



Istituto Superiore di Studi Musicali
CLAUDIO MONTEVERDI
Conservatorio di Cremona

Staff Mobility for Teaching mobility agreement per docenti

Guida Step by Step

da compilarsi in inglese
(o lingua coerente col paese di destinazione)

a cura di Nicola Ventrella

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F]		Academic year	2021/22
E-mail			

The Sending Institution/Enterprise⁴

Name		Faculty/Department	
Erasmus code ⁵ (if applicable)		Country/ Country code ⁶	
Address		Contact person e-mail / phone	
Contact person, name and position		Size of enterprise (if applicable)	
Type of enterprise: NACE code ⁷ (if applicable)			

The Receiving Institution

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

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

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²		Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2021/22
E-mail	VOSTRO INDIRIZZO MAIL		

The Sending Institution/Enterprise⁴

Name		Faculty/Department	
Erasmus code ⁵ (if applicable)		Country/ Country code ⁶	
Address		Contact person e-mail / phone	
Contact person, name and position		Size of enterprise (if applicable)	
Type of enterprise: NACE code ⁷ (if applicable)			

The Receiving Institution

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

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

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²	JUNIOR	Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2021/22
E-mail	VOSTRO INDIRIZZO MAIL		

SE AVETE
MENO DI 10 ANNI
DI ANZIANITÀ DI
SERVIZIO

The Sending Institution/Enterprise⁴

Name		Faculty/Department	
Erasmus code ⁵ (if applicable)		Country/ Country code ⁶	
Address		Contact person e-mail / phone	
Contact person, name and position		Size of enterprise (if applicable)	
Type of enterprise: NACE code ⁷ (if applicable)			

The Receiving Institution

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

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

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²	INTERMEDIATE	Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2021/22
E-mail	VOSTRO INDIRIZZO MAIL		

The Sending Institution/Enterprise⁴

Name		Faculty/Department	
Erasmus code ⁵ (if applicable)		Country/ Country code ⁶	
Address		Contact person e-mail / phone	
Contact person, name and position		Size of enterprise (if applicable)	
Type of enterprise: NACE code ⁷ (if applicable)			

The Receiving Institution

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

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

SE AVETE
TRA I 10 ANNI E I 20
ANNI DI ANZIANITÀ DI
SERVIZIO

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²	SENIOR	Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2021/22
E-mail	VOSTRO INDIRIZZO MAIL		

SE AVETE PIÙ
DI 20 ANNI
DI ANZIANITÀ DI
SERVIZIO

The Sending Institution/Enterprise⁴

Name		Faculty/Department	
Erasmus code ⁵ (if applicable)		Country/ Country code ⁶	
Address		Contact person e-mail / phone	
Contact person, name and position		Size of enterprise (if applicable)	
Type of enterprise: NACE code ⁷ (if applicable)			

The Receiving Institution

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

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

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²	SENIOR	Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2020/21
E-mail	VOSTRO INDIRIZZO MAIL		

The Sending Institution/Enterprise⁴

Name	Istituto Superiore di Studi Musicali “C. Monteverdi” di Cremona		
Erasmus code ⁵ (if applicable)	I CREMONA 01	Faculty/Department	
Address	Via Realdo Colombo 1, 26100 Cremona	Country/ Country code ⁶	ITALIA/IT
Contact person, name and position	M ^o Nicola Ventrella Erasmus Office	Contact person e-mail / phone	international@istitutomonteverdi.it
Type of enterprise: NACE code ⁷ (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

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

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

QUESTA SEZIONE
È PRECOMPILATA

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²	SENIOR	Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2020/21
E-mail	VOSTRO INDIRIZZO MAIL		

The Sending Institution/Enterprise⁴

Name	Istituto Superiore di Studi Musicali “C. Monteverdi” di Cremona		
Erasmus code ⁵ (if applicable)	I CREMONA 01	Faculty/Department	DISCIPLINA
Address	Via Realdo Colombo 1, 26100 Cremona	Country/ Country code ⁶	ITALIA/IT
Contact person, name and position	M ^o Nicola Ventrella Erasmus Office	Contact person e-mail / phone	international@istitutomonteverdi.it
Type of enterprise: NACE code ⁷ (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

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

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

QUESTA SEZIONE
È PRECOMPILATA

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)	COGNOME	First name (s)	NOME
Seniority ²	SENIOR	Nationality ³	ITALIANA
Sex [M/F]	SESSO	Academic year	2020/21
E-mail	VOSTRO INDIRIZZO MAIL		

The Sending Institution/Enterprise⁴

Name		Faculty/Department	
Erasmus code ⁵ (if applicable)		Country/ Country code ⁶	
Address		Contact person e-mail / phone	
Contact person, name and position		Size of enterprise (if applicable)	
Type of enterprise: NACE code ⁷ (if applicable)			

The Receiving Institution

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

INDICARE ALMENO
IL NOME DELLA
ISTITUZIONE E LA
NAZIONE

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

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

INDICARE IL LIVELLO
DI CORSO DEGLI
STUDENTI AI QUALI SI
RIVOLGERANNO LE
LEZIONI

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

INDICARE IL LIVELLO
DI CORSO DEGLI
STUDENTI AI QUALI SI
RIVOLGERANNO LE
LEZIONI

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

INDICARE IL LIVELLO
DI CORSO DEGLI
STUDENTI AI QUALI SI
RIVOLGERANNO LE
LEZIONI

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

INDICARE NUMERO
DI STUDENTI AI
QUALI SI TERRANNO
LE LEZIONI

Section to be completed BEFORE THE MOBILITY

INDICARE NUMERO
DI ORE DI LEZIONI
TOTALI DA TENERE
DURANTE LA
MOBILITÀ
(MINIMO 8)

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

INDICARE LA
LINGUA IN CUI
SARANNO TENUTE
LE LEZIONI

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

OBIETTIVI GENERALI DELLA MOBILITÀ

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

Content of the teaching programme:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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):

IL VALORE AGGIUNTO DELLA MOBILITÀ

Content of the teaching programme:

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

IL CONTENUTO DEL PROGRAMMA DI INSEGNAMENTO

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

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Main subject field⁸: ISCED CODE 0215 (Music & Performing Arts)

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:

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

I RISULTATI ATTESI E L'IMPATTO

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

COMMITMENT OF THE THREE PARTIES

The teaching 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 teaching staff member and the sending institution 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 institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member	
Name:	
Signature:	Date:

The sending institution/enterprise	
Name of the responsible person: M ^o Gianpaolo Schiavo	
Signature:	Date:

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

¹ In case the mobility combines teaching and training activities, **this** 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 All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁵ **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.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The top-level **NACE sector codes** are available at the EC Eurostat website http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV_2&StrLanguageCode=EN

⁸ The **ISCED-F 2013 search tool** (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

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).

COMMITMENT OF THE THREE PARTIES

The teaching 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 teaching staff member and the sending institution 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 institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

<p>The teaching staff member Name: MARIO ROSSI Signature: <i>firma autografa</i> Date: 25.10.2021</p>
<p>The sending institution/enterprise Name of the responsible person: Signature: Date:</p>
<p>The receiving institution Name of the responsible person: M^o Anne Colette Ricciardi Roselli Signature: Date:</p>

¹ In case the mobility combines teaching and training activities, **this** 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 All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁵ **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.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The top-level **NACE sector codes** are available at the EC Eurostat website http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV_2&StrLanguageCode=EN

⁸ The **ISCED-F 2013 search tool** (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

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).