

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

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

If applicable, planned period(s) of virtual teaching activity: from [day/month/year] to

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

### The teaching staff member

Last name (s)	First name (s)
Sex [M/F/D]	Faculty/ Department
Seniority <sup>2</sup>	Academic year
Nationality <sup>3</sup>	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 <sup>4</sup> (if applicable)	Department/Faculty
Address	Country/Country code <sup>5</sup>
Contact person name/position	Contact person e-mail/phone

**Section to be completed BEFORE THE MOBILITY**  
**I. PROPOSED MOBILITY PROGRAMME**Main subject field<sup>6</sup>:

Level (select the main one):      Master or equivalent second cycle (EQF level 7)      Bachelor or equivalent first cycle (EQF level 6)  
   Short cycle (EQF level 5)      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>7</sup>:

Language of instruction:

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

Overall objectives of  
the mobility:Added value of the  
mobility  
(in the context of the  
modernisation and  
internationalisation  
strategies of the  
institutions involved):Content of the teach-  
ing programme and if  
applicable division  
between physical and  
virtual parts:Expected outcomes  
and impact (e.g. on  
the professional  
development of the  
staff member and  
on both institutions)

## II. COMMITMENT OF THE THREE PARTIES

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

The RWTH Aachen University 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 RWTH Aachen University, as a source of inspiration to others.

The teaching staff member and the RWTH Aachen University 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 RWTH Aachen University any problems or changes regarding the proposed mobility programme or mobility period.

### The teaching 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

<sup>1</sup> **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).

<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 Programme Countries.

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

<sup>6</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>7</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>8</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.