**Mobility Agreement**

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

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

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

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

**The staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | **2023/2024** |
| E-mail address |  |

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

|  |  |
| --- | --- |
| Name  | **Johann Wolfgang Goethe-Universität** |
| Erasmus code[[5]](#endnote-5) (if applicable) | **D FRANKFU01** | Faculty/Department | **International Office** |
| Address | Eschersheimer Landstraße 15560323 Frankfurt am Main | Country/Country code[[6]](#endnote-6) | Germany, DE |
| Contact person name and position | Ms Uta Brucker Erasmus Institutional Coordinator | Contact persone-mail / phone | brucker@em.uni-frankfurt.de+49 69 798 12263 |
|  |  | Size of enterprise(if applicable) | [ ] <250 employees[x] >250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code(if applicable) |  |
| Address |  | Country/Country code |  |
| Contact personname and position |  | Contact persone-mail / phone |  |

#### 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: ………………………………………

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

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No ☐**  |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |
| **Activities to be carried out (including the virtual component, if applicable):** |
| **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 signing[[7]](#endnote-7) this document, the 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 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 will communicate to the sending institution/enterprise 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. 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 higher education institutions (HEIs), this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).

In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility. [↑](#endnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
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 . [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)