

# Mobility Agreement – Info Sheet for HUSS Teaching & Administrative Staff

## What is a Mobility Agreement?

A **Mobility Agreement** outlines your **objectives, planned activities, and expected outcomes** during a mobility period. It is a required document and must be **customized to reflect your individual professional goals**.

**! Copy-pasting from colleagues is not acceptable** — each plan must show personal initiative and clear relevance to your role and discipline.

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## General Guidelines

- **Avoid copy-pasting** from colleagues' documents — each mobility experience must be tailored to your **field, role, and destination institution**.
  - Write in **clear, professional English**.
  - Be **specific** about your objectives and what you expect to gain and contribute.
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## For Teaching Staff

### Sections to Include:

1. **Overall Objectives of the Mobility**
  - E.g., Share expertise in a given field, strengthen academic ties with a given department.
2. **Added Value of the Mobility (for both institutions)**
  - E.g., Joint curriculum development, future research collaboration, exposure to different academic methods.
3. **Content of the Teaching Programme with daily breakdown**
  - Specify topics, number of hours, level of students, teaching formats (lectures, workshops, seminars).
4. **Expected Outcomes and Impact**
  - E.g., Improved teaching practices, long-term cooperation, student/staff exchange prospects.

## **For Administrative/Training Staff**

### **Sections to Include:**

#### **1. Overall Objectives of the Mobility**

- E.g., Learn about student services, HR processes, internationalisation strategies at the host institution.

#### **2. Expected Outcomes and Impact**

- E.g., Enhanced skills, improved administrative procedures, contribution to HUSS policy development.

#### **3. Planned Activities with daily breakdown**

- E.g., Job shadowing, attending workshops, participating in staff week, networking meetings.

#### **4. Added Value**

- How this will benefit **your unit** and HUSS more broadly — include specific ideas or tools you may implement.

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### **Common Pitfalls to Avoid**

- Vague objectives like “to gain experience” or “to improve skills” — **be specific!**
- Writing the same paragraph as others — leads to rejection or request for resubmission.
- Ignoring the **institutional relevance** — always connect your goals to HUSS’s needs and strategies.

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### **Checklist for Longer Mobility Plans**

If your mobility spans 3–5 days, clearly list activities for each day. Vague plans like "meetings and training" will not be approved. Consider including:

- Specific workshops, lectures, or shadowing sessions
- Names or roles of host staff you’ll meet
- Tools, software, or systems you'll observe or discuss
- Planned outputs (e.g. report, handbook draft, proposal for collaboration)

### **Quick Checklist Before Submission**

- Is your agreement written in your **own words**?
- Are your objectives and activities **tailored to your role and host institution**?
- Did you include **concrete outcomes** for yourself and HUSS?