**Mobility Agreement**

**Staff Mobility for Teaching Assignment (STA)**

**International mobility with third countries not associated to the Programme**

Planned period of physical teaching activity: from [day/month/year] to [day/month/year]

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

**The teaching staff member**

|  |  |
| --- | --- |
| Last name (s) |  |
| First name (s) |  |
| Seniority[[1]](#endnote-1) |  | Nationality[[2]](#endnote-2) |  |
| Sex [*M/F*] |  | Academic year | 2024/25 |
| E-mail |  |
| Faculty, department |  |
| Scientific / Academic degree |  |
| Position held |  |
| Doctoral mobility  | doctoral student [ ]  no [ ]  post-doc [ ]   |

**The Sending Institution**

|  |  |
| --- | --- |
| Name  |  |
| Erasmus code | N/A | Country/Country code |  |
| Address |  |
| Contact person name and position |  |
| Contact personE-mail / phone |  |
|  |  | Size of enterprise(if applicable) | ☐<250 employeesX >250 employees |

**The Receiving Institution**

|  |  |
| --- | --- |
| Name | **University of Zagreb** |
| Erasmus code[[3]](#endnote-3) | **HR ZAGREB01** | Country/Country code[[4]](#endnote-4) | **Croatia / HR** |
| Faculty/Department | **Faculty of Economics and Business** |
| Address (city where activity will be held) | **Trg J. F. Kennedy no. 6HR-10000 Zagreb, Croatia** |
| Contact person name and position | Ms Željka Pitner, Erasmus+ KA171 coordinator, IRO Office |
| Contact person e-mail / phone | erasmus.noneu@unizg.hr, +385 1 4698 105 |

For guidelines, please look at the notes at the end of this form.

**Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

Main subject field[[5]](#endnote-5) (please write):

(you may use the search link <https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm>)

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** (minimum 8 hours/week)[[6]](#endnote-6):

**Language(s) of instruction: English**

**Please indicate your level of the language proficiency for the language of instruction:**

CEFR-level A1 (beginners) [ ]  CEFR-level A2 (pre-intermediate) [ ]

CEFR-level B1 (intermediate) [ ]  CEFR-level B2 (upper-intermediate) [ ]

CEFR-level C1 (advanced) [ ]  CEFR-level C2 (proficiency) [ ]

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| **Overall objectives of the mobility** (please describe):  |
| **Added value of the mobility** (in the context of the modernisation and internationalisation strategies of the institutions involved):  |
| **Content of the teaching programme** (title, content and objectives of lectures, host department, etc.): |
| **Expected outcomes and impact** (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):  |
| **Dissemination of the results of mobility:**Upon return from mobility, the staff member will disseminate the results of the mobility in the following way (please select):* at the faculty council [ ]
* through mailing list of the faculty/department [ ]
* through presentation/workshop at the department/work unit [ ]
* through article published on the faculty/department (etc.) webpage or social media [ ]
* transfer of knowledge & good practice towards other UNIZG units [ ]
* to students [ ]
* other (please write):
 |

 **II. COMMITMENT OF THE THREE PARTIES**

By signing[[7]](#endnote-7) 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**Name of the responsible person:Signature: Date:  |

|  |
| --- |
| **The receiving institution**Name of the of the UNIZG Faculty dean / vice-dean: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). [↑](#endnote-ref-1)
2. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. **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-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. According to the inter-institutional agreements listed in the Pdf file attached to the Call for applications of the University of Zagreb (December 2021). 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 only to find the ISCED 2013 detailed field of education and training for the agreements listed in the table. [↑](#endnote-ref-5)
6. A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. [↑](#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. Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#endnote-ref-7)