



## Description Staff Mobility

Thank you for hosting our Saxon staff member for his/ her staff mobility. All information asked in this document meets the requirements of the ERASMUS+ Grant and Mobility Agreement and will be used for this purpose only. To fasten the process, please ensure, that we receive this document completely filled.

## Host organization

Company name:

Department:

Type of Institution:

URL:

Street:

Postal code:

City:

Country:

Official Company's Email-Address<sup>i</sup>:

Official Company's Phone Number<sup>ii</sup>:

No. of employees:                      ≤ 250                      > 250

## Information about Contact person<sup>iii</sup>

Contact person at the Receiving Organisation:

Position of Contact Person:

Contact person's Email Address:

Contact person's Phone Number:

## Information about supervisor/ tutor<sup>iv</sup>

Supervisor at the Receiving Organisation:

Position of Supervisor:

Supervisor's Email Address:

Supervisor's Phone Number:



## Information about Mobility

Exact Start date (dd.mm.yyyy):

Exact End date (dd.mm.yyyy):

Working hours per week<sup>v</sup>:

Working Language:

Required language level:<sup>vi</sup>

A1

A2

B1

B2

C1

C2

Native Speaker

## Description of trainee's tasks, professional development, supervision and evaluation

**The contents of this mobility have been discussed and defined by the hosting organization and the staff member. The information given here is an essential part of the Mobility Agreement. It is a part of the Erasmus-Contract, which (in the end) will be signed by three parties, your organization, the staff member and the sending university. Therefore, insert full and accurate information. The contract language is English.**

Please provide us with:

A short description of the host organization and the place of work as well as the overall objectives of the mobility:

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

Please describe:

The activities, which are to be carried out:

Please describe the expected outcomes and impact on the professional development of the staff member/ on both institutions:



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- <sup>i</sup> General Email-Address which will be saved in European Commission's database. (e.g. service@company.com)
  - <sup>ii</sup> General Company's Phone Number which will be saved in European Commission's Database (e.g. Number of Operator).
  - <sup>iii</sup> Contact person at the Receiving Organisation: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.
  - <sup>iv</sup> The role of the supervisor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.).
  - <sup>v</sup> At least 35 hours per week.
  - <sup>vi</sup> According to *Common European Framework of Reference for Languages: Learning, Teaching, Assessment* (CEFR)