

.....  
*Participant's name*

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

Planned period of physical mobility: from ..... to .....  
[day/month/year] [day/month/year]

If applicable, planned period of virtual component: from ..... to .....

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

## The Staff Member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F/Undefined]		Academic year	
Email			

## The Sending Institution

Name	<b>HAWK Hochschule Hildesheim/Holzminde/n/Goettingen</b> (University of Applied Sciences and Arts)		
Erasmus code <sup>4</sup> (if applicable)	<b>D HILDESH02</b>	Faculty/Department	
Address	HAWK HHG Hohnsen 4 31134 Hildesheim	Country/ Country code <sup>6</sup>	Germany / DE
Contact person name and position	Annika Tiefel ERASMUS+ Inst.Coordinator, Head International Office	Contact person e-mail / phone	annika.tiefel@hawk.de +49 5121 881 143

## The Receiving Institution

Name			
Erasmus code (if applicable)		Faculty/Department (if applicable)	
Address		Country/ Country code	
Contact person name and position		Contact person email / phone	
Type of organisation:		Size of organisation (if applicable)	<250 employees >250 employees

For guidelines, please look at the end notes on page 4.

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## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>7</sup>: .....Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8) 

Number of students at the receiving institution benefiting from the teaching programme: .....

Number of teaching hours<sup>7</sup>: ..... Language of instruction: .....

Is the teaching mobility a part of a blended mobility programme?      Yes      No

**Overall objectives of the mobility:****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):**

.....  
*Participant's name*

**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<sup>6</sup> this document, the staff member, the sending institution and the receiving organization 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 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 staff member and the beneficiary organization commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving organisation will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

<b>The Staff Member</b>	
Name:	
Signature	Date:
<b>The Sending Institution</b>	
Name of the responsible person:	
Signature	Date:
<b>The Receiving Organisation</b>	
Name of the responsible person:	
Signature	Date:

.....  
*Participant's name*

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.

2 **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.

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: <https://www.iso.org/obp/ui>

6 **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.

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.