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Special Mobility Strand: STAFF



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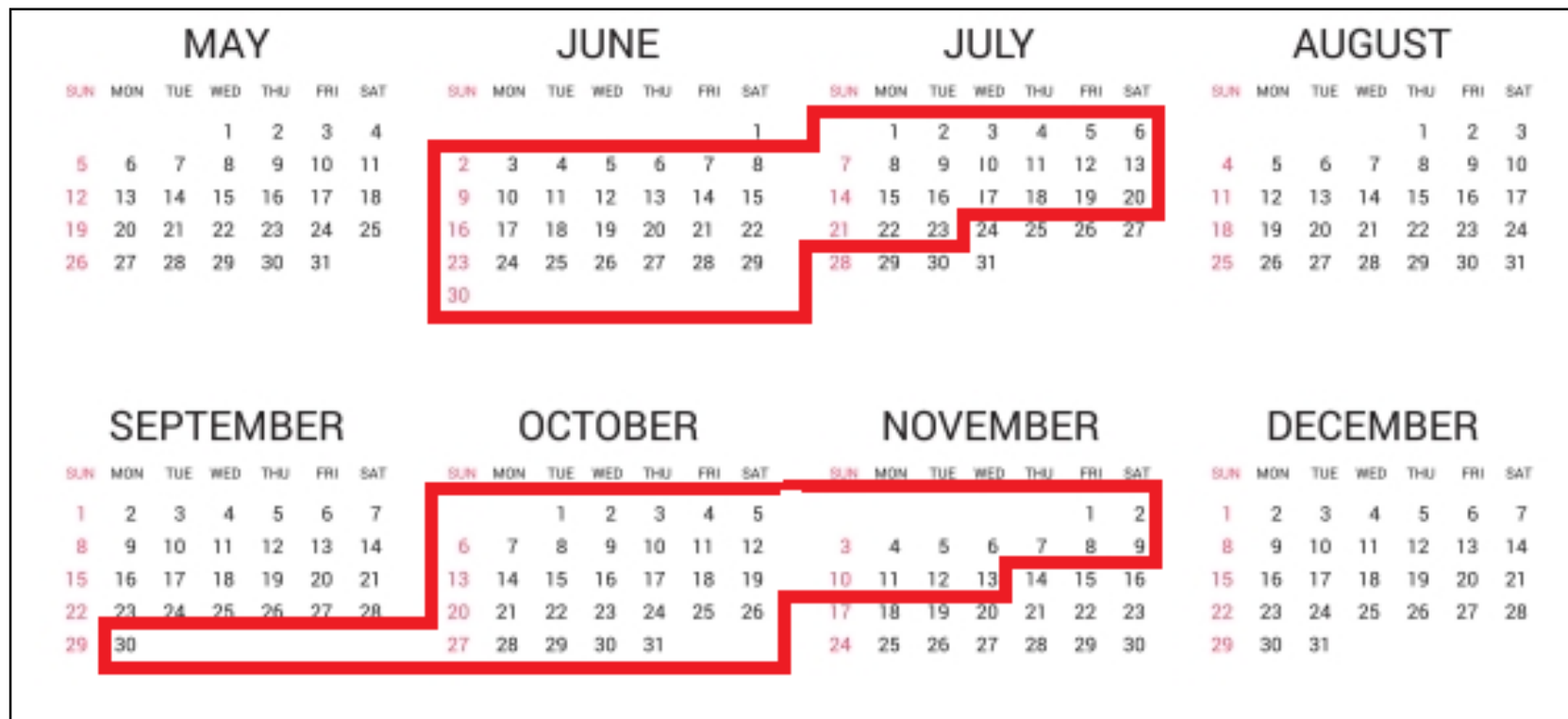


Internship period



Internship period

University of Rome Tor Vergata, Italy





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Internship participants



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University of Rome Tor Vergata, Italy

