**Mobility Agreement**

**Staff Mobility For Training[[1]](#endnote-1)**

Planned period of the training activity: from *[day/month/year]* till *[day/month/year]*

Duration (days) – excluding travel days: ………………….

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| I.D number (N.I.F.) |  | Category |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F/Undefined*] |  | Academic year | 20../20.. |
| E-mail |  | Phone number/extension |  |
| Special needs: To access these aids, participants must have a legally recognised and qualified disability that is equal to or  greater than 33%.  [Call for special needs aid 2020](http://sepie.es/doc/educacion-superior/guia_nnee_2020_10072020.pdf)  I request additional special needs aid. | | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Universidad de**  **León** | Faculty/Department | **Vicerrectorado de**  **Internacionalización** |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **E LEON01** |
| Address | Edificio de Servicios S/N  Campus de Vegazana  E-24071 León | Country/ Country code[[5]](#endnote-5) | **ESPAÑA / ES** |
| Contact person  name and position | Roberto Baelo Álvarez  Vice-Rector | Contact person e-mail / phone | internacional@unileon.es  987 291650/1656 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **INTERNATIONAL BURCH UNIVERSITY** | | |
| Erasmus code  (if applicable) | **BA SARAJEV02** | Faculty/Department |  |
| Address | Francuske revolucij b.b.  71000 Sarajevo | Country/ Country code | **BOSNIA AND**  **HERZEGOVINA / BA** |
| Contact person, name and position | Emina Mekic  International Relations  Office | Contact person e-mail / phone | [Emina.mekic@ibu.edu.ba](mailto:Emina.mekic@ibu.edu.ba)  [www.ibu.edu.ba](http://www.ibu.edu.ba) |

#### 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: English

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| **Overall objectives of the mobility:**  Participation in a specific training course in English language communication skills for staff of the Universidad de León interested in teaching and doing administrative tasks in English. The course will take place at the International Burch University (Sarajevo). |
| **Training activity to develop pedagogical and/or curriculum design skills:**  **Yes ☐ No** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |
| **Activities to be carried out:**  Draft programme of activities to be carried out at the destination:   * Making effective oral explanations. * Asking and answering questions and leading discussions. * Tutoring and conferencing techniques. * Establishing a rapport and a good class environment. * Recognizing and handling acceptable and unacceptable student behaviour. * Relevant vocabulary. * Tips for learning and teaching vocabulary. * Useful tips for reading and writing. * Useful tips for speaking and listening. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  Professional development in language competence. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-6)** 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 of the responsible person: Roberto Baelo Álvarez, Vice-Rector for Internationalisation  Signature: Date: |

|  |
| --- |
| **The receiving institution/enterprise**  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 Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total). [↑](#endnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#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. 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 (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-6)