**Mobility Agreement**

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

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

If applicable, planned period of virtual training activity: from [day/month/year] till [day/month/year]

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

**The Staff Member**

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

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Justus-Liebig-**  **Universität Giessen** | Faculty /  Department |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **D GIESSEN01** |
| Address |  | Country / Country code[[5]](#endnote-5) | **Germany/ DE** |
| Contact person  name and  position |  | Contact person e-mail / phone |  |

**The Receiving Institution / Enterprise[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty / Department |  |
| Address |  | Country / Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
|  |  | Size of enterprise  (if applicable) | <250 employees  >250 employees |

#### 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: ………………………………………

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

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes  No** |
| **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 Staff Training aims at the following main added values for the institution:   * Staff as multipliers at the host institution in order to attract international students and staff to come to JLU Giessen in return * The training contributes to the participants’ intercultural and international further training and broadens their horizon throught different perspectives, working methods, etc.; hence after their return they will contribute to the university’s internationalization as an institution within their staff environment and towards other members * Internationalise as many staff members as possible in order to enhance and contribute to JLU’s internationalization@home * 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-experience as well * International networking |
| **Activities to be carried out:** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  It is assumed that internationalization and being international comes from within the institution. That is why staff are important multipliers for student mobility and they are important transmitters for internationalization. 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 THREE PARTIES**

By signing**[[7]](#endnote-7)** 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:  Signature: Date: |

|  |
| --- |
| **The receiving institution/enterprise**  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 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 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). [↑](#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 Programme Countries. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
6. 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. [↑](#endnote-ref-6)
7. 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-7)