



## STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT

### The Staff Member

Last name		First name	
Seniority <sup>1</sup>	<input type="checkbox"/> Junior <input type="checkbox"/> Intermediate <input type="checkbox"/> Senior	Nationality <sup>2</sup>	
Gender [M/F]	<input type="checkbox"/> M <input type="checkbox"/> F	Erasmus+ program year	2015
E-mail		Phone	

### The Sending Institution

Name	Politecnico di Torino		
Address	Corso Duca degli Abruzzi 24 10129 Torino	Country, Country code	ITALY IT
Erasmus Code	I TORINO02	PIC	999977754
Sending Department/Unit			
Responsible person name and position		e-mail / phone	
Erasmus+ office	International Affairs Area		
Contact person name and position	Outgoing Mobility Office	e-mail / phone	mobilita.docenti@polito.it

### The Receiving Institution

Name			
Address		Country, Country code	
Erasmus Code		PIC	
Receiving Department/Unit			
Responsible person name and position		e-mail / phone	
Erasmus+ office			
Contact person name and position		e-mail / phone	

<sup>1</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>2</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.



**I. PROPOSED MOBILITY PROGRAMME**

Planned period of the training activity (not included travel days):

from [day/month/year] ..... till [day/month/year] .....

Duration (days): ..... (5 days minimum)

Type of Staff Training activity (select one or more):

- Job Shadowing
- Training
- Workshop
- Other (please specify): .....

Language of training: .....

**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**

**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**<sup>3</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 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 responsible person:

Department / Unit:

Signature:

Date:

### **The receiving institution / enterprise**

Name of the responsible person:

Department / Unit:

Signature:

Date:

---

<sup>3</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.



## **GUIDELINES**

Through the Staff Training Mobility scheme, Erasmus+ offers professional development opportunities for academic and professional services staff to improve the skills required for their current job by participating in training in another country in Europe.

Training may take the form of:

- A short secondment period
- Job-shadowing
- Attendance at workshops or courses
- Attendance at a staff training week

Training programming could be built around:

- The transfer of knowledge and good practise
- Learning from shared experience
- The acquiring of new practical skills
- To discovery of new ideas for teaching and learning

As well as benefit the individual's professional development, Erasmus+ Staff Mobility is intended to contribute to the wider Internationalisation and modernisation strategies of the home university.

The agreement must be signed by the three parties in this order:

1. Staff Member
2. Sending institution
3. Receiving Institution

The staff member is strongly recommended to agree on the mobility activities with the receiving organization before submitting the Mobility Agreement.