



Mobility Agreement Staff Mobility For Training¹

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

Duration (days) – excluding travel days:

The teaching staff member

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

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

The Sending Institution/Enterprise⁴

Name	UNIVERSIDAD POLITÉCNICA DE MADRID		
Erasmus code ⁵ (if applicable)	E MADRID05	Faculty/Department	
Address		Country/ Country code ⁶	SPAIN / ES
Contact person name and position	Alberto Almendra <i>Adjunto al Vicerrector para Servicios de Internacionalización y Programas de la Unión Europea</i>	Contact person e-mail / phone	+34 913366018 7986
Type of enterprise:	N/A	Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code ⁶	

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

Comentario [m2]: From : primer día de actividad de formación, 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]: Disponibles en <https://www.iso.org/obp/ui/#search>



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

Contact person name and position		Contact person e-mail / phone	
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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 instruction:

Overall objectives of the mobility:

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

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Activities to be carried out:

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):



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.

The training staff member Name: Signature: _____ Date: _____

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

Comentario [m9]: Solo debe figurar esta firma.

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

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

¹ In case the mobility combines teaching and training activities, **this 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 All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

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.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

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.