12 participants

№	Dates of travel (from-to)		Participants	University
1	02/06/19-16/07/19	Summer	Oleksandr Rossolov	NUUE (Kharkiv)
2	02/06/19-16/07/19	Summer	Olha Kunytska	NTU (Kyiv)
3	09/06/19-23/07/19	Summer	Lidia Savchenko	NTU (Kyiv)
4	02.06-16/07/2019	Summer	Mamuka Baramidze	BSMA (Batumi)
5	02.06-16/07/2019	Summer	Medea Kavtaradze	BSMA (Batumi)
6	09/06/19-23/07/19	Summer	Teimuraz Ugulava	GTU (Tbilisi)
7	09/06/19-23/07/19	Summer	Giorgi Sisvadze	GTU (Tbilisi)
1	30/09/19-13/11/19	Autumn	Dmytro Roslavltssev	NUUE (Kharkiv)
2	30/09/19-13/11/19	Autumn	Mykola Zhuk	LPNU (Lviv)
3	30/09/19-13/11/19	Autumn	Volodymyr Kovalyshyn	LPNU (Lviv)
4	30/09/19-13/11/19	Autumn	Ruslana Kolodnytska	ZSTU (Zhytomyr)
5	30/09/19-13/11/19	Autumn	Dmytro Beherskyi	ZSTU (Zhytomyr)



Sapienza University of Rome, Italy

11 participants

№	Dates of travel (from-to)	Participants	University
1	02/06/19-16/07/19	Iryna Tkachenko	NUUE (Kharkiv)
2	02.06.19-16.07.19	Volodymyr Shumliakivskyi	ZSTU (Zhutomyr)
3	02.06.19-16.07.19	Artur Makhno	ZSTU (Zhutomyr)
4	02/06/19-16/07/19	Oksana Hulchak	NTU (Kyiv)
5	02/06/19-16/07/19	Roman Laputyn	NTU (Kyiv)
6	02/06/19-16/07/19	Nino Kurshubadze	BSMA (Batumi)
7	02/06/19-16/07/19	Marina Phutkaradze	BSMA (Batumi)
1	09/06/19-23/07/19	Andrii Galkin	NUUE (Kharkiv)
2	09/06/19-23/07/19	Volodymyr Hilevych	LPNU (Lviv)
3	09/06/19-23/07/19	Mykola Boikiv	LPNU (Lviv)
4	09/06/19-23/07/19	Vakhtang Bogvelishvili	GTU (Tbilisi)



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Politechnika Slaska, Poland

10 participants

№	Dates of travel (from-to)	Participants	University
1	19/05/19-02/07/19	Yevhen Kush	NUUE (Kharkiv)
2	19/05/19-02/07/19	Denys Ponkratov	NUUE (Kharkiv)
3	19/05/19-02/07/19	Taras Postranskyy	LPNU (Lviv)
4	19/05/19-02/07/19	Yuriy Royko	LPNU (Lviv)
5	19/05/19-02/07/19	Andrii Ilchenko	ZSTU (Zhutomyr)
6	19/05/19-02/07/19	Vasyl Mamrai	ZSTU (Zhutomyr)
7	19/05/19-02/07/19	Oleksandr Kosharnyi	NTU (Kyiv)
8	19/05/19-02/07/19	Inna Vyhovska	NTU (Kyiv)
9	19/05/19-02/07/19	Roman Mamuladze	BSMA (Batumi)
10	19/05/19-02/07/19	Meri Gabaidze	BSMA (Batumi)



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Hochschule Wismar, University of applied Science: Technology, Business and Design, Germany

