

Mobility Agreement Staff Mobility For Training¹

Planned period of the training activity: from till

Duration (days) – excluding travel days:

Travel days:

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender		Academic year	
Position			
E-mail			

The Sending Institution

Name	Universtiy of Applied Sciences Potsdam		
Erasmus code ⁴ (if applicable)	D POTSDAM03	Faculty / Department	
Address	Kiepenheuerallee 5 14469 Potsdam		
Contact person Name /position	International Office Marco Picillo Institutional Erasmus Coordinator	Country/ Country code ⁵	Germany / DE
Contact person e- mail / phone	international@fh-potsdam.de +49.331.580.2062	Size of enterprise (if applicable)	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees

The Receiving Institution⁶

Name			
Erasmus code (if applicable)		Faculty/Department	
Address			
Contact		Country/ Country code	
Contact person e- mail / phone		Size of enterprise (if applicable)	<250 employees >250 employees

For guidelines, please look at the end notes on page 4.

Section to be completed BEFORE THE MOBILITY

1. Type of mobility activity

- Please specify the type of mobility activity that you intend to undertake.

Staff Week

Job Shadowing

Establishing a new cooperation

Language Course*

**For language courses, professional relevance for FHP is decisive.*

Other (please specify):

- Please provide more details about the planned mobility schedule

- Is your host institution a partner university of FHP?

Yes

No



2. Personal and professional motivation, i.e. motivation, professional relevance, future impact on one's own career

Please explain what motivates you to take part in this professional training and what you plan to achieve for your position and field of responsibility.

3. Strategic relevance (partner university of the FHP, positive or strategic impact on the FHP)

How would you assess the benefit of this mobility for FHP and explain its strategic relevance in alignment with your position and field of responsibility?

II. COMMITMENT OF THE 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:

Signature: _____

Date:

The sending institution

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, **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).

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.