

Mobility Agreement

Staff Mobility For **Training** ¹

Planned period of the Training activity: from [dd.mm.yyyy]
until [dd.mm.yyyy]

Duration (number of working days; excluding travel days):

The Staff Member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender [Male/ Female/Undefined]		Academic year	
E-mail			

The Receiving Institution

Name	Hochschule für Musik und Theater Hamburg HfMT		
Erasmus code ⁴	D HAMBURG05	Department	Music / International Office
Address	HfMT Harvestehuder Weg 12 20148 Hamburg	Country/ Country code ⁵	Germany / D
Contact person name and position	Christiane Brück, IRC	Contact person e-mail/phone	+49 151 25004323 christiane.brueck@hfmt-hamburg.de international@hfmt-hamburg.de

The Sending Institution⁶

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)	Not necessary when the institution is an university		

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

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Training Activity to develop pedagogical and/or curriculum design skills:

yes ☐ no ☐

Language of training: _____

Overall objectives of the mobility:

Added value of the mobility:

Activities to be carried out:

Expected outcomes and impact (e.g. on the professional development of the staff member)

II. COMMITMENT OF THE THREE PARTIES

The teaching staff member Name: _____

Signature: _____

Date: _____

The sending institution Name of the responsible person: **Christiane Brück**

Signature: _____

Date: _____

The receiving institution Name of the responsible person: _____

Signature: _____

Date: _____

By signing⁹ 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.

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).

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **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 Programme Countries.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

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 (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

⁷ 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.

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.

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.