



Mobility Agreement - Staff Mobility for Teaching (STA) Training (STT)

Planned period of the teaching/ training activity without travel days	Start (dd/mm/yyyy)		End (dd/mm/yyyy)
Duration (days) excluding travel days			

The teaching/training staff member

Participant First Name		Participant Last Name	
Participant E-mail		Participant Gender	Male Female Undefined
Seniority ¹ Teaching experience/ working at university	J < 10 Years I 10 – 20 Years S > 20 Years	Nationality ²	
Mobility Type	STA Staff Mobility for Teaching STT Staff Mobility for Training	Academic Year	20____/20____

The Sending Institution

Name of Institution			
Erasmus code ³ (if applicable)		Faculty/ Department	
Address		Country/ Country code ⁴	
Contact person name and position		Contact person e-mail / phone	
Public body	<input type="checkbox"/> YES <input type="checkbox"/> NO	Size of enterprise (if applicable)	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees

The Receiving Institution

Name of Institution			
Erasmus code ⁵ (if applicable)		Faculty/ Department	
Address		Country/ Country code ⁶	
Contact person name and position		Contact person e-mail / phone	
Public body	<input type="checkbox"/> YES <input type="checkbox"/> NO	Size of enterprise (if applicable)	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees

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



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

STA only Number of teaching hours		Level of teaching	Short cycle (EQF level 5) <input type="checkbox"/> Bachelor or equivalent first cycle (EQF level 6) <input type="checkbox"/> Master or equivalent second cycle (EQF level 7) <input type="checkbox"/> Doctoral or equivalent third cycle (EQF level 8) <input type="checkbox"/>
STA only Field of education main subject field ⁷		Number of students at the receiving institution benefiting from the teaching programme	
STT only Type of Staff Training	<input type="checkbox"/> Job Shadowing <input type="checkbox"/> Training <input type="checkbox"/> Workshop <input type="checkbox"/> Other: _____		
Working language at the Host University Language of instruction	Participant Language Level:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 or Native Speaker	

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 (STA) / Activities to be carried out (STT)
Expected outcomes and impact (e.g. on the professional development of the [teaching] staff member and on the competences of [students at] both institutions):



II. COMMITMENT OF THE THREE PARTIES

By signing⁸ 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.

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 beneficiary 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		
_____	_____	_____
First Name, Last Name	Signature	Date

The sending institution/enterprise		
_____	_____	_____
Name of the responsible person	Signature/ Stamp	Date

The receiving institution		
_____	_____	_____
Name of the responsible person	Signature/ Stamp	Date

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **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.

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

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 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.