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Charles
University

Erasmus+ Mobility Agreement Staff Mobility For Teaching¹

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 teaching staff member

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

The Sending Organisation

Name	Charles University	Faculty/Department	Faculty of Arts
Erasmus code ⁴ (if applicable)	CZPRAHA07		
Address	nám. Jana Palacha 1/2 Praha 1 116 36	Country	Czech Republic
Contact person name and position	Mgr. Nikola Meryová Erasmus+ staff mobility coordinator	Contact person e-mail / phone	nikola.meryova@ ff.cuni.cz +420 221 619 344

The Receiving Institution

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

Okomentoval(a): [NM1]: 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): [NM2]: 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): [NM3]: Datum případné virtuální části mobility (pouze u BIP).

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

Okomentoval(a): [NM4]: 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): [NM5]: Oficiální název přijímající instituce

Official name of the receiving institution

Okomentoval(a): [NM6]: Erasmus kód nebo číslo OID (seznam institucí a jejich identifikačních kódů včetně OID [zde](#)). Důležité pro zadání mobility do systému Evropské komise Beneficiary Module.

Erasmus code or the OID number (list of institutions and their IDs including OIDs [here](#)). Important for entering mobility into the European Commission Beneficiary Module system.

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

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁵:

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:

Overall objectives of the mobility:

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

Content of the teaching programme (including the virtual component, if applicable):

Date	Activity	Hours

*Add lines, if necessary

Okomentoval(a): [NM7]: Zde uvedete kód oboru. K dispozici [zde](#).

Enter the main subject field code here. See [here](#).

Okomentoval(a): [NM8]: Dvojkliknutím a výběrem možnosti *zaškrtnuto* zvolíte převažující úroveň výuky.

Double-click to select the option *checked* to choose the predominant level of instruction.

Okomentoval(a): [NM9]: Odhadovaný počet zahraničních studentů, pro které jsou organizovány aktivity (přednášky, cvičení, exkurze apod.)

Estimated number of international students for whom the teaching activities are organized (lectures, exercises, excursions, etc.)

Okomentoval(a): [NM10]: Minimální počet odučených hodin za týden či kratší dobu je 8. V případě kombinované mobility (výuka a školení) musí účastník odučit minimálně 4 hodiny za týden či kratší dobu.

The minimum number of hours taught per week or a shorter period is 8. In the case of combined mobility (teaching and training), the participant must complete a minimum of 4 hours per week or less.

Okomentoval(a): [NM11]: Jazyk, v němž probíhá výuka na přijímající instituci.

The language of instruction at the receiving institution.

Okomentoval(a): [NM12]: Zde popíšete hlavní cíle mobility. Hlavním cílem mobility nesmí být domlouvání budoucí spolupráce.

Here you describe the main objectives of mobility. The main objective must not be to arrange future cooperation.

Okomentoval(a): [NM13]: Zde popíšete přidanou hodnotu mobility, zejména v kontextu internacionalizace fakulty, UK, modernizace výuky či pracovních postupů apod.

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

Okomentoval(a): [NM14]: Zde rozepíšete plán výuky (přednášky, semináře, cvičení, konzultace apod.) dle jednotlivých dnů pobytu s předpokládaným počtem hodin (minimálně 8 za týden či kratší dobu). Počet dnů uvedených v této tabulce se musí shodovat s počtem dnů na str. 1. Důležité pro výpočet grantu na pobyt.

Here you will list your teaching plan (lectures, seminars, exercises, consultations, etc.) according to the days of your stay with the expected number of hours (at least 8 per week or shorter). The number of days listed in this table must match the number of days on page 1. Important for the calculation of individual support grant.

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

Okomentoval(a): [NM15]: Zde popíšete předpokládané dopady mobility, zejména např. v kontextu osobnostního rozvoje, zvyšování kvalifikace či dalšího rozvoje internacionalizace na UK (vizte výše). Mezi očekávané výstupy opět nesmí patřit budoucí projekty apod.

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 Charles University (see above). Again, expected outcomes must not include future projects, etc.

II. COMMITMENT OF THE THREE PARTIES

By signing⁶ this document, the teaching staff member, the sending organisation and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution or other organisation 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 their experience, in particular its impact on their professional development and on the sending higher education institution or other organisation, as a source of inspiration to others.

The teaching staff member and the beneficiary organisation 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 organisation any problems or changes regarding the proposed mobility programme or mobility period.

Okomentoval(a): [NM16]: 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.

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.

The teaching staff member

Name:

Signature:

Date:

The sending organisation

Name of the responsible person: Nikola Meryová, Erasmus+ Staff Mobility Coordinator

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

¹ Adaptations of this template

- In case the mobility combines teaching and training activities, **this 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 KA171 outgoing mobility of invited staff from (non-academic) organisation to teach in a HEI, this agreement must be signed by the participant, the beneficiary organisation, the HEI receiving the staff member, and the organisation they belong to (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.
- In the case of incoming mobility of invited staff from enterprises/(non-academic) organisation to teach in a HEI, this agreement must be signed by the staff member, the receiving institution (if applicable, the beneficiary organisation (if different from the receiving institution)) and the sending organisation (three or four signatures in total).

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 The [ISCED-F 2013 search tool](https://ec.europa.eu/eurostat/statistics-explained/index.php?title=International_Standard_Classification_of_Education_%28ISCED%29#ISCE) (available at https://ec.europa.eu/eurostat/statistics-explained/index.php?title=International_Standard_Classification_of_Education_%28ISCED%29#ISCE) should be used to find the ISCED 2013 detailed field of education and training.

⁶ 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 organisation (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.