
Participant's name

Mobility Agreement

Staff Mobility For Training¹

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

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

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

The Staff Member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F/Undefined]		Academic year	
Email			

The Sending Institution

Name	HAWK Hochschule Hildesheim/Holzminde/Goettingen (University of Applied Sciences and Arts)		
Erasmus code ⁴ (if applicable)	D HILDESH02	Faculty/Department	
Address	HAWK HHG Hohnsen 4 31134 Hildesheim	Country/ Country code ⁵	Germany / DE
Contact person name and position	Annika Tiefel ERASMUS+ Institutional Coordinator, Head of International Office	Contact person e-mail / phone	annika.tiefel@hawk.de +49 5121 881 143

The Receiving Organisation

Name			
Erasmus code (if applicable)		Faculty/Department (if applicable)	
Address		Country/ Country code	
Contact person name and position		Contact person email / phone	
Type of organisation		Size of organization (if applicable)	☐ <250 employees ☐ >250 employees

For guidelines, please look at the end notes on page 3.

*Participant's name***Section to be completed BEFORE THE MOBILITY****I. PROPOSED MOBILITY PROGRAMME**

Language of training:

Overall objectives of the mobility:**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):****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):**

Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁶ this document, the staff member, the sending institution and the receiving organisation 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 their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving organisation 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 Organisation	
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 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 incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.

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

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

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.

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

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 beneficiary institution (in the case of mobility with third countries 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.