**Mobility Agreement**

**Staff Mobility For Training[[1]](#footnote-1)**

Planned period of the training activity: from *[13/06/2022]* till *[17/06/2022]*

Duration (days) – excluding travel days: 5

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#footnote-2) |  | Nationality[[3]](#footnote-3) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 2021/2022 |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **University of Cadiz** | Faculty/  Department |  |
| Erasmus code[[4]](#footnote-4)  (if applicable) | **E CADIZ01** |
| Address | Edificio Hospital Real  Plaza Falla, 9, 11003  Cádiz | Country/ Country code[[5]](#footnote-5) | **ES** |
| Contact person  name and position | Rafael Jiménez Castañeda  Vice-rector for  Internatinalization | Contact person e-mail / phone | **internacionalizacion@uca.es** |

**The Receiving Institution / Enterprise[[6]](#footnote-6)**

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| --- | --- | --- | --- |
| Name | **UNIVERSITY OF BANJA LUKA** | | |
| Erasmus code  (if applicable) | **922160571** | Faculty/Department | **Rectorate/International Relations Office** |
| Address | Bulevar Vojvode  Petra Bojovica 1A | Country/ Country code | **BA** |
| Contact person, name and position | Jelena Rozic  IRO | Contact person e-mail / phone | **jelena.rozic@unibl.org** |

#### For guidelines, please look at the endnotes on page 3.

#### **Section to be completed BEFORE THE MOBILITY**

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

Language of training: English

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| **Overall objectives of the mobility:**   * To strengthen bi-lateral Erasmus cooperation * To increase incoming and outgoing mobility fluxes of students and staff * To encourage links between different departments and services |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No X** |
| **The added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  Internationalization and strengthening of cooperation between UCA and its Bosnian partners, as well as setting up new networking opportunities with academics, researchers, and administrative staff |
| Activities to be carried out:  **Monday 13th June 2022**  9:30-10:00  Registration  10:00  Opening speeches and Institutional Welcome  11:00  Institutional presentations by participant institutions  12:30-13:30  Lunch break  13:30  Workshop and open discussion “Trends in HEI in post-pandemic”  14:00 – 15:00  Discussion and sharing of experiences  **Tuesday 14th June 2022**  9:30-10:00  Registration  10:00 – 10:45  Presentation of University of Banja Luka’s services and Faculties attending the meeting  10:45 – 11:30  Presentation of University of Cadiz’s services and Faculties attending the meeting  11:30 – 12:15  Presentation of University of Jaen’s services and Faculties attending the meeting  12:15-13:15  Lunch break  13:15 – 15:00  Networking Session I: Services and Faculties  **Wednesday 15th June 2022**  9:30-10:00  Registration  10:00 – 10:30  International Staff Incoming Procedures - University of Cadiz  10:30 – 11:00  International Staff Incoming Procedures - University of Jaen  11:00 – 11:30  International Staff Outgoing Procedures - University of Banja Luka  11:30 – 12:15  International Students Incoming Procedures - University of Cadiz  12:15-13:15  Lunch break  13:15 – 14:00  International Students Incoming Procedures - University of Jaen  14:00 – 14:45  International Staff Outgoing Procedures - University of Banja Luka  **Thursday 16th June 2022**  9:30-10:00  Registration  10:00 – 10:45  International Projects and collaboration opportunities – University of Cadiz  10:45 – 11:15: Management and quality management at the University of Cadiz: Libraries, services joint to UCA, Human Resources, Economy Area, Contracting area.  11:15 – 11:45  International Projects and collaboration opportunities – University of Jaen  11:45 – 12:15: Management and quality management at the University Jaen: Possible services to offer cooperation.  12:15 – 12:45  International Projects and collaboration opportunities of– University of Banja Luka  Management tools, staff assigned to Internationalization, Justification of International projects Erasmus+  12:45-14:00  Lunch break  14:00 – 15:30  **Networking Session I**: Services and Faculties (Collaboration for projects, teaching mobilities, connections for potential proposals: Faculties and HEI’s)  Post-Doctoral programme + Research area.  **Networking Session II:** International Mobility  Networking Session III: International Projects  **Friday 17th June 2022**  9:30-10:00  Registration  10:00 – 10:30  Wrap-up and lessons learned  10:30 – 11:30  Diploma Award Ceremony  11:30  Cultural Visit |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**   * An enhanced framework of cooperation between participant institutions * Increase in the number of incoming and outgoing mobilities and a higher rate of mobilities achieved per academic year |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[7]](#footnote-7)** 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.

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| **The staff member**  Name:  Signature: Date: |

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| **The sending institution**  Name of the responsible person:  Signature: Date: |

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| **The receiving institution/enterprise**  Name of the responsible person: Dr. Milica Balaban  Vice-Rector for International and Interuniversity Cooperation  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).

   [↑](#footnote-ref-1)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#footnote-ref-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#footnote-ref-5)
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). [↑](#footnote-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 (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. [↑](#footnote-ref-7)