**ERASMUS+ MOBILITY AGREEMENT**

**STAFF MOBILITY FOR TEACHING[[1]](#endnote-1)**

**Planned period of the physical teaching** **mobility (excluding travel days)**

Academic year:

from ***/     /*** *(dd/mm/yyyy)* to ***/     /*** *(dd/mm/yyyy)*

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

Additional day for travel needed directly before the first day of the activity abroad

Additional day for travel needed directly following the last day of the activity abroad

If applicable, planned period of the virtual component: from ***/     /*** *(dd/mm/yyyy)* to ***/     /*** *(dd/mm/yyyy)*

**The teaching staff member (participant)**

|  |  |
| --- | --- |
| Last name (s): | First name (s): |
| Seniority[[2]](#endnote-2): | Gender [*M/F/Undefined*]: |
| Nationality[[3]](#endnote-3): | Date of Birth: |
| Department/Unit:  Department/Unit’s address: | |
| email: | Work phone: |
| Home address: | |

**The Sending Institution**

|  |  |
| --- | --- |
| Name: |  |
| Size of enterprise: <250 employees >250 employees  Contact person (name and position):  Department/unit: | |
| Address: | |
| Country/Country code[[4]](#endnote-4): | |
| Contact person/ e-mail / phone: | |

**The Receiving Institution**

Name: **The University of Graz (A GRAZ015[[5]](#endnote-5))**

Department/unit: **Office of International Relations**

Address: Universitätsplatz 3, A-8010 Graz

Country/Country code Austria/AT

Contact person (name and position): Ms. Doris Knasar / Ms. Mediha Ohranovic

Contact person/e-mail / phone [doris.knasar@uni-graz.at](mailto:doris.knasar@uni-graz.at), T: +43 316 380 2213

[mediha.ohranovic@uni-graz.at](mailto:mediha.ohranovic@uni-graz.at), T:+43 316 380 2214

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

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

#### **I. PROPOSED TEACHING PROGRAMME**

**Main subject field**[[6]](#endnote-6):

**Level** (select the main one):

Short cycle (EQF level 5)  Bachelor or equivalent 1st cycle (EQF level 6)

Master or equivalent 2nd cycle (EQF level 7)  Doctoral or equivalent 3rd cycle (EQF level 8)

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

**Number of teaching hours**[[7]](#endnote-7):

**Language of instruction:**

|  |
| --- |
| **Overall objectives of the teaching mobility:** |

|  |
| --- |
| **Added value of the teaching mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |

|  |
| --- |
| **Content of the teaching programme (including the virtual component, if applicable):** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[8]](#endnote-8) this document, the teaching 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 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 any problems or changes regarding the proposed mobility programme or mobility period.

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

**The sending institution**

Name of the responsible person:

Signature: Date:

|  |
| --- |
| **The receiving institution: The University of Graz**  Name of the responsible person: Doris Knasar / Mediha Ohranovic (Office of International Relations)  Signature: Date: |

1. 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 HEIs, this agreement must be always signed by the staff member, the sending and the receiving HEI (three 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. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-4)
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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-5)
6. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_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-6)
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). [↑](#endnote-ref-7)
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 sending institution (in the case of mobility with Partner Countries: the national legislation of the beneficiary institution). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-8)