**Mobility Agreement**

**Staff Mobility For Training**

**between Programme countries**

Planned period of the training activity: from… till…

* Duration (days) – excluding travel days:

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | | |
| First name (s) |  | | |
| Seniority[[1]](#endnote-1) |  | Nationality[[2]](#endnote-2) |  |
| Sex [*M/F*] |  | Academic year | 2018/2019 |
| E-mail |  | | |
| Faculty, department |  | | |
| Position held |  | | |
| Category of staff[[3]](#endnote-3) |  | | |

**The Sending Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Erasmus code |  | Country/Country code | |  |
| Address |  | | | |
| Contact person  name and position |  | | | |
| Contact person  e-mail / phone |  | | | |
| Type of enterprise:  NACE code[[4]](#endnote-4) |  | Size of enterprise  (if applicable) | <250 employees  >250 employees | |

**The Receiving Institution / Enterprise**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | **Aspira University College** | | | | | |
| Erasmus code [[5]](#endnote-5)  (if applicable) | **HR SPLIT02** | | | Country/Country code[[6]](#endnote-6) | | **Croatia / HR** |
| Faculty/Department | **Department of Hospitality and Tourism / Sports Management** | | | | | |
| Address (city where activity will be held) | Domovinskog rata 65, 21000 Split | | | | | |
| Contact person’s name and position | | | Mr Josip Radić,  International Relations Office Coordinator | | | |
| Contact person’s e-mail / phone | | | [josip.radic@aspira.hr](mailto:josip.radic@aspira.hr), +385 21 817 002 | | | |
| Type of enterprise:  NACE code [[7]](#endnote-7)  (if applicable) | P | Size of enterprise  (if applicable) | | | ☐ 1 to 20; ☐ 21 to 50; ☐ 51 to 250; ☐ 251 to 500; ☐ 501 to 2.000; ☐ 2.001 to 5000; ☐ >5000 | |

#### For guidelines, please look at the notes at the end of this form.

#### **Section to be completed BEFORE THE MOBILITY**

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

Main subject field[[8]](#endnote-8):

Type of activity:

|  |  |  |  |
| --- | --- | --- | --- |
| Job shadowing ☐ | T - Training ☐ | W - Workshop ☐ | Other ☐ |

Language(s) of training:

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Training activity to develop pedagogical and/or curriculum design skills (only for teachers):**  Yes ☐ No ☐ |
| **Added value of the mobility** (in the context of the modernisation and internationalisation strategies of the institutions involved): |
| **Activities to be carried out during the training period** – training for the staff member!(and if possible programme on daily basis): |
| **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 signing**[[9]](#endnote-9)** 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 staff member**  Name:  Signature: Date: |

|  |
| --- |
| **The sending institution**  Name of the dean /vice-dean:  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person: Mr. Josip Radić  Signature: Date: |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-1)
2. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. **Category of staff**: Continuing Education, Finance, General and Technical Administration, International Office, Other, Student Information, Teaching Staff [↑](#endnote-ref-3)
4. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-6)
7. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-7)
8. According to the inter-institutional agreements listed in the Excel file attached to the Call for applications of the University of Zagreb (May 2018) or according to the [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at <http://ec.europa.eu/education/tools/isced-f_en.htm>). [↑](#endnote-ref-8)
9. 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. Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-9)