**Mobility Agreement**

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

Planned period of the teaching activity: from *[21st May 2022]* till *27th May 2022]*

Duration (days) – excluding travel days: Five (5)

**The teaching staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] |  | Academic year | 2022/2023 |
| E-mail |  | | |

**The Sending Institution[[4]](#endnote-4)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Canadian Institute of Technology** | | |
| Erasmus code[[5]](#endnote-5)  (if applicable) | **n/a** | Faculty/Department | **Faculty of Economy** |
| Address | “Xhanfize Keko St., No.12, “Xhura” Complex, Tirana | Country/ Country code[[6]](#endnote-6) | **Albania/AL** |
| Contact person  name and position | **Asoc. Prof. Dr.**  **Reis Mulita / Brisida Sefa, PhD**  Head of the International and Project Office / IRO Coordinator/ Erasmus + Institutional Coordinator | Contact person  e-mail / phone | [iro@cit.edu.al](mailto:iro@cit.edu.al)  +355(0) 62 22 40414 |
| Type of enterprise: | HEI | Size of enterprise  (if applicable) | <250 employees  >250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **The School of Management and Technology of Porto Polytechnic, Portugal** | Faculty/Department | **Faculty of**  **Business and ICT** |
| Erasmus code  (if applicable) | **P PORTO05** |
| Address | Rua Dr. Roberto Frias, 712 4200-465 PORTO, Portugal | Country/ Country code | **Portugal** |
| Contact person name and position | **Carla Carneiro**  International Office  Presidency Services  Rua Dr. Roberto Frias, 712 4200-465 PORTO, Portugal | Contact person e-mail / phone | **Tel.** : +351225571000/74  **Email** : [gri@estg.ipp.pt](mailto:gri@estg.ipp.pt) |

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

**Section to be completed BEFORE THE MOBILITY**

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

Main subject field[[7]](#endnote-7): Erasmus+ scholarships for Academic staff mobilities under the framework of the Key Action 107 for mobilities between Programe and Partner Countries.

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: …………………

Language of instruction: **English**

**1st Day**:

**2nd Day**:

**3rd Day**:

**4th Day**:

**5th Day**:

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[8]](#endnote-8) this document, the teaching staff member, 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 teaching staff member.

The teaching 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 teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The teaching staff member**  Name:  Signature: |

|  |
| --- |
| **The sending institution/enterprise**  Name of the responsible person: Signature: Date: |

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

1. In case the mobility combines teaching and training activities, **this 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. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-4)
5. **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-5)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-6)
7. 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>) should be used to find the ISCED 2013 detailed field of education and training. [↑](#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 (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-8)