Mobility Agreement

Staff Mobility For Training

# Staff Member

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |  | | |
| First name |  | | |
| Gender | M  F | Nationality[[1]](#footnote-1) |  |
| Seniority[[2]](#footnote-2) | Junior  Intermediate  Senior | | |
| Department/Unit |  | | |
| Position |  | | |
| E-mail |  | Phone |  |

# Sending Institution

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | |
| Address |  | | | | | |
| Country |  | Country code | |  | Erasmus Code5 | - |
| Responsible person[[3]](#footnote-3): | | | | | | |
| Department/Unit |  | | | | | |
| Name |  | | Position | |  | |
| E-mail |  | | Phone | |  | |
| Contact person[[4]](#footnote-4): | | | | | | |
| Office |  | | | | | |
| Name |  | | Position | |  | |
| E-mail |  | | Phone | |  | |

# Receiving Institution

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Politecnico di Torino | | | | | |
| Address | Corso Duca degli Abruzzi 24, 10129 Torino | | | | | |
| Country | ITALY | Country code | | IT | Erasmus Code[[5]](#footnote-5) | I TORINO02 |
| Responsible person3: | | | | | | |
| Department/Unit | International Affairs Area | | | | | |
| Name | Elisa Armando | | Position | | Head of Area | |
| E-mail | International.projects@polito.it | | Phone | | +39 011 090 8670 | |
| Contact person4: | | | | | | |
| Office | International Affairs Area - International Projects Office | | | | | |
| Name | Mr. Marco Massaro | | Position | |  | |
| E-mail | international.projects@polito.it | | Phone | | +39 011 090 8672 | |

# I. PROPOSED MOBILITY PROGRAMME

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

International Staff Training Week (ISTW): 23/05/2022 – 27/05/2022 + 2 travel days

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

Job Shadowing

Training

Workshop

Other (please specify):

Language of training: English

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| **Overall objectives of the mobility:**  The purpose of the International Staff Training Week is to consolidate the participants’ technical skills in management of Erasmus+ projects aimed at internationalization and modernization of higher education systems. Training will be based on a series of interactive workshops, where attendees will participate actively working in heterogeneous groups. Participants will also have the possibility to present their sending institutions and to share know-how and best practices with other institutions involved in Erasmus+ from the whole world, as well as to learn more about Politecnico di Torino and to visit the city of Torino. It will be also an opportunity to promote international opportunities to the Politecnico community.  ***Specific objectives of the participant (please complete)***: |
| **Added value in the context of the modernisation and internationalisation strategies of the institutions:**  For POLITO, the added value will be to improve the management and implementation of Erasmus+ projects with the partners and identify best practices; to discuss the ongoing collaboration, to identify weaknesses and related possible solutions; to discuss new cooperation opportunities; to strengthen the relationship and to deepen the mutual knowledge.  ***Specific added value for the partner institution (please complete):*** |
| **Activities to be carried out:**  Participation in the International Staff Training Week@POLITO. |
| **Expected outcomes and impact on the professional development of the staff member and on both institutions:**  The staff member will enrich his/her professional skills, deepen the knowledge of the common projects, develop ideas for new projects, strengthen the relationship with POLITO and the other participating universities. The staff member will become an ambassador of the Erasmus+ programme disseminating the acquired know-how and promoting the programme at the sending university.  ***Specific expected outcomes for the staff member and the partner institution (please complete):*** |

# II. COMMITMENT OF THE THREE PARTIES

By signing[[6]](#footnote-6) this document, the staff member, the sending institution and the receiving institution 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 will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

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| **The staff member**  Name:  Signature: Date: |

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| **The sending institution**  Name of the responsible person:  Department/Unit:  Signature: Date: |

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| **The receiving institution**  Name of the responsible person: Elisa Armando  Department/Unit: International Affairs Area  Signature: Date: |

# 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 an 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.

1. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-1)
2. Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#footnote-ref-2)
3. The person in the sending or receiving Department/Unit that can authorize the mobility activity, normally the Head of Department/Unit [↑](#footnote-ref-3)
4. The person in the Erasmus+ office or other administration office in charge of the Erasmus+ mobility [↑](#footnote-ref-4)
5. If available [↑](#footnote-ref-5)
6. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation. [↑](#footnote-ref-6)