

Last name _____

First name _____

Mobility Agreement - Staff Mobility for Training¹

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

| | | | |
|---|--|-----------------------|--|
| From [day/month/year] | | till [day/month/year] | |
| Duration of physical training 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 of virtual training activity abroad:

| | | | |
|-----------------------|--|-----------------------|--|
| From [day/month/year] | | till [day/month/year] | |
|-----------------------|--|-----------------------|--|

The Staff Member

| | | | |
|-----------------------------|--|--------------------------|-------------|
| Last name (s) | | First name (s) | |
| Seniority ² | | Nationality ³ | |
| Gender [M/F/U] | | Academic year | 20__ / 20__ |
| E-mail | | | |
| Position at home university | | Phone | |

The Sending Institution

| | | | |
|-----------------------------------|--|---------------------------------------|---------------------------------------|
| Name | Technical University of Munich | | |
| Faculty/Department | | | |
| If any other unit, which one? | | | |
| Erasmus code ⁴ | D MUNCHEN 02 | | |
| Address | Arcisstr. 21 80333 Munich | Country/ Country code ⁵ | DE |
| Contact person, name and position | Helen Schoft, Program Manager Erasmus Staff Mobility | Contact person, e-mail and phone | helen.schoft@tum.de, +49.89.289.25351 |

The Receiving Institution / Enterprise⁶

| | | | |
|---|--|---------------------------------------|--|
| Name | | | |
| Faculty/Department | | | |
| Address | | | |
| Erasmus code ⁴ (if applicable) | | Country/ Country code ⁵ | |
| Contact person, name | | Contact person, e-mail | |
| Contact person, position | | Contact person, phone | |
| Web page | | | |
| Size of enterprise (if applicable) | <input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees | | |
| Operational area at host institution | | | |

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Section to be completed BEFORE THE MOBILITY

I. Proposed mobility programme

| | |
|--|--|
| Language of training: | |
| Is the mobility part of a blended mobility programme? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Overall objectives of the mobility: | |
| | |
| Training activity to develop pedagogical and/or curriculum design skills: | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 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): | |
| | |

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II. Commitment of the three parties

By signing⁷ 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 | | 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 | | | |

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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 Programme and Partner Countries, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

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 (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

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.