9 participants

№	Dates of travel (from-to)	Participants	University
1	11/06/19-25/07/19	Dmytro Burko	NUUE (Kharkiv)
2	11/06/19-25/07/19	Kateryna Vakulenko	NUUE (Kharkiv)
3	11/06/19-25/07/19	Volodymyr Shlapak	ZSTU (Zhytomyr)
4	11/06/19-25/07/19	Vitalii Kuchmenko	ZSTU (Zhytomyr)
5	11/06/19-25/07/19	Iuliia Silantieva	NTU (Kyiv)
6	11/06/19-25/07/19	Stanislav Popov	NTU (Kyiv)
7	11/06/19-25/07/19	Aslan Makhadze	BSMA (Batumi)
8	11/06/19-25/07/19	Besik Davitadze	BSMA (Batumi)
9	11/06/19-25/07/19	Emeliane Gogilidze	GTU (Tbilisi)



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Internship activities



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Internship activities

- developing some parts of the modules for SmaLog Master program;
- developing practical examples for teaching such as exercises, slides, and so on;
- participating in the activities performed to develop lesson and module texts;
- starting to develop common researches;
- finalize a paper for a journal;
- collaborate in researcher project.



Additional topics from Sapienza University of Rome

Logistics:

- Smart packaging in the e-Commerce business market: logistics and transport implications
- Blockchain and fleet management systems
- Synchromodality in port-centric supply chains
- City logistics planning and assessment
- Logistics as a Service and automation

Road Safety and Sustainable Mobility:

- Analysis of Child restraint systems use behaviour and attitude
- Analysis of Seatbelt use behaviour and attitudes
- Twinning program on road safety research and teaching
- Analysis of crowdsourcing data from African countries
- Analysis of road safety training webinars
- PTW in-depth accident investigation in urban areas
- Methods to assess impacts of Avs on transportation safety and security
- Methods to assess socio-economic impacts of Cooperative Intelligent Transport Systems (C-ITS)
- Design of a survey to understand new mobility patterns in EU cities
- On-line supporting tools for Urban Mobility Planning
- International comparison of car dependence in cities



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Internship documents

Inter-institutional agreement

	NUUE	LPNU	ZSTU	NTU	GTU	BSMA
Tor Vergata	+	+	+	+	+	+
Sapienza University	-	-	-	-	-	-
Hochschule Wismar	+	+	+	+	?	+
Politechnika Slaska	+	+	+	+	?	+



Required documents

- 1- Declaration of Honor – mandatory document.
- 2 - Passport copy – mandatory document.
- 3 - Curriculum Vitae – mandatory document.
- 4 - Language Certificate(s) – mandatory document.
- 5 - Recommendation Letter – mandatory document.
- 7 - Motivation Letter – mandatory document.
- 8 - Proof of staff employment (Decree) – mandatory document.

- 9 – Grant agreement – mandatory document.
- 10 – Mobility agreement for training– mandatory document.**
- 11 - Additional information (proof of socially disadvantaged situation, other certificates, portfolio, conferences' diplomas) – facultative documents.

**Should be
already
prepared**



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These documents must be prepared BEFORE mobility begins



MOBILITY AGREEMENT FOR TRAINING



STAFF MOBILITY FOR TRAINING¹ MOBILITY AGREEMENT

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

Duration (days) – excluding travel days:

The Staff Member

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

The Sending Institution

Name		Faculty/Department	
Erasmus code ⁴ (if applicable)			
Address		Country/ Country code ⁵	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise⁶

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <150 employees <input type="checkbox"/> >150 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:

Overall objectives of the mobility:
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
Activities to be carried out:
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):



II. COMMITMENT OF THE THREE PARTIES

By signing 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: _____ Date: _____

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, the mobility agreement for teaching template should be used and adjusted to fit both activity types.

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+ Order 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: <http://www.iso.org/iso/home>

⁶ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within One-Stop-Building projects.

⁷ Counting persons with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be acceptable, 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.



