



Co-funded by
the European Union

Erasmus+ Mobility Agreement Staff Mobility For Training¹ /Teaching

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

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

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

The Staff Member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F/Undefined]		Academic year	20../20..
E-mail			

The Sending Institution

Name	AVU	Faculty/Department	
Erasmus code ⁴ (if applicable)	CZPRAHA03		
Address	U Akademie 4 Praha 7, 170 00	Country	Czech Republic
Contact person name and position	Marie Havlíčková Head of the International Office	Contact person e-mail / phone	avuinternational@av vu.cz+420 220408217

The Receiving Organisation

Name			
Erasmus code		Faculty/Department (if applicable)	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of organisation		Size of organisation (if applicable)	☐ <250 employees ☐ ≥250 employees

Okomentoval(a): [MB1]: Doba trvání fyzické části mobility od-do, pouze období oprávněných aktivit bez dní cesty. Důležitý údaj pro výpočet grantu na pobytové náklady.

Duration of the physical part of the mobility from-to, only the period of eligible activities excluding travel days. Important for the calculation of the individual support grant.

Okomentoval(a): [MB2]: Počet dní oprávněných aktivit (bez dnů na cestu), rozepíše se v tabulce Activities to be carried out.

Number of days of eligible activities (excluding travel days), to be broken down in the Activities to be carried out table.

Okomentoval(a): [MB3]: Datum případné virtuální části mobility (pouze u BIP).

Date of the virtual part of the mobility (in case of BIP).

Okomentoval(a): [MB4]: Služební věk zaměstnance :

Junior = do 10 let praxe

Intermediate = 10 - 20 let praxe

Senior = nad 20 let praxe

Seniority :

Junior = up to 10 years of experience

Intermediate = 10 - 20 years of experience

Senior = over 20 years of experience

Okomentoval(a): [MB5]: Oficiální název přijímající instituce. V případě, že navštívíte více institucí, sem uvádíte tu hlavní a v popisu níže další. Výuku lze uskutečnit pouze na partnerských univerzitách AVU.

Official name of the receiving institution: In case you are visiting more institutions, list the main here and others below in the programme.

Okomentoval(a): [MB6]: Ideální číslo OID (seznam institucí a jejich identifikačních kódů včetně OID zde). Důležité pro zadání mobility do systému Evropské komise Beneficiary Module.

Ideally the OID number (list of institutions and their IDs including OIDs here). Important for entering mobility into the European Commission Beneficiary Module system.



Co-funded by
the European Union

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:

Overall objectives of the mobility:		
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):		
Activities to be carried out (including the virtual component, if applicable):		
Training in advanced digital skills: Yes ☐ No ☐		
Date, Place	Activity/Name of Visited Institution/Visited Event/Visited Expert	Hours/ Outcome
*Add lines, if necessary		
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):		

Okomentoval(a): [MB7]: Jazyk, v němž probíhá školení na přijímající instituci.

The language of training at the receiving institution.

Okomentoval(a): [MB8]: Zde popíšete hlavní cíle mobility.

Here you describe main objectives of mobility.

Okomentoval(a): [MB9]: Zde popíšete přidanou hodnotu mobility, zejména v kontextu internacionalizace AVU, modernizace výuky či pracovních postupů apod.

Here you describe the added value of mobility, especially in the context of internationalisation of AVU, modernisation of teaching or working practices, etc.

Okomentoval(a): [MB10]: Zde rozepíšete plánované aktivity dle jednotlivých dnů pobytu s předpokládaným počtem hodin. V případě organizovaných akcí je též možné místo vyplnění této tabulky přiložit oficiální program. Seznam schůzek, jména a hlavní témata. Prosím, uveďte i plánované doložení výstupu (Např.: nové dovednosti/kontakty/domluvenou spolupráci/ vstupenky/ pozvánky/ programy/ certifikáty / fotodokumentace, apod.). Počet dnů uvedených v této tabulce se musí shodovat s počtem dnů na str. 1. Důležité pro výpočet grantu na pobyt.

Například: Pro výjezdy v rámci internacionalizace studia je účel popsán následovně: seznámení se s koncepcí a metodami výuky, studijními programy, pedagogy a pedagožkami, ale i ateliéry a celkovým zázemím instituce (femeslné a jiné dílny, jejich vybavení, dostupnost nových technologií atp.)

Here you list the planned activities according to each day of your stay with the expected number of hours. In case of organised events, it is also possible to attach the official programme instead of filling in this table. The number of days listed in this table must match the number of days on page 1. Important for the calculation of the individual support grant. List of meetings, names, and main topics. Please also include planned documentation of the outcome (e.g., new skills/ contacts/agreed cooperation/tickets/invitations/programs/certificates/ photographic documentation, etc.).

The number of days listed in this table must match the number of days on page 1. This is important for calculating the grant for the stay.

For example: For trips within the framework of the internationalization of studies, the purpose is described as follows: familiarization with the concept and methods of teaching, study programs, teachers, but also studios and the overall facilities of the institution (craft and other workshops, their equipment, availability of new technologies, etc.).

Okomentoval(a): [MB11]: Zde popíšete předpokládané dopady mobility, zejména např. v kontextu osobnostního rozvoje, zvyšování kvalifikace či dalšího rozvoje internacionalizace AVU (vizte výše), konkrétní výstupy z výjezdu. Pro domlouvání partnerství

Here you describe the expected outcomes of your mobility, especially in the context of e.g. personal development, skills development or further development of internationalisation at AVU (see above).



Co-funded by
the European Union

Main subject field :

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours:

II. COMMITMENT OF THE THREE PARTIES

By signing⁵ this document, the staff member, the sending institution and the receiving organisation 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

Name:

Signature:

Date:

out in the grant agreement signed between them.

The sending institution: AVU

Name of the responsible person: Marie Havlíková

Signature:

Date:

The receiving organisation

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 higher education institutions (HEIs), this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

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 EU Member States and third countries associated to the programme.

⁵ 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 beneficiary institution

Vyplní se pouze v případě výjezdu na výuku.

Fill in only in case of teaching mobility.

Okomentoval(a): [MB12]: Mobility Agreement musí být podepsán všemi třemi zúčastněnými stranami – vyjíždějícím účastníkem, vysílajícím pracovištěm a přijímající institucí. Je přípustné skenovat, originál dokumentu není vyžadován. Bez všech tří podpisů není možné vystavit účastnickou smlouvu. V přihlášce je možné doložit pouze potvrzení předchozí komunikace se zahraniční institucí (mail/printscreen).

The Mobility Agreement must be signed by all three parties involved - the outgoing participant, the sending institution and the receiving institution. It is acceptable to scan, the original document is not required. Without all three signatures it is not possible to issue the Erasmus+ participant agreement. **Only confirmation of previous communication with the foreign institution (email/print screen) can be attached to the application.**



**Co-funded by
the European Union**



**Charles
University**

(in the case of mobility with third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.