**Erasmus+ Mobility Agreement**

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

Planned period of the physical mobility for **TRAINING ACTIVITY**:

from *[day/month/year]* \_ \_ / \_ \_ / \_ \_ \_ \_ to *[day/month/year]* \_ \_ / \_ \_ / \_ \_ \_ \_

Duration of physical mobility (days)…NUMERO GIORNI… – excluding travel days: …………………. (Indicare le date di inizio e fine delle attività di formazione e il relativo numero di giorni, escludendo dal conteggio i giorni di viaggio)

If applicable, planned period of the virtual component: from *[day/month/year]* to *[day/month/year]*

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) | **COGNOME** | First name (s) | **NOME** |
| Seniority[[2]](#endnote-2) | o Junior o Intermediate o Senior | Nationality[[3]](#endnote-3) | **Nazionalità** |
| Sex [*M/F/Undefined*] | **o M** **o F****o U** | Academic year | **2024/2025** |
| E-mail | **nome.cognome@unirc.it** | **+39 045……………………** |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Università degli studi** **Mediterranea di****Reggio Calabria** | Faculty/Department | **Struttura di appartenenza** |
| Erasmus code[[4]](#endnote-4) (if applicable)  | **REGGIO 01** |
| Address | **Via dell’Università 25 89124 Reggio Calabria** | Country/Country code[[5]](#endnote-5) | **Italy** |
| Contact person name and position | **Prof.ssa Francesca Fatta -****Vice Rector for Internationalisation****International Mobility Office** | Contact personphone / e-mail  | **Administrative contact:****+39 09651691264****erasmus@unirc.it** |

**The Receiving Organisation**

|  |  |
| --- | --- |
| Name  | **Denominazione completa dell’Istituto o Impresa Ospitante** |
| Erasmus code (if applicable) | **CODICE ERASMUS** **DELL’ISTITUTO** | Faculty/Department(if applicable) | **Dipartimento/****Struttura di accoglienza** |
| Address | **Indirizzo postale completo o****dell’Istituto o Impresa Ospitante** | Country/Country code | **Codice Paese** |
| Contact person,name and position | **Indirizzo postale completo o** **dell’Istituto o Impresa Ospitante** | Contact persone-mail / phone | **Indirizzo e-mail / telefono** |
| Type of organisation:  | **TIPO DI** **ORGANIZZAZIONE** | Size of organisation (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: ………LINGUA DI LAVORO………………………………

|  |
| --- |
| **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):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-6)** this document, the staff member, the sending institution and the receiving organisation 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 ill share their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving organisation will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The staff member**Name: **COGNOME E NOME**Signature:……………Firma…………… Date: \_ \_ / \_ \_ / \_ \_ \_ \_ |

|  |
| --- |
| **The sending institution – University of Reggio Calabria**Name of the Vice-Rector for Internationalisation: **COGNOME E NOME**Signature:………………………………………………………….………………….... (a cura dell’Ufficio mobilità internazionale) Date: \_ \_ / \_ \_ / \_ \_ \_ \_ |

|  |
| --- |
| **The receiving organisation**Name of the responsible person: **COGNOME E NOME**Signature: ……………Firma…………… 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 higher education institutions (HEIs), this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).

In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility. [↑](#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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#endnote-ref-5)
6. 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 beneficiary 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. [↑](#endnote-ref-6)