**STAFF MOBILITY FOR TEACHING[[1]](#endnote-1)**

**MOBILITY AGREEMENT**

Planned period of the teaching activity (excluding travel days):

from *[day/month/year]* till *[day/month/year].*

Duration (excluding travel days): ………(in days).

Additional day for travel needed directly before the first day of the activity abroad

Additional day for travel needed directly following the last day of the activity abroad

**The Teaching staff member**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name /s (according to passport data) | | |  | |
| Last name /s (according to passport data) | | |  | |
| Seniority[[2]](#endnote-2) |  | | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] |  | | Academic year | 201\_/201\_ |
| E-mail and phone | |  | | |
| Home address | |  | | |

**The Sending Institution/Enterprise[[4]](#endnote-4)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | **Vytautas Magnus University** | | | |
| Erasmus code | | | **LT KAUNAS01** | |
| Faculty | | |  | |
| Department | | |  | |
| Size of institution / enterprise | | | ☐<250 employees | ☐>250 employees |
| Country / Country code[[5]](#endnote-5) | | | **Lithuania, LT** | |
| Address | | **K. Donelaičio g. 58, LT-44248, Kaunas, Lithuania** | | |
| Contact person(name and position) | | | Name  Position | |
| Contact person (e-mail / phone) | | | e-mail  phone | |

**The Receiving Institution**

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Erasmus code | |  |
| Faculty | |  |
| Department | |  |
| Address | |  |
| Country/Country code4 | |  |
| Contact person(name and position) | | Name  Position |
| Contact person (e-mail / phone) | | e-mail  phone |

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

**Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Main subject field[[6]](#endnote-6): ………………….

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme: ………………

Number of teaching hours: ………………… (not less than 8 hours)

Main language of instruction: ………………………………………

|  |
| --- |
| **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 teaching programme:** |
|  |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):** |
|  |

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[7]](#endnote-7) this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

The teaching 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 teaching staff member and the sending institution 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 sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

|  |
| --- |
| **The teaching staff member**  Name:  Signature: Date: |

|  |
| --- |
| **The sending institution/enterprise**  Name of the responsible person:  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:  Signature: Date: |

1. In case the mobility combines teaching and training activities, **this** template should be used and adjusted to fit both activity types. [↑](#endnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
4. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-5)
6. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at <http://ec.europa.eu/education/tools/isced-f_en.htm>) should be used to find the ISCED 2013 detailed field of education and training. [↑](#endnote-ref-6)
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). [↑](#endnote-ref-7)