

Mobility Agreement Staff Mobility For Teaching¹

Planned period of the teaching activity: from _____ till _____

Duration (days) – excluding travel days: _____

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender		Academic year	
E-mail			

The Sending Institution

Name	University of Applied Sciences Potsdam		
Erasmus code ⁴ (if applicable)	D POTSDAM03	Faculty / Department	
Address	Kiepenheuerallee 5 14469 Potsdam		
Contact person Name /position	International Office Marco Picillo Erasmus Coordinator	Country/ Country code ⁵	Germany / DE
Contact person e-mail / phone	international@fh-potsdam.de +49.331.580.2062	Size of enterprise (if applicable)	<input checked="" type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

Name			
Erasmus code ⁶ (if applicable)		Faculty/Department	
Address			
Contact		Country/ Country code ⁵	
Contact person e-mail / phone		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁸:

Level (select the main one):

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

Number of teaching hours⁸:

Language of instruction:

Overall objectives of the mobility:

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

Content of the teaching programme:

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 PARTIES

By signing⁹ this document, the teaching staff member, the sending organisation 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 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 higher education institutions (HEIs) this agreement must always be signed by the staff member, the sending and the receiving HEI (three 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 **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.

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 beneficiary organisation (in the case of mobility with third countries 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.