

Last name \_\_\_\_\_

First name \_\_\_\_\_

### Mobility Agreement - Staff Mobility for Teaching<sup>1</sup>

Planned period of **physical teaching activity abroad** (without travel days):

From [day/month/year]		till [day/month/year]	
Duration of physical teaching activity (days) – excluding travel days			

- Additional day for travel needed before the first day of the activity abroad.  
 Additional day for travel needed following the last day of the activity abroad.

If applicable, planned period(s) of **virtual teaching activity abroad** (in the location of the Receiving Institution):

From [day/month/year]		till [day/month/year]	
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If applicable, planned period(s) of **virtual teaching activity** (e.g. from the location of the Sending Institution):

Please note: for periods of virtual teaching from locations other than the Receiving Institution, no financial funding can be provided.

From [day/month/year]		till [day/month/year]	
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#### The Teaching staff member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Gender [M/F/U]		Academic year	20 /20
Phone			
E-mail			

#### The Sending Institution / Enterprise<sup>4</sup>

Name	Technical University of Munich		
Erasmus code <sup>5</sup> (if applicable)	D MUNCHEN 02	Faculty/Department	
If any other unit, which one?			
Address	Arcisstr. 21 80333 Munich	Country/ Country code <sup>6</sup>	DE
Contact person name and position	Helen Schoft Coordinator Erasmus+ Staff Mobility	Contact person e-mail and phone	helen.schoft@tum.de +49.89.289.25351
		Size of enterprise (if applicable)	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees

#### The Receiving Institution

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code <sup>5</sup>	
Contact person name		Contact person e-mail	
Contact person position		Contact person phone	

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

Last name \_\_\_\_\_

First name \_\_\_\_\_

**Section to be completed BEFORE THE MOBILITY**

**I. Proposed mobility programme**

Main subject field <sup>7</sup> :	
Level (select the main one):	<input type="checkbox"/> Short cycle (EQF level 5) <input type="checkbox"/> Bachelor or equivalent first cycle (EQF level 6) <input type="checkbox"/> Master or equivalent second cycle (EQF level 7) <input type="checkbox"/> Doctoral or equivalent third cycle (EQF level 8)
Number of students at the receiving institution benefiting from the teaching programme:	
Number of teaching hours <sup>8</sup> :	
Language of instruction:	
Is the teaching mobility part of a blended mobility programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Overall objectives of the mobility:</b>	
<b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b>	
<b>Content of the teaching programme and if applicable division between physical and virtual parts:</b>	
<b>Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):</b>	

Last name \_\_\_\_\_

First name \_\_\_\_\_

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>9</sup> 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		Date	
Signature			

### The sending institution

Name of the responsible person		Date	
Signature			

For **TUM department / school employees only**: Please contact the [TUM International Affairs Delegate](#) of your department / school who must take note of your staff mobility.

Name of International Affairs Delegate		Date	
Signature			

### The receiving institution / enterprise

Name of the responsible person		Date	
Signature			

Last name \_\_\_\_\_

First name \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup>Adaptions of this template:

- 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 **Programme and Partner Country HEIs**, this agreement must always be signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market in the fields of education, training and youth.

<sup>5</sup> **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.

<sup>6</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>7</sup> The ISCED-F 2013 search tool (available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.

<sup>8</sup> 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.

<sup>9</sup> 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.