**Mobility Agreement**

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

Planned period of physical training mobility: from *…………….………* to ……………………………….
Planned period of virtual training mobility: from ……….……….. to …………………… (if applicable)

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 address |  |
| Green Travel\* yes no | Inclusion Support\*\* yes no |

**The Sending Institution**

|  |  |
| --- | --- |
| Name of Institution | **Paris Lodron University of Salzburg (PLUS)** |
| Sending Department’sName |  |
| Sending Department’sAddress |  |
| Erasmus code[[4]](#endnote-4) (if applicable) | **A Salzbur01** | Country/Country code | **AT** |
| Contact personname and position | **Petra HöpfnerPLUS Erasmus+ KA 131 Coordinator** |
| Contact persone-mail / phone | **Petra.hoepfner@plus.ac.at****+43 662 8044 2044** |

**The Receiving Organisation**

|  |  |
| --- | --- |
| Name of Institution/Entreprise |  |
| Faculty/Department |  |
| Address |  | Country/Country code[[5]](#endnote-5) |  |
| Contact person name and position |  |
| Contact persone-mail / phone |  |
| Erasmus code(if applicable) |  | 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 (BIP)? [ ]  Yes [ ]  No

*If yes:* Please indicate name of BIP: ………………………………………………………………………………..

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |
| **Activities to be carried out (including the virtual component, if applicable):** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-6)** 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 their 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 organisation 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 organisation**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 higher education institution (HEIs), this agreement must always be signed by the staff member, the sending and receiving HEI (three sigantures in total).

In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility. [↑](#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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: [https://www.iso.org/obp/ui](https://www.iso.org/obp/ui/#search) [↑](#endnote-ref-5)
6. 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 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.

***The following options applicable only within the Erasmus+ Programme 2021-27***

**\* Green travel** is defined as the travel that uses low-emissions means of transport for at least 50% of the travel, such as bus, train or car-pooling. Staff who opt for a green travel can receive up to four days of additional individual support to cover travel days for a return trip, if relevant.

**\*\* Inclusion support:** Costs related to the organisation of mobility activities for participants with fewer opportunities requiring additional support.

**\*+\*\*:** To be discussed with the responsible person at the sending institution. [↑](#endnote-ref-6)