



Higher Education:  
Mobility Agreement form  
Participant's name  
Bitte eintragen

## Mobility Agreement Staff Mobility For Training<sup>1</sup>

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

- Additional day for travel needed directly before the first day of the activity abroad  
 Additional day for travel needed directly following the last day of the activity abroad

Falls ein Reisetag vor und/oder nach dem offiziellen Programm benötigt werden, bitte ankreuzen

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 <sup>2</sup>	Bitte ausfüllen	Nationality <sup>3</sup>	Bitte ausfüllen
Sex [Male/Female/Undefined]	Bitte ausfüllen	Academic year	2019-20
E-mail	Bitte ausfüllen		

### The Sending Institution

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

### The Receiving Institution / Enterprise<sup>6</sup> (aufnehmende Hochschule bzw. aufnehmendes Unternehmen)

Name	Bitte ausfüllen		
Erasmus code (if applicable)	Bei Mobilität an eine Hochschule - bitte eintragen	Faculty/Department	Bitte ausfüllen
Address	Bitte ausfüllen	Country/ Country code	Bitte ausfüllen



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Contact person, name and position	Bitte ausfüllen	Contact person e-mail / phone	Bitte ausfüllen
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

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: ... Bitte ausfüllen .....

<p><b>Overall objectives of the mobility:</b></p> <p>Bitte ausfüllen</p>
<p><b>Training activity to develop pedagogical and/or curriculum design skills:</b>                  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Bitte ankreuzen</p>
<p><b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b></p> <p>Bitte ausfüllen</p>
<p><b>Activities to be carried out:</b></p> <p>Bitte ausfüllen</p>



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**Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**

Bitte ausfüllen

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> 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: 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 Gasthochschule bzw. des Unternehmens

Signature: Unterschrift Date: Bitte ausfüllen

<sup>1</sup> 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



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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).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> **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.

<sup>5</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>6</sup> 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).

<sup>7</sup> 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.