

MOBILITY AGREEMENT STAFF MOBILITY FOR TEACHING (STA) Academic Year 2026/27

Planned period of the physical teaching activity: from (dd/mm/yy) till (dd/mm/yy)

Duration of teaching (days) – excluding travel days:

If applicable, planned periods of virtual teaching activity

Last name(s)		First name(s)	
Nationality ¹		Gender	
Email		Department at Udk	

The Sending Institution

Name	Universität der Künste Berlin	Erasmus code ²	D BERLIN 03
Address, country code ³	Einsteinufer 43, 10587 Berlin, Germany, DE		
Faculty, Department	International Office		
Contact person name, position, email, phone	Sandra Bayer International Office intb10@intra.udk-berlin.de , +49 30 3185 2057		

The Receiving Institution

Name		Erasmus code ²	
Address, country code ³			
Faculty, Department			
Contact person name, position, email, phone			

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

- Main subject field ⁴:
- Level: Bachelor Master Doctoral multiple levels
- Number of students benefiting from the teaching programme:
- Number of teaching hours ⁵:
- Language of instruction: Level ⁷
- Is the teaching mobility part of a blended mobility programme? Yes No

Overall objectives of the mobility / *Ziele der Mobilitätsphase*:

Added value of the mobility / *Besonderer Nutzen (Mehrwert) der Mobilitätsphase hinsichtlich Modernisierungs- und Internationalisierungsstrategien der betroffenen Einrichtungen*:

Content of the teaching programme and, if applicable, division between physical and virtual parts / *Inhalt des Lehrprogramms und, falls zutreffend, die Unterscheidung der physischen und virtuellen Teile*:

Expected outcomes and impact / *Erwartete Ergebnisse und Effekte (z.B. auf die berufliche Weiterentwicklung der Lehrkräfte und auf die Kompetenzen der Studierenden beider Einrichtungen)*:

II. COMMITMENT OF THE THREE PARTIES

By signing this document, the teacher, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement. ⁶

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 teacher.

The teacher will share their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

The teacher and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teacher and receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

Teaching Staff member

Name:

Signature:

Date:

UdK Berlin

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

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

2 Erasmus Code: A unique identifier assigned to every higher education institution awarded the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in Programme Countries.

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

4 ISCED-F 2013 search tool (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.

5 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. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

6 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.

7 <https://www.europaeischer-referenzrahmen.de/sprachniveau.php>