportunities for further cross-institutional collaborations and sharing of knowledge between institutions to mutually benefit both students and staff?

II. COMMITMENT OF THE THREE PARTIES

By signing 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.

Signatures:

Staff Member:	
Name:	
Signature:	Date:

Line Manger of staff Member	
Name:	
Signature:	Date:

The receiving institution	
Name of the responsible person:	
Signature:	Date:

UL Global	
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).

[2] **Seniority**: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

[3] **Nationality**: Country to which the person belongs administratively and that issues the ID card and/or passport.

[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.

[5] **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[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).

[7] 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.