



STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT

Planned period of physical training activity:

from _____ till _____

Duration of physical mobility (days) – excluding travel days: _____

If applicable, planned period of virtual training activity: from _____ till _____

The Staff Member

Last name		First name	
Seniority ¹		Nationality ²	
Sex [M/F/D]		Academic year	
E-mail			

The Sending Institution

Name	Universität Konstanz	Size of enterprise ³ (if applicable)	large (>251)
Erasmus code (if applicable)	D KONSTAN01	Type of enterprise: NACE code ⁴ (if applicable)	P Education
Address	Universitaetsstrasse 10 D – 78457 Konstanz	Country/ Country code ⁵	Germany
Department /unit	<i>Hier bitte eigenen FB bzw. Sachgebiet angeben</i>		
Contact person name, position, mail	<i>Hier bitte eigene/n Vorgesetzte/n angeben</i>		
	<u>International Office:</u> Alina Stocklöv, Erasmus Coordinator, erasmus-staff.mobilities@uni-konstanz.de		

The Receiving Institution / Enterprise

Name		Size of enterprise ⁶ (if applicable)	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees
Erasmus code (if applicable)		Type of enterprise: NACE code ⁷ (if applicable)	HEI
Address		Country/ Country code	
Department/ Unit			
Contact person name, position; 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

Language of communication: English and _____

Is the mobility a part of a blended mobility programme? Yes No

Overall objectives of the mobility:

- to understand current issues of the European Higher Education Area
- to exchange ideas and best practices with colleagues from this partner institution
- to foster international collaboration,
- to improve digital skills using virtual conference tools
- to practise foreign language skills, develop intercultural competences and experience the importance of other languages than English in joint European Higher Education Area projects
- in case of U Aegean, U Paris 8, U Roskilde, NUB Sofia*: to learn about the EUI project 2020-2023 ERUA – European Reform University Alliance
- other: _____

Acquisition of new competencies within pedagogy and/or curricula design yes no

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

- exchange about services, methods and bench marking of Higher Education Professional Services throughout Europe*
- direct immersion to different cultures, languages and face-to-face communication styles*
- improved understanding of the development and implementation of Higher Education aspects by experiencing it on site and in action*
- other: _____

Activities to be carried out – please specify for each working day

Expected outcomes and impact (e.g. for the staff member and both institution):

- deeper understanding of the European Higher Education Area for administrative staff members*
- improved and extended collaboration between partners on administrative level*
- exchange of ideas as a personnel and institutional basis for future activities*
- better understanding of each other's work life, esp. under the current pandemic situation and the local, cultural and individual solutions*
- improved language and intercultural skills within Europe's multilingual and multicultural environment*
- please add further individual benefit: _____*

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ 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 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: Universität Konstanz

Name of the responsible person: _____

Signature: _____

Date:

The receiving institution (contact person/host)

Name of the responsible person: _____

Signature: _____

Date:

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251).

⁴ The top-level **NACE-Codes** available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index>

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251).

⁷ The top-level **NACE-Codes** available at

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁸ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.