MOBILITY AGREEMENT FOR TRAINING



Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TRAINING¹ MOBILITY AGREEMENT

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

Duration (days) – excluding travel days:

The Staff Member

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

The Sending Institution

Name	Faculty/Department		
Erasmus code ⁴ (if applicable)			
Address	Country/ Country code ⁵		
Contact person name and position	Contact person e-mail / phone		

The Receiving Institution / Enterprise⁶

Name	Faculty/Department		
Erasmus code (if applicable)			
Address	Country/ Country code		
Contact person name and position	Contact person e-mail / phone		
Type of enterprise:	Size of enterprise (if applicable)	<input type="checkbox"/> <150 employees	<input type="checkbox"/> >150 employees

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

It contains information about:

- the participant,
- the host university and
- the sending university.

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



Higher Education
Mobility Agreement form
Participant's name

COMMITMENT OF THE THREE PARTIES

By signing this document, the staff member, the sending institution and the receiving institution/enterprise agree 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 employee.

The staff member will share his/her experience, in particular its impact on his/her professional development, with 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 between them.

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

Staff member

Signature: _____ Date: _____

Sending institution/enterprise

Name of the responsible person: _____
Signature: _____ Date: _____

Receiving institution

Name of the responsible person: _____
Signature: _____ Date: _____

¹ 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.

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+ Order 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/#iso:code:3166>

⁶ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within One-Stop-Building projects.

⁷ Scanning papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be acceptable, 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.



MOBILITY AGREEMENT FOR TRAINING



Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TRAINING¹ MOBILITY AGREEMENT

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

Duration (days) – excluding travel days:

The Staff Member

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

The Sending Institution

Name		Faculty/Department	
Erasmus code ⁴ (if applicable)			
Address		Country/ Country code ⁵	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise⁶

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise:		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.



Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

Overall objectives of the mobility:

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

Activities to be carried out:

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

To fill these sections, use the suggested list of activities.

The receiving institution
Name of the responsible person:
Signature: _____ Date: _____

¹ 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.
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/#iso:code:3166>.
⁶ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Oneac Building projects.
⁷ Counting persons with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be acceptable, 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.



MOBILITY AGREEMENT FOR TRAINING



Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TRAINING¹ MOBILITY AGREEMENT

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

Duration (days) – excluding travel days:

The Staff Member

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

The Sending Institution

Name	Faculty/Department
Erasmus code ⁴ (if available)	
Address	Country/ Country code ⁵
Contact person name and position	Contact person e-mail / phone

The Receiving Institution / Enterprise⁶

Name	Faculty/Department
Erasmus code (if available)	
Address	Country/ Country code
Contact person, name and position	Contact person e-mail / phone
Type of enterprise:	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.

Place for signatures

Activities to be carried out:

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



Higher Education
Mobility Agreement form
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing 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:	Date:

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, the mobility agreement for teaching template should be used and adapted to fit both activity types.

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 3166-3 country codes available at: <http://www.iso.org/obp/ui/#iso:code:3166>

⁶ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Cross-city Building projects.

⁷ Copying papers with digital 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.



What needs to be done with MOBILITY AGREEMENT FOR TRAINING:

BEFORE internship

- Fill in the "Mobility agreement for training" with the given activities
- Sent it to me for receiving the approval with the hosting University (*we asked to do this before May 5th*).
- After receiving the approval by hosting University - sign it on your part.

DURING internship

Sign the "Mobility agreement for training" with hosting University.

AFTER internship

Do scan-copy and original attach to the internship reporting documents.

Timetable (example for NTU)

Publication of the call for applications	1 st of March 2019
Deadline for submission of applications and documentation	22 nd of March 2019
Selection process	28 of March 2019
Publication of results	29 of March 2019
Sending of invitation letters to beneficiaries	April 2019
Mobility agreement for training	Two weeks before the start of the internship
Grant agreement for Erasmus+ STAFF MOBILITY for teaching and training	Two weeks before the start of the internship
Start of mobilities	Depends on the EU University



Mandatory documents after mobility

1. Motivation Letter
2. Grant agreement
3. Mobility agreement for training
4. Certificate (indicating the number of hours) - *the form of the certificate will be developed and approved with the coordinator and host universities.*