**Mobility Agreement**

**Staff Mobility For Teaching/Researching[[1]](#endnote-1)**

Planned period of uninterupted teaching/research activity:

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

Duration (days): ………………….

**The staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Sex [*M/F*] |  | Academic year | 20../20.. |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code[[4]](#endnote-4)  (if applicable) |  | Faculty/Department |  |
| Address |  | Country/ Country code[[5]](#endnote-5) |  |
| Contact person  name and position |  | Contact person  e-mail / phone |  |
| Type of enterprise: |  | Size of enterprise  (if applicable) | <250 employees  >250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | University of Rijeka | Faculty/Department | Faculty of Tourism  and Hospitality  Management |
| Erasmus code  (if applicable) | / |
| Address | Primorska 42,  Hr – 51410 Opatija | Country/ Country code | Croatia (385) |
| Contact person name and position | Vice Dean for  Science and  Professional Activitie | Contact person e-mail / phone |  |

**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)

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):** |

**Plan of activities during mobility (Activiti 1., Activiti 2….):**

|  |
| --- |
| **Content of the teaching programme (If applicable):**  Number of teaching hours: …………………  Topics of lecture: ……… |

|  |
| --- |
| **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. FUNDING OF THE MOBILITY**

By signing this agreement the staff member, the sending and the receiving institution agree that the receiving institution will not have any additional financial burdens in relation to this mobility and will not reimburse the costs for the accommodation and travel of the staff member. The staff member alone is responsible for the reimbursement of their own accommodation and travel costs.

**III. COMMITMENT OF THE THREE PARTIES**

By signing[[7]](#endnote-7) this document, the teaching 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 teaching staff member.

The staff member commits to prepare the written finaly working report at the end of the mobility for both institutions within 30 days of the end of the mobility and to share their experience and the impact on their professional development with the colleagues at the sending and receiving institution.

After the mobility period ends the receiving institution commits to issue the Confirmation letter with the actual start and end dates of the mobility period and the content/purpose of the mobility (Final report). The letter should be signed by the responsible person at the receiving institution.

The three parties will communicate to each other any changes and problems regarding the mobility programme and mobility period.

By signing this document, the staff member, the sending and the receiving institution confirm that they approve the proposed mobility programme.

|  |
| --- |
| **The staff member**  First and Last name:  Signature: Date: |

|  |
| --- |
| **The sending institution:**  Name and function of the responsible person:  Signature and stamp: Date: |

|  |
| --- |
| **The receiving institution**  Name and function the responsible person:  Signature and stamp: 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. **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. [↑](#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). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-7)