

Mobility Agreement

Staff Mobility For Training¹

Planned period of the training activity: from **[11/02/2025]** till **[15/02/2025]**

Duration (days) – excluding travel days: **5 days**

The Staff Member

Last name (s)	Soyad	First name (s)	Ad
Seniority ²	Senior	Nationality ³	TR
Gender [Male/Female/Undefi]	F	Academic year	2024/2025
E-mail@omu.edu.tr		

The Sending Institution

Name	Ondokuz Mayıs University	Faculty/Department	International Relations Office
Erasmus code ⁴ (if applicable)	TR SAMSUN01		
Address	Atakum, Samsun, 55200, Turkey	Country/ Country code ⁵	Turkey / TR
Contact person name and position	Mehmet TÜTÜNCÜ Erasmus Institutional Coordinator	Contact person e-mail / phone	mehmet.tutuncu@omu.edu.tr u.t.erasmus@omu.edu.tr +90-362-3121919 (1613)

The Receiving Institution / Enterprise⁶

Name	University of Education Vienna		
Erasmus code (if applicable)	A WIEN09	Faculty/Department	International Relations Office
Address	Country/ Country code	Austria
Contact person, name and position	Thomas Bauer (Erasmus Instit. Coord.)	Contact person e-mail / phone@.....edu.tr
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training: **English**

Overall objectives of the mobility:

- to represent Ondokuz Mayıs University administrative staff to the colleagues of the University of Education Vienna
- to exchange experience and ideas in the organisation of administrative works in the area of international relations,
- to exchange experience in structure and content of the work field.

Training activity to develop pedagogical and/or curriculum design skills:
Yes ☐ No ☐

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

- the understanding of both countries' higher education system and international relations.
- the knowledge and experience to compare and contrast both country universities and especially the offices of international relations.

Activities to be carried out:

Content of the teaching programme:

Day	Activities	Hours
10.02.2025	Arrival	



	11.02. 2025	<p>Meeting the head of International Relations and the Erasmus Institutional Coordinator and getting information about the university and office.</p> <p>Tour around university.</p> <p>Training in the area of administrative works of international affairs.</p>	8 hours	
	12.02. 2025	<p>Getting acquainted with the organization of teaching and research work in the university.</p> <p>Getting acquainted with the infrastructure of the enterprise.</p> <p>Training in the area of administrative works of international affairs.</p>	8 hours	
	13.02.2025	<p>Meeting with the students and administrative staff and getting acquainted with the structure and content of study programmes in the university.</p> <p>Visiting the classes and getting information about the higher education system and university organization.</p> <p>Training in the area of administrative works of international affairs.</p>	8 hours	
	14.02.2025	<p>Discussions about the regulations and rules of the enterprise. Discussion of the interaction and integration of the company's student affairs with the university system.</p> <p>Training in the area of administrative works of the international affairs.</p>	8 hours	
	15.02.2025	<p>Training in the area of administrative works of the international affairs.</p>	8 hours	



	16.02.2025	Departure		
<p>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</p> <p>-to achieve experience in the organisation of administrative works in the university International Relations Office.</p> <p>-to achieve experience about the structure and content of the work field,</p> <p>-ideas for future cooperation. -to implement the positive experiences gained in the home university International Relations Office.</p> <p>-to share all gained knowledge and experiences with the home university kindergarten management team.</p>				

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ 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 the 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: **Ad-Soyad**

Signature:

Date:

The sending institution

Name of the responsible person: **İsmail YAMAN**

Signature:

Date:

The receiving institution/enterprise

Name of the responsible person: **Ad-Soyad (Karşı Kurum Sorumlusu)**

Signature:

Date:

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

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

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

⁴ **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.

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

⁶ Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

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 (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.