

**Vyplňte žlutě  
zvýrazněná pole dle  
tohoto vzoru**

**Academic year 2018-2019**

# Mobility Agreement

## Staff Mobility For Training<sup>1</sup>

 Planned period of the training activity: from **[14/April/2019]** till **[19 /April/2019]**

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

Uved'te data a počet dní, po které školení trvá (bez cesty)

### The Staff Member

Last name (s)	<b>Nováková</b>	First name (s)	<b>Jana</b>
Seniority <sup>2</sup>	<b>Advanced</b>	Nationality <sup>3</sup>	<b>Czech</b>
Sex [M/F]	<b>F</b>	Academic year	<b>2018/2019</b>
E-mail	<b>Jana.novakova@ff.cuni.cz</b>		

### The Sending Institution

Name	<b>Faculty of Arts, Charles University</b>	Faculty/Department	Faculty of Arts <b>International Relations Office</b>
Erasmus code <sup>4</sup> (if applicable)	<b>CZ PRAHA07</b>		
Address	Nám. Jana Palacha 2 Praha 1, 116 38	Country/ Country code <sup>5</sup>	<b>CZ</b>
Contact person name and position	Martina Reiterová Faculty Erasmus coordinator	Contact person e-mail / phone	+420 221 619 344 erasmusin@ff.cuni.cz

### The Receiving Institution / Enterprise<sup>6</sup>

Tuto pasáž předejte k doplnění organizátorovi školení

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise: NACE code <sup>7</sup> (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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

Při vyplňování této části se můžete inspirovat v programu školení a na webových stránkách partnerské univerzity

#### Overall objectives of the mobility:

The objectives are

- to raise awareness and promote cooperation between...
- to meet colleagues from other European universities and share...
- ...
- ...

Zde uveďte cíle Vaší cesty/školení

#### Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

- opportunities to meet colleagues all over the Europe...
- strengthen bilateral relations between the participants...
- gain a wider knowledge and understanding of a different academic environment...
- ...
- ...

Jaké je přidaná hodnota Vaší cesty nad rámec obsahu školení?

#### Activities to be carried out:

- ...
- ...

Inspirujte se programem školení a odkažte na něj

#### Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

- enhance the knowledge base...
- the personal experience of being abroad...
- ...

Zde uveďte očekávaný výsledek školení a výhody z něj plynoucí do budoucna

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>8</sup> 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: Jana Nováková

Signature:

Váš podpis

Date:

### The sending institution/enterprise

Name of the responsible person: Martina Reiterová

Signature:

Date:

Podpis fakultního či  
katederního Erasmus  
koordinátora

### The receiving institution

Name of the responsible person:

Signature:

Date:

Podpis partnerské univerzity

<sup>1</sup> 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.

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

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

<sup>4</sup> **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.

<sup>5</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>6</sup> All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

<sup>7</sup> The top-level NACE sector codes are available at [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_RFV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_RFV2&StrLanguageCode=EN)

<sup>8</sup> 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.