



**Higher Education  
Mobility Agreement form**  
*Participant's name*

# STAFF MOBILITY FOR TEACHING<sup>1</sup>

## MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: .....

### The teaching staff member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F]		Academic year	20../20..
E-mail			

### The Sending Institution/Enterprise<sup>4</sup>

Name			
Erasmus code <sup>5</sup> (if applicable)		Faculty/Department	
Address		Country/ Country code <sup>6</sup>	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code <sup>7</sup> (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

### The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
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**

Main subject field<sup>8</sup>: .....

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: .....

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):**

**Content of the teaching programme:**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**



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## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>9</sup> 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 beneficiary 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:

Signature:

Date:

### **The receiving institution**

Name of the responsible person:

Signature:

Date:

<sup>1</sup> In case the mobility combines teaching and training activities, **this** template should be used and adjusted to fit both activity types.

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

<sup>5</sup> **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.

<sup>6</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>7</sup> The top-level NACE sector codes are available at [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_R\\_EV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_R_EV2&StrLanguageCode=EN)

<sup>8</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) (available at [http://ec.europa.eu/education/tools/iscsed-f\\_en.htm](http://ec.europa.eu/education/tools/iscsed-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.

<sup>9</sup> 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).



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## UNIVERSITY OF GRANADA ERASMUS+ Partner Countries STAFF MOBILITY FOR TEACHING

### **Description:**

**Number:** as established in the inter-institutional agreement with the partner university.

**Duration:** **5 working days**, excluding travel time.

A teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay).

**Staff mobility for teaching:** teaching staff working in a Partner Country HEI.

Staff must be working in the partner university (both at the moment of selection/nomination and during the period of the mobility).

Nominated staff member cannot have Spain as his or her country of residence.

### **Selection:**

The selection procedure will be carried out by the home university.

Please remember that according to the Erasmus + programme, the partner universities must "*apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants who are eligible for mobility*". For that, please make sure you keep records of the selection process (such as the text of the announcement, the means the announcement was published through, such as reference to the web-site, mailing to possible interested students, dissemination meetings, announcement of provisional and final results of selection, etc.), so that those records could be available upon requirement during the period of five years. This information can be required to evaluate the implementation of the Erasmus + mobility by the National Agency and European Commission.

### **Previous contact:**

In order to make sure that candidates are accepted within the dates they propose, they can contact the responsible persons for the International Relations offices for each faculty, so that they can verify whether their teaching profiles match the different study programmes offered by UGR. They should send to these persons the following information:

- Name and surname.
- Home university.
- Faculty or work/teaching field.



- Subjects taught by the candidate at his home university and proposed subjects to be taught by him/her at the host institution.
- Possible dates to implement this teaching activity.
- Language(s) for teaching (Spanish, English or any other language).

Through the following link you can get the complete contact data for International Relations at the UGR academic centres (faculties or schools): <http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros?lang=en>

In case the candidate maintains already a scientific or academic relation with any professor or research group at UGR, it is recommended that he or she mention it.

The Vice Dean of each faculty can sign a pre-acceptance letter, on condition that the candidate is finally nominated by his home university. In case a member of teaching staff is selected by his home university and he/she finds it difficult to contact any department or centre at the UGR, our International Welcome Centre can help him/her reach it. The candidate should write an e-mail to [welcome@ugr.es](mailto:welcome@ugr.es), including the information mentioned above.

### **Nomination:**

We expect to receive nominations by e-mail from the contact addresses indicated in the agreement, with the following information in a nomination document, signed and stamped, as an attachment:

*“We would like to nominate the following member(s) of staff from the [University] [Name of the candidate] to participate in the International Staff Mobility for Teaching under Erasmus + programme at the University of Granada, during Spring 2016 /Autumn 2016 term ([Proposed dates if known]).”* Please indicate the candidate's e-mail address.

Nominations for pre-selected candidates will be sent to our International Relations Office. Candidates will be nominated by the responsible persons for Erasmus + programme of each host university. Together with the candidate's nomination, a copy of his/her passport and a pre-admission letter -where applicable- should be attached. In order to ensure that the candidate has enough time to prepare his stay at the UGR (visa, travel, etc.), nominations should be received at least three months before the proposed mobility.

Once the UGR receives the candidate's nomination, the International Relations Office will invite him/her to fill in an online application platform for visiting lecturers and researchers, by completing the required information about his stay at the UGR. After that, the International Welcome Centre for our university will contact him/her in order to help arrange the details for his/her stay.



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**Documentation:**

The International Welcome Centre will confirm the mobility dates and will inform the Financial Unit of the International Relations Office about it, send the invitations and prepare the Erasmus + documentation. After these steps, the mobility agreement has to be prepared (please see the template attached), and the grant agreement has to be filled and signed by the grantee via mail or e-mail (in this case the original should be handed in upon arrival).

**Payment of the scholarship:**

The scholarship amount will be paid upon arrival (the first working day) by the International Relations Office.

**Contact e-mail addresses:**

- Nominations by the partner university should be sent to:  
[intldimensión@ugr.es](mailto:intldimensión@ugr.es)
- Contact information for the UGR academic centres, faculties or schools:

<http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros?lang=en>

- Should there be any question or doubt from the candidates or nominated professors regarding their stay at UGR, please contact:  
[welcome@ugr.es](mailto:welcome@ugr.es)