

Erasmus+ Mobility Agreement Staff Mobility For Training¹

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration of physical mobility (days) – excluding travel days:

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

The Staff Member

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

The Sending Institution

Name	University of South Bohemia in České Budějovice		
Faculty / Dept.			
Erasmus code ⁴ (if applicable)	CZ CESKE01	Country/ Country code ⁵	CZ
Address	Braníšovská 1645/31a, 370 05 České Budějovice		
Contact person name and position	Zdeňka Novotná Institutional Coordinator	Contact person e-mail / phone	novotnaz@jcu.cz +420 389 032 029

The Receiving Organisation

Name			
Faculty / Department			
Erasmus code (if applicable)		Country/ Country code	
Address			
Contact person, name and position		Contact person e-mail / phone	
Type of organisation:		Size of organisation (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> ≥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: 

Overall objectives of the mobility:

The main objective of the training mobility is to enhance the professional competences of the participant through the exchange of good practices, acquisition of new skills and methodologies, and strengthening of institutional cooperation relevant to their current job position

... particularly in the areas of administrative procedures, international cooperation, organisational processes and support services in higher education.

... particularly in the areas of library services, digital solutions, user support, information management and service optimisation.

... particularly in the areas of operational management, student services, quality assurance and daily service provision.

apod.

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

The mobility will contribute to the professional development of the participant by improving their practical skills, intercultural competences and understanding of institutional practices in an international context. At the same time, the acquired knowledge and experience will be transferred to the sending institution and used to improve internal procedures, service quality and institutional efficiency.

Activities to be carried out (including the virtual component, if applicable):

Training in advanced digital skills: Yes No

- Introduction to the host institution, its organisational structure and main activities.
- Job shadowing of relevant staff members and observation of daily work processes.
- Participation in training sessions/workshops focused on professional skills relevant to the participant's position.
- Exchange of good practices and discussion of challenges and solutions in the respective field.
- Consultation on possible improvements and implementation of selected practices at the sending institution.
- Reflection session and evaluation of the training outcomes.

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

Improved professional skills, enhanced understanding of international practices and strengthened intercultural and organisational competences.

II. COMMITMENT OF THE THREE PARTIES

By signing⁶ 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 will 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:

Signature:

Date:

The sending institution

Name of the responsible person:

Signature:

Date:

The receiving organisation

Name of the responsible person:

Signature:

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.

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 **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.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui>

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 countries 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.