**Mobility Agreement**

**Staff Mobility For Training**(1)

**Academic year:** 2024/25

Is the mobility a part of a **blended** mobility programme?  YES  NO

*“Blended”: A blended mobility is a combination of a physical period abroad and a virtual/online period or component done before, during or after the physical period.*

**Dates:** Planned period of the **physical** mobility:

from ………………………… *[day/month/year]* to ………………………… [*day/month/year]*

**Duration:** Number of training days: ……………(excluding weekends and travel days)

**Dates:** Planned period of the **virtual** component (**only if applicable**):

from ………………………… *[day/month/year]* to ………………………… [*day/month/year]*

**Duration:** Number of training days: ……………(excluding weekends and travel days)

**Staff Member**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last name(s) |  | | First name (s) |  |
| Seniority(2) | Junior ( < 10 years of experience)  Intermediate (10 - 20 yearsof experience)  Senior ( > 20 years of experience) | | | |
| Gender [*Male/Female/Undefined*] | |  | Nationality(3) |  |
| Faculty / Unit | |  | | |
| E-mail | |  | | |
| Staff member | | Teaching staff (PDI)  Administrative staff (PAS) | | |

**Receiving Institution / Enterprise**(6)

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

**Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **UNIVERSITAT DE LLEIDA** | | |
| Erasmus code(4)  (if applicable) | **E LLEIDA01** | Department | **International Relations** |
| Address | Jaume II, 67 bis  25001 Lleida | Country/ Country code(5) | Spain  ES |
| Contact person  name and position | Antoni Granollers  Vice-Rector | Contact person  e-mail / phone | ri@udl.cat |
| Type of enterprise: | Higher education  Institution | Size of enterprise  (if applicable) | ☐<250 employees  ☒>250 employees |

**Section to be completed BEFORE THE MOBILITY**

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

Main language of training: ………………………………………

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| --- |
| **Overall objectives of the mobility:** |
| **Added value of the mobility** (in the context of the modernisation and internationalisation strategies of the institutions involved): |
| **Activities to be carried out** (including the virtual component, if applicable): |
| **Expected outcomes and impact** (e.g. on the professional development of the staff member and on both institutions): |
| **Training mobility to develop pedagogical skills or curricula design skills on the syllabus:**  YES  NO  If YES, give details: ……………… |
| **Training in digital skills:**  YES  NO  *Teaching and administrative staff can benefit from digital skills trainings in order to acquire (or further*  *develop) relevant digital skills for making use of digital technologies in courses and for digitalising*  *administration, including digital mobility management.*  If YES, give details: ………………  *Basic digital skills*  *Advanced digital skills\**  *\* For example: Job shadowing concerning European Student Card Initiative (ESCI) tools, digital education tools/software, programming, specialised IT software and systems for the HEI administration; Participation in training courses on ESCI, digital education tools/software, programming, specialised IT software and systems for the HEI administration* |
| **Is this mobility part of the activities within a university network in which the University of Lleida is involved? Or part of a project for strategic academic cooperation in which the home faculty is involved?**  YES  NO  If YES, give details: ……………… |

**II. COMMITMENT OF THE THREE PARTIES**

By signing7 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.

|  |
| --- |
| **Staff member:** (name)  Signature: Date: |

|  |
| --- |
| **Sending institution:** Universitat de Lleida  **Faculty/School:**  **Faculty/School Mobility Coordinator:** (name)  Signature: Date: |

|  |
| --- |
| **Receiving institution / enterprise:**  Responsible person: (name)  Signature: Date:  **IF THE RECEIVING ORGANISATION IS NOT A UNIVERSITY, please complete the following details:**  -Which **type of institution** is the Receiving Organisation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (see list on last page)  -**Size** of institution:  less than 250 employees  more than 250 employees  -Is the organization a **public** institution? Yes  No  -Is the organization a **profit-making** institution? Yes  No |

(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.

(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 EU Member States and third countries associated to the programme.

(5) **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

(6) All refererences to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects.

(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 third coutnries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.