**Erasmus+ Mobility Agreement**

**Staff Mobility For Training[[1]](#endnote-1)**

**ERASMUS+ KA 171 2022 – 2025**

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

Duration of physical mobility (days) – excluding travel days: … (minimum 5 days)

If applicable, planned period of the virtual component: from *[day/month/year]* to *[day/month/year]*

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F/Undefined*] |  | Academic year | 20../20.. |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | University of Applied Sciences Emden/Leer | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | D EMDEN02 | Faculty/Depart-ment |  |
| Address | Constantiaplatz 4  26723 Emden | Country/ Country code[[5]](#endnote-5) | Germany |
| Contact person  name and position | Andrea Meyenburg  ERASMUS+ Institutional Coordinator | Contact person e-mail / phone | [andrea.meyenburg@hs-emden-leer.de](mailto:andrea.meyenburg@hs-emden-leer.de)  +49 4921 807 1375 |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/Department |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |

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

#### **Section to be completed BEFORE THE MOBILITY**

First ERASMUS funded training mobility yes □ no □

Category of work at sending institution:

□ International Office □ Finance □ General Admin and Technical □ Academic Staff

□ Student Information □ Continuing Education □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of activity at host institution:

□ Workshop □ Training □ Work Shadowing □ Other: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **I. PROPOSED MOBILITY PROGRAMME**

Language of training: ………………………………………

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  **Sending institution:**  UAS Emden/Leer intends to increase its overall international activities. All staff mobilities are a contribution to this goal, because they help to scope opportunities for student/staff exchange and partnership working and to improve the international visibility of our institution. Networking, sharing of knowledge and experience with universities of other countries is regarded as important for the internationalization of UAS Emden/Leer.  **Receiving institution:** |
| **Activities to be carried out (including the virtual component, if applicable):** |
| **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**[[6]](#endnote-6)** 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:  Signature: Date: |

|  |
| --- |
| **The sending institution**  Name of the responsible person: Andrea Meyenburg (International Office)  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:  Signature: Date: |

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 HEIs, this agreement must be always 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 enterprise, this agreement must be signed by the participant, the beneficiary HEI, the sending HEI and the enterprise receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary HEI organising the mobility.

   [↑](#endnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
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 sending institution (in the case of mobility with third coutnries 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. [↑](#endnote-ref-6)