**MOBILITY AGREEMENT**

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

Planned period of the teaching activity (excluding travel dates):from ***[day/month/year]*** till ***[day/month/year]***

Duration (number of days) – excluding travel days and weekends: ………………….

**THE TEACHING 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/ENTERPRISE[[4]](#endnote-4)**

|  |  |
| --- | --- |
| Name  | **MIDDLE EAST TECHNICAL UNIVERSTITY** |
| Erasmus code[[5]](#endnote-5) (if applicable) | **TR ANKARA04** | Faculty/Department |  |
| Address | Üniversiteler Mah., Dumlupınar Blv. No. 106800 ÇankayaAnkara/TURKEY | Country/Country code[[6]](#endnote-6) | **TR** |
| Contact person name and position | ………………………………………..International Cooperations Office | Contact persone-mail / phone | **………….@metu.edu.tr****+90 312 210 …………** |
| Type of enterprise:NACE code[[7]](#endnote-7)  | Not Applicable | Size of enterprise | Not Applicable |

**THE RECEIVING INSTITUTION**

|  |  |
| --- | --- |
| Name |  |
| Erasmus code[[8]](#endnote-8) (if applicable) |  | Faculty/Department |  |
| Address |  | Country/Country code |  |
| Contact personname and position |  | Contact persone-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[[9]](#endnote-9): ………………….

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 (min. 8 hours per week): …………………

Language of instruction: ………………………………………

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

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

|  |
| --- |
| **Content of the teaching programme:**The programme below includes academic activities in related units on each day for which Individual Support is given to the participant. *(Please make sure to give an outline of the planned activities for each day such as lectures, workshops, seminars, departmental meetings on collaboration, laboratory work, etc. if relevant. For instance, the teaching program may be listed as follows 1st day-xxx class (2 hours), 2nd day-yyy class (3 hours) etc. For 5 working days of participation, the teaching activity has to comprise* ***a minimum of 8 hours****. For teaching activities that will last more than one week, the minimum teaching hour must be calculated in proportion to the minimum requirement [e.g., 16 hours for 10 working days, 24 hours for 15 working days]).* |

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| **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[[10]](#endnote-10) 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 (Chair/Vice-Chair of the Department): 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. **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-5)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-6)
7. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-7)
8. **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-8)
9. 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-9)
10. 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-10)