**EEA GRANTS 2014-2021: PROGRAMME EDUCATION**

**MOBILITY AGREEMENT and QUALITY COMMITMENT**

**Staff Mobility**

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| **Project title** |  | | |
| **Project number** | **EHP-CZ-MOP-1-xxx** | | |
| **Mobility type** | **Mobility of staff of higher education institutions:**  🗌 HE Staff mobility for teaching  🗌 HE Staff mobility for training  🗌 HE Staff mobility for teaching and training  **Mobility of staff other than higher education institutions:**  🗌 Teaching assignments  🗌 Job shadowing or study visits | | |
| **Participant (staff member)** | | | |
| Last name(s) |  | First name(s) |  |
| Position |  | Gender |  |
| **Sending institution/organisation** | | | |
| Name |  | Faculty / department  (if relevant) |  |
| Address |  | Country |  |
| **Receiving institution/organisation** | | | |
| Name |  | Faculty / department  (if relevant) |  |
| Address |  | Country |  |

**Before the mobility**

|  |  |
| --- | --- |
| **TABLE A**  ***Proposed mobility programme***  Planned period of the mobility (excluding travel days): from [DD/MM/YY] to [DD/MM/YY] | |
| **Main subject field at the receiving institution1** (in case of mobility for teaching) |  |
| **Level of studies at the receiving institution2**  (in case of mobility for teaching) |  |
| **Number of students at the receiving institution benefiting from the teaching programme** (in case of mobility for teaching) |  |
| **Number of teaching hours3** (in case of mobility for teaching) |  |
| **Language of instructions or work** |  |
| **Detailed programme of the mobility period / Content of the teaching programme** | |
|  | |
| **Expected outcomes and impact, including competences to be acquired by the participant**  (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions, or on the professional development of the staff member and on both institutions) | |
|  | |
| **Evaluation and recognition of the mobility** | |
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| **COMMITMENT OF THE PARTIES INVOLVED**  *By signing this document, the participant, the sending institution and the receiving organisation confirm that they will abide by the principles of the Quality Commitment attached below. The sending and the receiving organisation confirm that this proposed mobility agreement is approved. On completion of the mobility the receiving institution will issue [a certificate] to the participant, while the sending institution will issue [a Europass Mobility / other form of validation, recognition] to the participant.* | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Participant |  |  |  |  |  |
| Responsible person at the sending institution |  |  |  |  |  |
| Responsible person at the receiving institution |  |  |  |  |  |

**EXPLANATORY NOTES**

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| 1 | Main subject field | **Staff of higher education institutions:**  To specify the field, the [ISCED-F 2013 search tool](https://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used. |
| **Staff other than higher education institutions:**  Please, specify the relevant subject field. |
| 2 | Level of studies | Choose one of the following:   * **Pre-primary education** * **Primary education** * **Lower secondary education** * **Upper secondary education** * **Bachelor** or equivalent first cycle of HEI * **Master** or equivalent second cycle of HEI * **Doctorate** or equivalent third cycle of HEI |
| 3 | Number of teaching hours | **Staff of higher education institutions:**  A minimum of 8 teaching hours per week has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 hours per week. |
| **Staff other than higher education institutions:**  A minimum of teaching hours is not given. |
| Circulating papers with original signatures are not compulsory. **Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution.** | | |

**Quality Commitment**

**Obligations of the sending institution:**

* Select the participants by setting up clearly defined and transparent selection criteria and procedures.
* Help with organisational arrangements with partner organisation/institution to arrange a study visit, job shadowing, training or teaching assignments.
* If one or more of the selected participants face barriers to mobility, special arrangements for those individuals must be made (e.g. those with special learning needs or those with physical disabilities).
* Organise linguistic, pedagogical and inter-cultural preparation for mobile staff, if necessary.
* Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the institution/organisation, teaching staff and pupils.
* Evaluate the mobility as a whole to see whether it has reached its objectives and desired results.
* Disseminate the results of the mobility project as widely as possible.

**Obligations of the sending and receiving institution/organisation:**

* Agree on a tailor made learning, training or teaching programme for each participant.
* Define the envisaged outcomes of the mobility period, including impact on the institutions/organisations involved as well as individual learning outcomes of the participant in terms of competences.
* Establish a Mobility Agreement with the participant to make the intended programme and learning outcomes transparent for all parties involved.
* Ensure the validation and recognition of the competences acquired. Recognise learning outcomes, which were not originally planned, but still achieved during the mobility. Use relevant tools (e.g. ECVET) for recognition of learning outcomes.
* Provide any necessary information and assistance to participants.
* Establish appropriate communication channels for the duration of the mobility and ensure these are clear to the participant and the institutions/organisations involved.
* Monitor and evaluate the progress of the mobility on an on-going basis and take appropriate action, if required.

**Obligations of the receiving institution/organisation:**

* Foster understanding of the culture and mentality of the host country.
* Assign to participants tasks and responsibilities to match their competences and training objectives as set out in the Mobility Agreement and ensure that appropriate equipment and support is available.
* Identify a tutor or mentor to monitor the participant’s learning progress and/or offer professional support.
* Provide practical support if required including a clear contact point for participants.
* If necessary, help the sending institution and the participant to identify the appropriate insurance cover for the host country.

**Obligations of the participant:**

* Establish the Mobility Agreement with the sending institution/organisation and the receiving institution/organisation to make the intended outcomes transparent for all parties involved.
* Comply with all the arrangements negotiated for the mobility, and to do his/her best to make the mobility a success.
* Abide by the rules and regulations of the receiving institution/organisation, its normal working hours, code of conduct and rules of confidentiality.
* Communicate with the sending institution/organisation and receiving institution/organisation about any problems or changes regarding the mobility.
* Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility.