# Mobility Agreement

# Staff Mobility For Teaching[1]

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

Duration (days) – excluding travel days: ……

If applicable, planned period of the virtual component:

## 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 | ..... | | |
| Erasmus code[4] (if applicable) | ..... | Faculty/Department | ..... |
| Address | ..... | Country/ Country code[5] | ..... |
| Contact person name and position | ..... | Contact person e-mail / phone | ..... |
| Type of enterprise: NACE code[6] (if applicable) | ..... | Size of enterprise (if applicable) | ☐ <250 employees<br>☐ >250 employees |

[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]The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

## The Receiving Institution / Enterprise[7]

| | | | |
|---|---|---|---|
| Name | | | |
| Erasmus code[8] (if applicable) | | Faculty/Department | |
| Address | | Country/ Country code[9] | |
| Contact person name and position | | Contact person e-mail / phone | |
| Type of enterprise: NACE code[10] (if applicable) | | Size of enterprise (if applicable) | ☐**x<250 employees**<br>☐ >250 employees |

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

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

[8]**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.

[9]**Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

[10]The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

# Section to be completed BEFORE THE MOBILITY

## I. PROPOSED MOBILITY PROGRAMME

Main subject field: .....

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:**<br>..... |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved)**<br>..... |
| **Content of the teaching programme:**<br>..... |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**<br>..... |

## II. COMMITMENT OF THE THREE PARTIES

By signing[11] 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 internationalization 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:

[11] 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.