



Higher Education:  
Mobility Agreement form  
Participant's name \*

## Mobility Agreement Staff Mobility For Training<sup>1</sup>

Planned period of the training activity: from [day/month/year] till [day/month/year]

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

### The Staff Member

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

\*write staff member name ALSO in the heading of the document

### The Sending Institution

Name	UNIVERSIDAD POLITÉCNICA DE MADRID		
Erasmus code <sup>4</sup> (if applicable)	E MADRID05	Faculty/Department	
Address		Country/ Country code <sup>5</sup>	SPAIN / ES
Contact person name and position	Alberto Almendra Deputy Vice-Rector for Internationalisation & EU Programmes	Contact person e-mail / phone	erasmus.docenciayformacion@ upm.es  +34 913366018 7986

### The Receiving Institution / Enterprise<sup>6</sup>

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code(s)	

**Comentario [m1]:** Escriba su nombre y apellidos en el encabezamiento.

**Comentario [m2]:** From : primer día de actividad de formación 7 till : último día de actividad de formación

**Comentario [m3]:** Total días de formación, incluyendo los días de fin de semana, si procediera.

**Comentario [m4]:** Escriba el nombre de su Escuela y de su Departamento

**Comentario [m5]:** Dirección de su Escuela

**Comentario [m6]:** Puede solicitar el código Erasmus+ en su Oficina Internacional.

**Comentario [m7]:** Disponible en <https://www.iso.org/obp/ui/#search>



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Contact person, name and position		Contact person e-mail / phone	
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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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: .....

<p><b>Overall objectives of the mobility:</b></p>
<p><b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b></p>
<p><b>Activities to be carried out:</b></p>
<p><b>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</b></p>

(\*)

**Comentario [m8]:** Complete los cuatro apartados lo más extensamente posible.



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## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> 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.

<b>The staff member</b>	
Name:	
Signature:	Date:

<b>The sending institution/enterprise</b>	
Name of the responsible person:	Alberto Almendra
Adjunto al Vicerrector para Servicios de Internacionalización y Programas de la Unión Europea	
Signature:	Date:

<b>The receiving institution</b>	
Name of the responsible person:	
Signature:	Date:

**Comentario [m9]:** Solo debe figurar esta firma.

**Comentario [m10]:** Una vez firmado por Alberto Almendra, le enviaremos este documento por email para su envío al centro de destino.

<sup>1</sup> 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.

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

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

<sup>4</sup> **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.

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

<sup>6</sup> All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

<sup>7</sup> 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.