

## Erasmus+ Mobility Agreement Staff Mobility For Training<sup>1</sup>

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

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

Travel dates: Departure date: ..... Return date: .....

Means of transport (train, plane, bus, car): .....

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 <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F/Undefined]		Academic year	2024/2025
E-mail			

### The Sending Organisation

Name	<b>Ruhr-Universität Bochum</b>		
Erasmus code <sup>4</sup> (if applicable)	<b>D BOCHUM01</b>	Faculty/Department (if applicable)	
Address	Universitätsstr. 150 D-44801 Bochum	Country/ Country code <sup>5</sup>	<b>DE</b>
Contact person name and position	Jutta Schmid Erasmus Coordinator	Contact person e-mail / phone	<a href="mailto:jutta.schmid@uv.rub.de">jutta.schmid@uv.rub.de</a> <b>+49 (0)234 32 28763</b>
Type of organisation:	University	Size of organisation (if applicable)	<input type="checkbox"/> <250 employees <input checked="" type="checkbox"/> ≥250 employees

### The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
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

Language of training: .....

Is the mobility a part of a blended mobility programme?  Yes  No

<b>Overall objectives of the mobility:</b>
<b>Training activity to develop pedagogical and/or curriculum design skills:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b>
<b>Activities to be carried out:</b>
<b>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</b>

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>6</sup> 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: Jutta Schmid, Erasmus Coordinator

Signature:

Date:

**Authorised by superior**

Name:

Signature:

Date:

**The receiving institution/enterprise**

Name of the responsible person:

Signature:

Date:

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<sup>1</sup> Adaptations 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 higher education institutions (HEIs) this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of KA171 outgoing mobility of invited staff from (non-academic) organisation to teach in a HEI, this agreement must be signed by the participant, the beneficiary organisation, the HEI receiving the staff member, and the organisation they belong to (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.
- In the case of incoming mobility of invited staff from enterprises/(non-academic) organisation to teach in a HEI, this agreement must be signed by the staff member, the receiving institution (if applicable, the beneficiary organisation (if different from the receiving institution)) and the sending organisation (three or four signatures in total).

<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> **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.

<sup>5</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui>.

<sup>6</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.