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

**MOBILITY AGREEMENT**

Planned period of the **training activity**:

Academic year:

from ***/     /*** *(dd/mm/yyyy)* till ***/     /*** *(dd/mm/yyyy)*

Duration (days) – excluding travel 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 staff member (participant)**

|  |  |
| --- | --- |
| Last name (s):  | First name (s):  |
| Seniority[[2]](#endnote-2):       | Sex [*M/F*]:       |
| Nationality[[3]](#endnote-3):        |  |
| Department/Unit:       |
| email:       | Work phone:       |

**The Sending Institution/Enterprise**

Name: **The University of Graz**

Size of enterprise: [x] >250 employees

Department/unit: **Office of International Relations**

Address: Universitätsplatz 3, A-8010 Graz

Country/Country code Austria/AT

Contact person (name and position): Ms. Doris Knasar / Ms. Mediha Ohranovic

Contact person/e-mail / phone doris.knasar@uni-graz.at;

 mediha.ohranovic@uni-graz.at

 T: +43 316 380 2213 ; +43 316 380 2214

Type of enterprise NACE code (if applicable) P85.4.2. – Tertiary education

**The Receiving Institution**

|  |  |
| --- | --- |
| Name:  |  |
| Department/unit:       |
| Address:       |
| Country/Country code[[4]](#endnote-4):      Contact person (name and position):       |
| Contact person/ 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**

Working language during training activity:

|  |
| --- |
| **Overall objectives of the mobility:**      |

|  |
| --- |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**      |

|  |
| --- |
| **Activities to be carried out:**      |

|  |
| --- |
| **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[[5]](#endnote-5) this document, the staff member, the sending institution 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 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 sending institution commit to the requirements set out in the grant agreement signed between them.

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

|  |
| --- |
| **The sending institution: The University of Graz**Name of the responsible person: Doris Knasar / Mediha Ohranovic (Office of International Relations)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. [↑](#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. **Country code**: ISO 3166-2 country codes available at: [https://www.iso.org/obp/ui/#search](https://www.iso.org/obp/ui/%22%20%5Cl%20%22search). [↑](#endnote-ref-4)
5. 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-5)