**STAFF MOBILITY FOR TEACHING[[1]](#endnote-1)**

**MOBILITY AGREEMENT**

Planned period of the teaching activity: from *[day/month/year]* till *[day/month/year]*

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

**The teaching staff member**

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

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Lauder Business School** | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **A Wien 70** | Faculty/ Department | **International**  **Office** |
| Address | Hofzeile 18-20  A-1190 Vienna | Country/ Country code[[5]](#endnote-5) | **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[[6]](#endnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

Main subject field[[7]](#endnote-7): ………………….

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

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

Number of teaching hours: …………………

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):** |
| **Planned courses and short syllabi:** |
| **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 SENDING INSTITUTION AND THE TEACHING STAFF MEMBER**

By signing[[8]](#endnote-8) this document, the teaching 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 teaching 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. [[9]](#endnote-9)

**III. COMMITMENT OF THE THREE PARTIES**

By signing 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.

|  |
| --- |
| **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. [↑](#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 Programme Countries. [↑](#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 Programme Countries or within Capacity Building projects. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
8. 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-8)
9. The declaration of agreement can be limited or withdrawn at any time. [↑](#endnote-ref-9)