



Higher Education
Mobility Agreement form
Participant's name- Bitte
eintragen!!

STAFF MOBILITY FOR TRAINING¹

MOBILITY AGREEMENT – Ausfüllhilfe

Bitte alle gelb markierten Felder ausfüllen!

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

Duration (days) – excluding travel days:bitte eintragen.....

The Staff Member (=MitarbeiterIn an der FH JOANNEUM)

Last name (s)	Bitte ausfüllen	First name (s)	Bitte ausfüllen
Seniority ²	Bitte ausfüllen	Nationality ³	Bitte ausfüllen
Sex [M/F]	Bitte ausfüllen	Academic year	2017-18
E-mail	Bitte ausfüllen		

The Sending Institution

Name	FH JOANNEUM	Faculty/Department	Institut/ Studiengang / Abteilung an der FH JOANNEUM
Erasmus code ⁴ (if applicable)	A GRAZ09		
Address	Bitte ausfüllen- von Abt. /STG	Country/ Country code ⁵	Austria
Contact person name and position	Internationale KoordinatorIn am Studiengang oder International Office	Contact person e-mail / phone	Bitte ausfüllen

The Receiving Institution / Enterprise⁶ (aufnehmende Hochschule bzw. Unternehmen)

Name	Bitte ausfüllen		
Erasmus code (if applicable)	Falls Mobilität an eine Hochschule, bitte eintragen	Faculty/Department	Bitte ausfüllen
Address	Bitte ausfüllen	Country/ Country code	Bitte ausfüllen
Contact person, name and position	Bitte ausfüllen	Contact person e-mail / phone	Bitte ausfüllen



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Type of enterprise:	Falls Mobilität an ein Unternehmen, bitte eintragen	Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees Falls Mobilität an ein Unternehmen, bitte eintragen
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For guidelines, please look at the end notes on page 3.



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Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training: Bitte ausfüllen

<p>Overall objectives of the mobility:</p> <p>Bitte ausfüllen</p>
<p>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</p> <p>Bitte ausfüllen</p>
<p>Activities to be carried out:</p> <p>Bitte ausfüllen</p>
<p>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</p>

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ 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 sending 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: Bitte ausfüllen- Name der Mitarbeiterin/des Mitarbeiters	
Signature: Unterschrift der Mitarbeiterin/des Mitarbeiters	Date: Bitte ausfüllen

The sending institution/enterprise	
Name of the responsible person: Vorgesetzte der/des MitarbeiterIn	
Signature: Unterschrift des/der Vorgesetzten	Date: Bitte ausfüllen

The receiving institution	
Name of the responsible person: Kontaktperson/verantwortliche Person der	



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Gasthochschule bzw. des Unternehmens

Signature: Unterschrift

Date: Bitte ausfüllen

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

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).