

* Bu belge üzerinde deęişiklik yaparak doldurma yapmayınız. Belgenin boş hali tarafınıza e-mail olarak gönderilmiştir.

** Üst bilgi kısmında *Participant's name* yazan yere mutlaka adınızı ve soyadınızı yazınız.

Mobility Agreement Staff Mobility For Training¹

Planned period of the training activity: from [day/month/year] till [day/month/year]

(Planlanan öğretim faaliyeti günleri, gün/ay/yıl formatında yazılır ÖRNEK from [01.05.2019] till [05.05.2019])

Duration (days) – excluding travel days: (Seyahat günleri hariç süre (gün olarak)- faaliyet 5 gün ise 5 veya 2 days yazılır)

The Staff Member

Last name (s)		First name (s)	
Seniority ²	<10 yıl ise "Junior" 10-20 yıl ise "Intermediate" >20 yıl ise "Senior" yazınız	Nationality ³	TR
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail			

The Sending Institution

Name	IZMIR DEMOKRASI UNIVERSITESI	Faculty/Department	
Erasmus code ⁴ (if applicable)	TR IZMIR09		
Address	Üçkuyular Mah. Gursel Aksel Bulv. No:14 35140 Karabağlar - İzmir	Country/ Country code ⁵	
Contact person name and position	Bölüm koordinatörünüzün Adı soyadı yazınız.	Contact person e-mail / phone	Yan kutucuğa yazdığı kişinin e-mail ve telefonu yazınız.

The Receiving Institution / Enterprise⁶

Name	Gidilecek kurumun adı		
Erasmus code (if applicable)	Yükseköğretim Kurumu ise Erasmus kodu	Faculty/Department	Gidilecek Üniversitede kabul eden fakülte ve bölüm bilinmiyorsa boş bırakılabilir.



Erasmus+



Higher Education:
Mobility Agreement form
Participant's name
ADINIZ SOYADINIZ

Address	Gidilecek kurumun ADRESİ	Country/ Country code	Gidilecek Ülke
Contact person, name and position	Gidilecek kurumdaki irtibat Kişisi: ad/soyad ve pozisyonu	Contact person e-mail / phone	Gidilecek kurumda irtibat kişisi e-mail ve telefonu
		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: Eğitim dili yazılır

Overall objectives of the mobility: Hareketliliğin genel amaçları/hedefleri yazılır. ifadeler örnektir aynıysa ya da uygun başka ifadeler yazılabilir.

ÖRNEK İFADELER

Akademik personel için:

To take lectures on selected topics, to exchange research results
To discuss new concepts of scientific and cultural exchange
To participate in training programme to gain new experiences

İdari personel için:

To observe and research the business practices of the host university/institution
To share the job experiences on the related areas
To participate in training programme to gain new experiences

Training activity to develop pedagogical and/or curriculum design skills:

Yes No

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

Bu alana (ilgili kurumların modernizasyonu ve uluslar arasılaştırma stratejileri bağlamında)hareketliliğin katma değeri yazılmalıdır :

ÖRNEK İFADELER :

To strengthen the contacts with host institution, host faculty, teachers and staff in order to increase cooperation
To discuss and prepare the future cooperation and ERASMUS+ activities
To improve relations between the departments of two universities/institutions

Activities to be carried out:

Eğitim alma kapsamında yürütülecek faaliyetler gün gün yazılır. Hazırlanacak EĞİTİM programı en az 2 günlük faaliyet için hazırlanmalıdır. **Her bir gün için tarih ve eğitim konuları yazılmak zorundadır. Hangi gün hangi eğitimin alınacağı bu alanda açıkça belirtilmelidir. Bu alanda alınacak eğitim konuları, tarihleri ile birlikte açıkça belirtilmek zorundadır. Kurum hakkında bilgi alma, Arrival (varış), ayrılış, değerlendirme (evaluation), meeting (tanışma), gezme (tour ,travel vs) gibi ifadeler program içeriğine uygun düşmemektedir. Yalnızca eğitim almaya yönelik ifadelerin bulundurulması, eğitim alma konularının tarih ve saatleri ile birlikte belirtilmesi gerekmektedir. Konferans, seminer katılımları ise faaliyet kapsamında desteklenmemektedir.**

Bu alana karşı kurumun da onaylayacağı kişinin kendi alanı ile ilgili spesifik eğitim konuları yazması gerekmektedir.

Akademik Personel için ÖRNEK:

(24.05.2021): Training on Marketing management

(25.05.2021): Training on Entrepreneurship and inovation management

(26.05.2021): Training on Human Resource Management

İdari Personel için ÖRNEK:

(10.05.2021)- Traning on public relations and business writing

(11.05.2021)- Training on the usage of technological devices at secretariat offices and efficient usage of work hours

(12.05.2021)- Training on archiving and foldering

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

Bu alana hareketlilikten beklenen çıktı/sonuç ve etki yazılır.

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ 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:

Signature: **İmza atmayı unutmayınız.**

Date:

The sending institution

Name of the responsible person: Assit. Prof. Dr. Sıla Turaç BAYKARA

Signature:

Date:

İmzalanması için UİK'ne iletiniz.

The receiving institution/enterprise

Name of the responsible person:

Signature:

Date:

IDU'daki imzalar tamamlandıktan sonra imza için karşı kuruma iletiniz ve belgenin her iki kurumca imzalı son halini UİK'ne iletiniz.

¹ Adaptations of this template:

- 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.
- In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (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 Programme Countries.

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

⁶ Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

⁷ 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.