***Guidelines for***

***Mobility Agreement***

***Staff Mobility For Training***

The training programme should be filled in with **as many details regarding the planned mobility as possible**, especially in the part entitled *Activities to be carried out*. Writing only the titles of planned sessions is not enough, one should also describe their content. Please note that neither the sending nor the receiving institution should sign an incorrectly filled in document. Please bear in mind that without the signed document the mobility cannot be carried out.

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| **Overall objectives of the mobility:**  [What are the general objectives of the mobility, including the main and secondary objectives? Main: having a training? What kind of? Secondary: experience exchange? What kind of? Meeting the University authorities? What for?] |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  [What is the added value of the mobility in the context of modernization and internationalization of the university? What else can be achieved during the mobility? Improving the foreign language skills? Getting experience through teaching in a different environment? Please specify the difference. Making new contacts? Promoting the sending institution abroad? Meeting the University authorities? Discussing the potential fields of cooperation? What kind of? Under the Erasmus+ programme? Learning good practices? What kind of?] |
| **Activities to be carried out:**  [What is the main objective of the mobility? Training? What kind of? What field of study? What topic? How many training sessions will there be? How long will they last? What are the subjects and contents of each of them? What will the participant learn during each session? Why are they important? Who conducts the training? Please fill in this part giving as many details as possible, e.g. using the template below:  Session 1. Title. Duration.  - issues discussed/mentioned  - issues discussed/mentioned  - issues discussed/mentioned  Session 2. Title. Duration.  - issues discussed/mentioned  - issues discussed/mentioned  - issues discussed/mentioned  Session 3. Title. Duration.  - issues discussed/mentioned  - issues discussed/mentioned  - issues discussed/mentioned  Session 4. Title. Duration.  - issues discussed/mentioned  - issues discussed/mentioned  - issues discussed/mentioned  Please remember that the number of the training sessions should equal to or be higher than the number of mobility days.] |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  [Who and how will benefit from the mobility? What kind of benefits will the participant receive? How will it affect his/her personal and professional development? How will it affect the quality of his/her work? Raising the participant’s professional qualifications? What kind of benefits will the sending institution receive by having the trained participant as an employee? Improving the quality of his/her work? Raising the employees’ professional qualifications? Promoting the sending university abroad? What else? Is the experience exchange during the training profitable only for the participant? Can the trainer learn something from the participant, too? What? What kind of benefits will the receiving institution receive? What kind of good practices can be learnt through the mobility by all the participants?] |

!! Please delete all **[Please fill in]** from the Mobility Agreement !!