**STAFF MOBILITY FOR JOBSHADOWING**

**MOBILITY AGREEMENT**

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[1]](#endnote-1) |  | Nationality[[2]](#endnote-2) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| E-mail |  |  |  |

**The Sending Institution/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Szent István**  **University** | Size of enterprise[[3]](#endnote-3)  (if applicable) |  |
| Erasmus code  (if applicable) | **HU GODOLLO01** | Department/unit |  |
| Address | 2100 Gödöllő,  Páter Károyl u. 1. | Country/ Country code[[4]](#endnote-4) | **Hungary**  **HU** |
| Contact person  name and position | Zsuzsanna Tarr  Head of International  Office | Contact person  e-mail / phone | **tarr.zsuzsanna@**  **fh.szie.hu** |
| Type of enterprise:  NACE code[[5]](#endnote-5)  (if applicable) |  |  |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Department/unit |  |
| Erasmus code  (if applicable) |  |
| Address |  | Country/ Country code |  |
| Contact person name and position |  | Contact person e-mail / phone |  |

#### For guidelines, please look at the end notes on page 3.

**Section to be completed BEFORE THE MOBILITY**

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

Planned period of the jobshadowing activity:

from *[day/month/year]:*till *[day/month/year]:*

Duration (days):

□ Additional day for travel needed directly before the first day of the activity abroad

□ Additional day for travel needed directly following the last day of the activity abroad

Subject field : ………………….

Working language of the jobshadowing:

|  |
| --- |
| **Overall objectives of the mobility:** |

|  |
| --- |
| **Added value of the mobility (both for the institutions involved and for the teacher):** |

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| --- |
| **Activities to be carried out (and if possible programme on daily basis):** |

|  |
| --- |
| **Expected outcomes and impact (not limited to the number of students concerned):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[6]](#endnote-6) this document, the teacher, the sending institution/enterprise and the receiving institution 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 teacher.

The teacher 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 teacher and receiving institution will communicate to the sending institution/enterprise 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: Zsuzsanna Tarr  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. **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251). [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-4)
5. The top-level NACE sector codes available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-5)
6. 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-6)