**STAFF MOBILITY FOR TRAINING**

**MOBILITY AGREEMENT**

Duration (days) – excluding travel days: ………………….

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |  | First name: |  |
| Seniority[[1]](#endnote-1) |  | Nationality[[2]](#endnote-2) |  |
| Sex [*M/F*] |  | Academic year |  |
| E-mail |  |  |  |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Lauder Business School (LBS)** | | |
| Erasmus code[[3]](#endnote-3)  (if applicable) | **A Wien 70** | Faculty/  Department | **International**  **Office** |
| Address | Hofzeile 18-20  A-1190 Wien | Country/ Country code[[4]](#endnote-4) | **Austria / AT** |
| Contact person  name and position | Honorata Holodniak  Admissions and  Mobility coordinator | Contact person e-mail / phone | honorata.holodniak  @lbs.ac.at  +431 369 18 18 773 |
| Type of enterprise: | Public institution | Size of  enterprise  (if applicable) |  |

**The Sending Institution/Enterprise**[[5]](#endnote-5)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code  (if applicable) |  | Faculty/  Department |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |

#### For guidelines, please look at the end notes on page 4.

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

#### **I. PROPOSED MOBILITY PROGRAMME**

Planned period of the training activity: from DD/MM/YYY till DD/MM/YYYY

□ 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

|  |
| --- |
| **Overall objectives of the mobility:** |
| **Added value of the mobility (both for the institutions involved and for the staff member):** |
| **Activities to be carried out:** |
| **Expected outcomes and impact:** |

**II. COMMITMENT OF THE SENDING INSTITUTION AND THE STAFF MEMBER**

By signing[[6]](#endnote-6) this document, the staff member confirms to write a report (min. 500 words and 5 pictures) about his/her experience (e.g outcomes and impact) during the stay and transmit it to the contact person of the sending institution after the mobility. Only after fulfilling all requirements after the stay the travel grants will be paid out.

By signing this document, the staff member declares to agree with the publication of his/her written report, including personal pictures and personal data of the teaching staff member, on the homepage of the sending institution, as a source of inspiration to others. There do not exist any liability claims against the sending institution for the type and form of using their website, e.g. downloading images and their subsequent use by third parties. [[7]](#endnote-7)

**III. COMMITMENT OF THE THREE PARTIES**

By signing 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 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:…………………………… |

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| --- |
| **The sending institution/enterprise**  Name of the responsible person:……………………………………………………………………………………  Signature:……………………………………………………………………… Date:…………………………… |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:……………………………………………………………………………………  Signature:…………………………………………………………………………… Date:…………………………… |

1. **Seniority:**  Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-1)
2. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. **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. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-4)
5. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#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 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. [↑](#endnote-ref-6)
7. The declaration of agreement can be limited or withdrawn at any time. [↑](#endnote-ref-7)