

Mobility Agreement

Staff Mobility for Training¹

Planned period of physical training activity: from [day/month/year] till

If applicable, planned period of virtual training activity: from [day/month/year] to

Duration of physical (days) - excluding travel days:

The Staff Member

Last name (s)	First name (s)
Sex [M/F/D]	Nationality ³
Seniority ²	Academic year
Faculty/Department	Country of main residence
E-mail	

RWTH Aachen University

Erasmus code (if applicable)	D AACHEN 01	Faculty/Department	International Office
Address	Templergraben 55 52062 Aachen	Country/ Country Code	Germany
Contact name/position	Shari Uszynski	Contact person e-mail / phone	Shari.Uszynski@zhv.rwth-aachen.de +4921 80 97854

The Receiving Institution

Name	
Erasmus code ⁴ (if applicable)	Department/Faculty
Address	Country/Country code ⁵
Contact person name/position	Contact person e- mail/phone
Type of enterprise	Size of enterprise (if applicable)

Section to be completed BEFORE THE MOBILITY
I. PROPOSED MOBILITY PROGRAMME

Language of training:

Overall objectives of
the mobility

Training activity to develop pedagogical and/ or curriculum design skills: Yes No

Added value of the
mobility (in the context
of the modernisation
and internationalisation
strategies of the insti-
tutions involved)Activities to be carried
outExpected outcomes
and impact (e.g. on
the professional devel-
opment of the staff
member and on both
institutions)

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the staff member, the RWTH Aachen University and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The RWTH Aachen University 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 RWTH Aachen University, 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 RWTH Aachen University any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name

Signature

Date

Dean/Head of department

Name

Signature

Date

The Receiving Institution

Name of the
responsible person

Signature

Date

International Office, RWTH Aachen University

Name of the
responsible person

Signature

Date

¹ **Adaptions 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 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).

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 Programme Countries.

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

⁶ Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth.

⁷ 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.