

ERASMUS+ Mobility Agreement – Staff Mobility for Teaching¹

Periods and duration

Planned period of physical mobility (YYYY/MM/DD–YYYY/MM/DD)

Duration of physical mobility (days) – excluding travel days

If applicable, planned period of virtual component (YYYY/MM/DD–YYYY/MM/DD)

Teaching staff member

Last name(s), first name(s)

Sex (m/f/undefined)

Nationality²

Academic year

Seniority³

Email

Sending institution

Name

Faculty/department

Address

Country/country code⁵

Erasmus code⁴ (if applicable)

Contact person (last name(s), first names(s))

Contact person (position)

Contact person (email/phone)

Receiving institution

Name

Faculty/department (if applicable)

Address

Country/country code⁵

Erasmus code⁴ (if applicable)

Contact person (last name(s), first names(s))

Contact person (position)

Contact person (email/phone)

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

Teaching staff member

2. Commitment of the three parties (section to be completed before mobility)

- By signing⁸ this document, the staff member, the sending institution 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 teaching staff member will share their experience, in particular its impact on their 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 any problems or changes regarding the proposed mobility programme or mobility period.

Teaching staff member

Last name(s), first name(s)

Date, signature

Sending institution

Last name(s), first name(s) of responsible person

Date, signature

Receiving institution

Last name(s), first name(s) of responsible person

Date, signature

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, this 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 invited staff from enterprises/(non-academic) organisation to teach in a HEI, this agreement must be signed by the staff member, the receiving institution (if applicable, the beneficiary organisation (if different from the receiving institution)) and the sending organisation (three or four signatures in total).

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

³ Seniority: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

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 EU Member States and third countries associated to the programme.

⁵ Country code: ISO 3166-2 country codes available at: www.iso.org/obp/ui

⁶ ISCED-code: The ISCED-F 2013 search tool (available at [International Standard Classification of Education \(ISCED\)](http://International Standard Classification of Education (ISCED))) should be used to find the ISCED 2013 detailed field of education and training.

⁷ 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.

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 beneficiary institution (in the case of mobility with third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.