**Erasmus+ Mobility Agreement Staff Mobility For Trainin****g[[1]](#endnote-1)**

Planned period of the physical mobility: from *[day/month/year] to [day/month/year]*

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

If applicable, planned period of the virtual component: from *[day/month/year] to*

*[day/month/year]*

# The Staff Member

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

# The Sending Institution

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Justus Liebig University Giessen** | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **D GIESSEN01** | Faculty/Department |  |
| 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 |  |
| Type of enterprise: |  | 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**

1. **PROPOSED MOBILITY PROGRAMME**

## Language of training: ………………………………………

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| --- |
| **Overall objectives of the mobility:** |
| **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 through 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 (including the virtual component, if applicable):** |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  It is assumed that internationalisation and being international comes from within the institution. That is why staff are important multipliers for student mobility and they are important transmitters for internationalisation. Furthermore, internationalisation 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. |

1. **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 HEIs, this agreement must be always signed by the staff member, the sending and the receiving HEI (three signatures in total).
   * In the case of incoming mobility of Higher education staff to an enterprise, this agreement must be signed by the participant, the beneficiary HEI, the sending HEI and the enterprise receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary HEI 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/#search>. [↑](#endnote-ref-5)
6. All refererences to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects. [↑](#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 third coutnries 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. [↑](#endnote-ref-7)