



Erasmus+

Higher Education:
Mobility Agreement form
Participant's name



Mobility Agreement

Staff Mobility For Teaching

Planned period of physical training activity:

Start Date: [day/month/year] to

End Date: [day/month/year]

The start and end dates for your mobility (excluding travel days).

Travel Dates:

Outbound [day/month/year]

Inbound [day/month/year]

The dates on which you will travel to and depart from your host country.

Duration of physical mobility (days) – excluding travel days:

Total duration of your mobility.

If applicable, planned period(s) of virtual teaching activity: from [day/month/year] to [day/month/year]

Note any virtual teaching mobility activities here.

Number of years you have worked in your current institution:

- Junior: approximately <10 years of experience.
- Intermediate: approximately >10 and <20 years of experience.
- Senior: approximately >20 years of experience.

The teaching staff member

Last name (s)		First name (s)	
Seniority		Nationality	
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail address			

The Sending Institution/Enterprise

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person name and position		Contact person e-mail	
		/phone	
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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 Erasmus+ Programme countries.

ISO 3166-2 country codes are available at:
www.iso.org/obp/ui/#search.

Individuals who work in a business/enterprise should note here the current number of employees.

**The Receiving Institution**

Name		Faculty/Department	
Erasmus Code (If applicable)			
Address		Country/ Country Code	
Contact person name and position		Contact person email/ phone	

Section to be completed BEFORE THE MOBILITY**I. PROPOSED MOBILITY PROGRAMME**

Main subject field:

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

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) ☐

The main degree level at which you will be teaching during your mobility.

← Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours:

Language of instruction:

Is the teaching mobility a part of a blended mobility programme? ☐ Yes ☐ No**Overall objectives of the mobility:**

What do you plan to achieve by participating in this mobility? What factors would constitute, for you, a successful mobility? Do you plan to establish new partnerships with your host department? Would you like to further develop relationships with faculty members at the receiving institution? Are you seeking to identify new pedagogical measures or means of assessment which you can adapt and implement in your own teaching activities?

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

What is the added value of this mobility for both the sending and receiving institutions? Will this mobility provide opportunities for future staff and student mobility between the institutions? Will this mobility assist in facilitating discussions regarding possible dual degree programmes? Does the sending or receiving institution possess expertise in a certain area such as internationalisation or digital learning which they can share with colleagues to enhance teaching and learning activities?

Content of the teaching programme and if applicable division between physical and virtual parts:

What do you plan to teach during your mobility in terms of themes, topics, subjects, in-class assessments, workshops, assignments, etc. What is your agenda for the week, and how does your proposed teaching plan enhance the learning experience and opportunities for students at the receiving institution?

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

What are the outcomes and impact which you expect to emerge following completion of your mobility? Do you expect to have further strengthened existing professional relationships, or established new connections for future collaboration? If your mobility is focused on developing new pedagogical methods, what impact do you expect this to have on your students? What are the long-term impacts which may emerge from this mobility, such as increased international collaborations, enhanced staff and student mobility opportunities, and sharing of knowledge and insights to improve teaching and learning at 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.

Signatures:

Staff Member:

Name:

Signature:

Date:

Line Manager of staff Member

Name:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

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Name of the responsible person:

Signature:

Date:

[1] Adaptations of this template:

- 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
- In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

- [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] Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).
- [7] 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.