**Mobility Agreement**

**Staff Mobility For Teaching[[1]](#endnote-2)**

Planned period of physical teaching activity: from *[day/month/year]* till *[day/month/year]*

If applicable, planned period(s) of virtual teaching activity: from [day/month/year] till [day/month/year]

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

**The Teaching Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Seniority[[2]](#endnote-3) |  | Nationality[[3]](#endnote-4) |  |
| Gender *[Male/ Female/Undefined]* |  | Academic year | 20../20.. |
| E-mail |  | | |

**The Sending Institution/Enterprise[[4]](#endnote-5)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Justus-Liebig-Universität Giessen** | Faculty /  Department |  |
| Erasmus code[[5]](#endnote-6)  (if applicable) | **D GIESSEN01** |
| Address |  | Country / Country code[[6]](#endnote-7) | **Germany / DE** |
| Contact person  name and position |  | Contact person  e-mail / phone |  |
|  |  | Size of enterprise  (if applicable) | <250 employees  >250 employees |

**The Receiving Institution**

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

#### For guidelines, please look at the end notes on page 4. **Section to be completed BEFORE THE MOBILITY**

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

Main subject field[[7]](#endnote-8): ………………….

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[[8]](#endnote-9): …………………

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):**  International mobility and cooperation are keypoints in the university’s development plan as well as in the internal and external target agreements of JLU Giessen to which the university has committed itself.  The Teaching Staff Training aims at the following main added values for the institution:   * Teaching staff as multipliers at the host institution in order to attract international students and international teaching staff to come to JLU Giessen in return * The teaching mobility contributes to the participants’ intercultural and international further training and broadens their horizons throught different perspectives, teaching methods, etc.; hence after their return they will contribute to the university’s internationalization as an institution within their teaching staff environment and towards other members * Internationalise as many teaching staff as possible in order to enhance and contribute to JLU’s internationalization@home strategy * Awareness of the importance of internationalisation is being raised within one’s own institution through dissemination of the experience abroad and the motivation for others to gain first-hand-teaching experience abroad as well * International networking and international teaching methods in English |

|  |
| --- |
| **Content of the teaching programme and if applicable division between physical and virtual parts:** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**  It is assumed that internationalization and being international comes from within the insitution. That is why teachers are important multipliers for student mobility and they are important transmitters for internationalization within the teaching body. Furthermore, internationalization has to be seen as a transversal task which covers study and teaching, research, and administration. The expected impact of the individual learner’s mobility on the university is a direct or indirect contribution to the improvement and enhancement of the relevance and quality of Higher Education through being more international. |

**II. COMMITMENT OF THE PARTIES**

By signing[[9]](#endnote-10) this document, the teaching staff member, the sending institution/enterprise 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 teaching staff member.

The teaching 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 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/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The teaching staff member**  Name:  Signature: Date: |

|  |
| --- |
| **The sending institution/enterprise**  Name of the responsible person:  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, **this template** should be used and adjusted to fit both activity types.

   In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).

   In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.

   For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries). [↑](#endnote-ref-2)
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-3)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-4)
4. Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth . [↑](#endnote-ref-5)
5. **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. [↑](#endnote-ref-6)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-7)
7. The [ISCED-F 2013 search tool](https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm) (available at <http://ec.europa.eu/education/tools/isced-f_en.htm>) should be used to find the ISCED 2013 detailed field of education and training. [↑](#endnote-ref-8)
8. 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. [↑](#endnote-ref-9)
9. 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. [↑](#endnote-ref-10)