



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

## MOBILITY AGREEMENT

Planned period of the training activity: from (**11.02.2016**) till (**15.02.2016**)

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

### The Staff Member

Last name	<b>Ayşe</b>	First name	<b>BULUT</b>
Seniority <sup>2</sup>	Senior	Nationality <sup>3</sup>	
Sex [M/F]	F	Academic year	<b>2015/2016</b>
E-mail	<b>aysebulut@omu.edu.tr</b>		

### The Sending Institution

Name	<b>Ondokuz Mayıs University</b>	Department/unit	<b>International Relations Office</b>
Erasmus code <sup>4</sup> (if applicable)	<b>TR SAMSUN01</b>		
Address	<b>Atakum, Samsun, 55200, Turkey</b>	Country/ Country code <sup>5</sup>	<b>TR</b>
Contact person name and position	<b>Emine Bol Yazici Erasmus Institutions Coordinator</b>	Contact person e-mail / phone	<b><a href="mailto:eminebol@omu.edu.tr">eminebol@omu.edu.tr</a> <a href="mailto:erasmus@omu.edu.tr">erasmus@omu.edu.tr</a> +90-362-3121919 (1613)</b>

### The Receiving Institution / Enterprise<sup>6</sup>

Name	<b>University of Education Vienna</b>		
Erasmus code (if applicable)	<b>A WIEN09</b>	Department/unit	<b>International Relations Office</b>
Address		Country/ Country code	<b>Austria</b>
Contact person, name and position	<b>Thomas Bauer (Erasmus Instit. Coord.)</b>	Contact person e-mail / phone	<b>Thomas.Bauer@phwien</b>
Type of enterprise: NACE code <sup>7</sup> (if applicable)	<b>Yükseköğretim kurmu dışında bir işletme ise işletmenin alanı</b>	Size of enterprise <sup>8</sup> (if applicable)	



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

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

<p><b>Overall objectives of the mobility:</b></p> <p><b>to represent Ondokuz Mayıs University administrative staff to the colleagues of the University of Education Vienna</b></p> <p><b>-to exchange experience and ideas in the organisation of administrative works in the area of international relations,</b></p> <p><b>-to exchange experience in structure and content of the work field.</b></p>											
<p><b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b></p> <p><b>the understanding of both countries' higher education system and international relations.</b></p> <p><b>The knowledge and experience to compare and contrast both country universities and especially the offices of international relations.</b></p>											
<p><b>Activities to be carried out:</b></p> <table border="1"> <thead> <tr> <th>Day</th> <th>Activities</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>10.02.2016</td> <td>Arrival</td> <td></td> </tr> <tr> <td>11.02. 2016</td> <td>Meeting the head of International Relations and the Erasmus Institutional Coordinator and getting information about the university and</td> <td></td> </tr> </tbody> </table>			Day	Activities	Hours	10.02.2016	Arrival		11.02. 2016	Meeting the head of International Relations and the Erasmus Institutional Coordinator and getting information about the university and	
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	<p><b>office.</b></p> <p><b>Tour around university.</b></p> <p><b>Training in the area of administrative works of international affairs.</b></p>	<p><b>8 hours</b></p>
<p><b>12.02.2016</b></p>	<p><b>Getting acquainted with the organization of teaching and research work in the university. Getting acquainted with the infrastructure of the enterprise.</b></p> <p><b>Training in the area of administrative works of international affairs.</b></p>	<p><b>8 hours</b></p>
<p><b>13.02.2016</b></p>	<p><b>Meeting with the students and administrative staff and getting acquainted with the structure and content of study programmes in the university.</b></p> <p><b>Visiting the classes and getting information about the higher education system and university organization.</b></p> <p><b>Training in the area of administrative works of international affairs.</b></p>	<p><b>8 hours</b></p>
<p><b>14.02.2016</b></p>	<p><b>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.</b></p> <p><b>Training in the area of administrative works of the international affairs.</b></p>	<p><b>8 hours</b></p>
<p><b>15.02.2016</b></p>	<p><b>Training in the area of administrative works of the international affairs.</b></p>	<p><b>8 hours</b></p>
<p><b>16.02.2016</b></p>	<p><b>Departure</b></p>	



**Expected outcomes and impact:**

**-to achieve experience in the organisation of administrative works in the university International Relations Office.**

**-to achieve experience about the structure and content of the work field,**

**-ideas for future cooperation.**

**-to implement the positive experiences gained in the home university International Relations Office.**

**-to share all gained knowledge and experiences with the home university kindergarten management team.**

**II. COMMITMENT OF THE THREE PARTIES**

By signing<sup>9</sup> 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 sending 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: **Ayşe BULUT**

Signature:

Date:

**The sending institution/enterprise**

Name of the responsible person: **Emine BOL YAZICI**

Signature:

Date:

**The receiving institution**

Name of the responsible person: **Thomas Bauer**

Signature:

Date:



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<sup>1</sup> 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.

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

<sup>6</sup> All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

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

<sup>9</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.