**Mobility Agreement**

**Staff Mobility for Training (STT)**

**International mobility involving third countries not associated to the Programme**

Planned period of physical training activity: from [day/month/year] to [day/month/year]

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

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | | |
| First name (s) |  | | |
| Seniority[[1]](#endnote-1) |  | Nationality[[2]](#endnote-2) |  |
| Sex [*M/F*] |  | Academic year | 2025/26 |
| E-mail |  | | |
| Faculty, department |  | | |
| Position held |  | | |
| Category of staff[[3]](#endnote-3) |  | | |
| Doctoral mobility | doctoral student  post-doc  no | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code | **N/A** | Country/Country code |  |
| Address |  | | |
| Contact person  name and position |  | | |
| Contact person  e-mail / phone |  | | |
|  |  | Size of enterprise  (if applicable) | ☐<250 employees  X >250 employees |

**The Receiving Institution / Enterprise**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | **University of Zagreb** | | | | | |
| Erasmus code [[4]](#endnote-4)  (if applicable) | **HR ZAGREB01** | | | Country/Country code[[5]](#endnote-5) | | **Croatia / HR** |
| Faculty/Department |  | | | | | |
| Address (city where activity will be held) |  | | | | | |
| Contact person’s name and position | | | Ms Željka Pitner, Erasmus+ KA171 coordinator, IRO Office | | | |
| Contact person’s e-mail / phone | | | erasmus.noneu@unizg.hr, Phone : +385 1 4698 105 | | | |
| Type of enterprise:  NACE code [[6]](#endnote-6)  (if applicable) |  | Size of enterprise  (if applicable) | | | ☐ 1 to 20; ☐ 21 to 50; ☐ 51 to 250; ☐ 251 to 500; ☐ 501 to 2.000; ☐ 2.001 to 5000; ☐ >5000 | |

#### For guidelines, please look at the notes at the end of this form.

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

**Main subject field[[7]](#endnote-7) (please write)**:

(you may use the search link <https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm>)

Type of activity (*choose 1 option*):

|  |  |  |  |
| --- | --- | --- | --- |
| Job shadowing | T - Training | W - Workshop | Erasmus Staff Week |
| Other |  |  |  |

**Language(s) of training:**

**Please indicate your level of the language proficiency for the language of training:**

CEFR-level A1 (beginners)  CEFR-level A2 (pre-intermediate)

CEFR-level B1 (intermediate)  CEFR-level B2 (upper-intermediate)

CEFR-level C1 (advanced)  CEFR-level C2 (proficiency)

|  |
| --- |
| **Overall objectives of the mobility** (please describe): |
| **Training activity to develop pedagogical and/or curriculum design skills (only for teachers):**  Yes  No |
| **Are basic or advanced digital skills planned to be acquired during the mobility?**  Basic  Advanced  No |
| **Added value of the mobility** (in the context of the modernisation and internationalisation strategies of the institutions involved): |
| **Activities to be carried out during the training period** – training for the staff member (please describe): |
| **Expected outcomes and impact** (e.g. on the professional development of the staff member and on the both institutions): |
| **Dissemination of the results of mobility**  Upon return from mobility, the staff member will disseminate the results of the mobility in the following way (please select):   * at the faculty / department council * through mailing list of the faculty/department * through presentation/workshop at the department/work unit * through article published on the faculty/department (etc.) webpage or social media * transfer of knowledge & good practice towards other units * to students * other (please write): |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[8]](#endnote-8)** 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 beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise 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:  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:  Signature: Date: |

1. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-1)
2. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. **Category of staff**: Continuing Education, Finance, General and Technical Administration, International Office, Other, Student Information, Teaching Staff [↑](#endnote-ref-3)
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 Programme Countries. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
6. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-6)
7. According to the inter-institutional agreements listed in the Pdf file attached to the Call for applications of the University of Zagreb (December 2021) or according to the [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>). [↑](#endnote-ref-7)
8. 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 sending institution. Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-8)