**Mobility Agreement**

**Staff Mobility For Teaching and Training[[1]](#endnote-1)**

Please fill in all boxes marked in green and once you are finished remove the green colour!

Planned period of physical training activity: from *[day/month/year]*  to *[day/month/year]*

If applicable, planned period of virtual training activity: from *[day/month/year]* till *[day/month/year]*

Duration of physical mobility (working days) – excluding travel days: ………Please fill in………

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) | Fill in name of outgoing staff member | First name (s) | Please fill in |
| Seniority[[2]](#endnote-2) | Please fill in | Nationality[[3]](#endnote-3) | Please fill in |
| Gender [*Male/Female/Undefined*] | Please fill in | Academic year | 2023/2024 |
| E-mail address | Please fill in |

**The Sending Institution/Enterprise[[4]](#endnote-4)**

|  |  |
| --- | --- |
| Name  | FH Salzburg - Salzburg University of Applied Sciences |
| Erasmus code[[5]](#endnote-5) (if applicable) | A SALZBUR08 | Faculty/Department | Please fill in |
| Address | Please fill in | Country/Country code[[6]](#endnote-6) | Austria / AT |
| Contact person,name and position | Please fill in | Contact persone-mail / phone | Please fill in |
|  |  | Size of enterprise(if applicable) | [ ] <250 employees[ ] >250 employees |

**The Receiving Institution**

|  |  |
| --- | --- |
| Name  | Please fill in |
| Erasmus code (if applicable) | Please fill in | Faculty/Department | Please fill in |
| Address | Please fill in | Country/Country code | Please fill in |
| Contact person,name and position | Please fill in | Contact persone-mail / phone | Please fill in |

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

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Main subject field[[7]](#endnote-7): Please fill in

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: ……… Please fill in ………

Number of teaching hours[[8]](#endnote-8): ……… Please fill in …………

Language of instruction/training: ………………… Please fill in ……………………

Is the mobility a part of a blended mobility programme? [ ]  Yes [ ]  No

|  |
| --- |
| **Overall objectives of the mobility:**Please fill in  |
| **Training activity to develop pedagogical and/or curriculum design skills:****Yes ☐ No ☐** Please fill in  |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**Please fill in  |
| **Content of the teaching programme and if applicable division between physical and virtual parts:**Please fill in |
| **Activities to be carried out:**Please fill in |
| **Expected outcomes and impact (e.g. on the professional development of the staff member, on the competences of students at both institutions and on both institutions in general):**Please fill in  |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[9]](#endnote-9)** 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: Please fill in – Name der/des MitarbeiterIn Signature:Unterschrift Date: Please fill in |

|  |
| --- |
| **The sending institution**Name of the responsible person: Vorgesetzte/r des/der MitarbeiterinSignature: Unterschrift des/der Vorgesetzten Date: Please fill in  |

|  |
| --- |
| **The receiving institution/enterprise**Name of the responsible person: Kontaktperson/verantwortliche Person der Gasthochschule bzw. des UnternehmensSignature: Unterschrift Date: Please fill in |

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 Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth .

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 [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (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.

8 A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

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. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)
3. [↑](#endnote-ref-3)
4. [↑](#endnote-ref-4)
5. [↑](#endnote-ref-5)
6. [↑](#endnote-ref-6)
7. [↑](#endnote-ref-7)
8. [↑](#endnote-ref-8)
9. [↑](#endnote-ref-9)