

STAFF MOBILITY FOR TRAINING/TEACHING MOBILITY AGREEMENTⁱ 2017/2018

This application should be completed in BLACK in order to be easily copied e-mailed and/or faxed.

Planned period of the Training/ Teaching activity: from ____/____/____ [day/month/year] till ____/____/____ [day/month/year]

Duration (days) – excluding travel days:

THE STAFF MEMBER:

First Name(s):	_____	Last Name:	_____
Faculty/School:	_____		
Gender:	_____	Seniority ¹	_____
Birth Date:	_____	Nationality ² :	_____
Telephone:	_____	E-mail:	_____
ID number:	_____	NIF:	_____
Full Address:	_____		
IBAN/SWIFT:	_____		

THE SENDING INSTITUTION:

Name:	_____		
Erasmus Code ³ :	_____	Department:	_____
Full Address:	_____	Country, Country Code ⁴ :	_____
Contact Person ⁵ name/position:	_____		
Contact Person e-mail/phone:	_____		

THE RECEIVING INSTITUTION/ENTERPRISE⁶:

Name:	Escola Superior de Actividades Imobiliárias		
Erasmus Code (if applicable) ³ :	_____	Department/ unit:	Departamento de Desenvolvimento e Relações Internacionais - DDRI
Full Address:	Praça Eduardo Mondlane, 7C – Marvila, 1950-104 Lisboa	Country, Country Code ⁴ :	Portugal PRT
Contact Person ⁵ name/position:	Vitor Reis, Erasmus Coordinator		
Contact Person e-mail/phone:	vitorreis@esai.pt 00351 21 836 70 12		
Size of enterprise ⁷ (if applicable)	<input checked="" type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees	Type of enterprise: NACE code ⁸ (if applicable)	85.4 Higher education

For Guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from _____ till _____

- Additional day for travel needed directly before the first day of the activity abroad
- Additional day for travel needed directly following the last day of the activity abroad

(STA Only) Subject field⁹:

(STA Only) Level: (select the main one):

Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

(STA Only) Number of students at the receiving institution benefiting from the teaching programme:

(STA Only) Number of teaching hours:

Language of instruction:

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 (for STT)/Content of the teaching programme (for STA):

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

II. COMMITMENT OF THE THREE PARTIES

By signing¹⁰ 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 sending institution commit to the requirements set out in the grant agreement signed between them.

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 STAF MEMBER:

Name: _____
 Signature: _____ Date: _____

THE SENDING INSTITUTION:

Name of the Responsible person: _____
 Signature: _____ Date: _____

THE RECEIVING INSTITUTION/ENTERPRISE:

Name of the Responsible person: _____
 Signature: _____ Date: _____

¹ In case the mobility combines teaching and training activities, **this** template should be used and adjusted to fit both activity types.

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

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

3Erasmus 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.

4Country code: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

5Contact person: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

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

7Size: according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251).

8The top-level NACE sector codes available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

9The [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 should be used to find the ISCED 2013 detailed field of education and training.

10Circulating 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).