**STAFF MOBILITY FOR TRAINING[[1]](#endnote-1)**

**MOBILITY AGREEMENT**

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

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

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |  | First name |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| E-mail |  |  |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Konya Technical  University** | Department or Unit |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **TR KONYA05** |
| Address | **Konya Teknik  Üniverstesi Rektörlük,42030 Karatay,Konya, Turkey** | Country/ Country code[[5]](#endnote-5) | **Turkey TR** |
| Contact person  name and position | **Assoc. Prof. Dr.  Yağmur  Küçükbezirci Institutional Erasmus+ Coordinator** | Contact person e-mail / phone | [**erasmus@ktun.edu.tr**](mailto:erasmus@ktun.edu.tr)  0(332) 205 1244 |

**The Receiving Institution / Enterprise[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Department/unit |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of enterprise:  NACE code[[7]](#endnote-7)  (if applicable) | **Not applicable** | Sizeof enterprise[[8]](#endnote-8)  (if applicable) | **Not applicable** |

#### For guidelines, please look at the end notes on page 3. **Section to be completed BEFORE THE MOBILITY**

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

|  |
| --- |
| **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:** |
| **Expected outcomes and impact(e.g. on the professional development of the staff member and on systems at national, regional and institutional level):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[9]](#endnote-9)** 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 sending institution commit to the requirements set out in the grant agreement signed between them.

The staff member and 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/enterprise**  Name of the responsible person:  **Assoc. Prof. Dr. Yağmur KÜÇÜKBEZİRCİ Erasmus+ Institutional Coordinator**  Signature:  Official Stamp of the Sending Institution:  Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:  Signature:  Official Stamp of the Receiving Institution:    Date: |

1. In case the mobility combines teaching and training activities, **themobility agreement for teaching template** should be used and adjusted to fit both activity types. [↑](#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. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-6)
7. 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-7)
8. **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251). [↑](#endnote-ref-8)
9. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation. [↑](#endnote-ref-9)