

國立中興大學 書函

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密等及解密條件或保密期限：
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主旨：檢送本校與波蘭姊妹校華沙生命科學大學合作Erasmus+交流計畫-教職員訓練交流（STT, Staff for Training）計畫申請資訊，敬請公告並鼓勵所屬教職員踴躍提出申請，請查照。

說明：

- 一、華沙生命科學大學大學Erasmus+交流計畫即日起開始申請，本計畫除讓校內教學人員及行政人員有機會赴海外交流外；參與者更能獲得歐盟差旅補助。
- 二、交換期間：
 - (一)2024年秋季班(請優先保留2024年10月27日至10月31日，姊妹校預計於期間辦理國際化主題Staff Week)。
 - (二)交流期間為5天(外加上2天旅行時間)。
- 三、申請資格：
 - (一)本校教職人員（含校內行政人員）。
 - (二)需英文流利；英文能力需符合CEFR B2標準。
- 四、申請者權利及義務
 - (一)行政人員得獲每天140歐元日支補助。
 - (二)長途旅程補助，依旅途長短計算提供。
- 五、可申請名額：本校行政人員2名。
- 六、申請文件(英文撰寫)：

- (一)STT資訊表(附件1)。
- (二)個人完整簡歷(CV)。
- (三)相關英文能力證明。
- (四)其他輔助資料。

七、申請程序：申請者需於2024年4月30日前將申請文件以紙本及電子郵件送至國際事務處。

八、其他相關資訊，詳見姊妹校網站：
<https://www.sggw.edu.pl/en/home/collaboration-and-services/international-cooperation/erasmus/erasmus-for-staff-partner-countries-non-eu/>。

正本：本校一級單位、本校各學系、所、學位學程

副本：

國立中興大學



本案依分層負責規定授權單位主管決行

Mobility Agreement

Staff Mobility For Training¹

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	Warsaw University of Life Sciences – SGGW		
Erasmus code ⁷ (if applicable)	LP WARSZAW05	Faculty/Department (if applicable)	
Address	Nowoursynowska 16602-787 Warsaw, Poland	Country/ Country code ⁸	POLAND
Contact person name and position	Ewelina Belkiewicz Małgorzata Szczęsna Program Administrator	Contact person e-mail / phone	erasmusplus_world@ sggw.pl
Type of organisation	HEI	Size of organisation (if applicable)	<input type="checkbox"/> <250 employees <input checked="" 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:

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 signing⁹ 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 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 All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁷ **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.

⁸ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui>.

⁹ 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.