**Mobility Agreement**

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

Planned period of the training activity: from *[04/07/2022]* till *[08/07/2022]*

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 RealPlaza Falla, 9, 11003Cádiz | Country/Country code[[5]](#footnote-5) | **ES** |
| Contact person name and position | Rafael Jiménez CastañedaVice-rector for Internatinalization | Contact persone-mail / phone | **internacionalizacion@uca.es**  |

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

|  |  |
| --- | --- |
| Name  | **UNIVERSITY OF MONTENEGRO** |
| Erasmus code (if applicable) | **E10208590** | Faculty/Department | **International Office** |
| Address | UL.13 JULA BR. 102 | Country/Country code | **MNE** |
| Contact person,name and position | Ana DragutinovićInstitutional Coordinator | Contact persone-mail / phone | **anat@ucg.ac.me** |

#### 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
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| **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 Montengrian partners, as well as setting up new networking opportunities with academics, researchers, and administrative staff |
| Activities to be carried out:**Monday 4th July 2022**Arrival to Montenegro**Tuesday 5th July 2022**09.00h Registration10.00h Official Welcoming 10.15h Seminar: Erasmus+ Capacity Building “Fostering Internationalization at the Montenegrin HEIs through strategic planning” (University of Montenegro and University of Cádiz)11.00h Coffee Break11.30h Seminar: Digitalization and Internationalization; Erasmus Without Paper (University of Montenegro?)13.00h Free time17.00hVisit. Podgorica city center19.00h Free time**Wednesday 6th July 2022**10:00h Seminar: Erasmus+ KA107-KA171: Document Management and control mechanisms; calls, mobility and learning agreements, inter-institutional agreements, insurance policies, grant payment (University of Montenegro and University of Jaén).11:00h Coffee Break11:30h Round table: Best practices in KA107-KA171 mobilities management and potential networking between UCG, UCA and UJA13.00h Free time 17:00h Cultural Visit 19:00h Free time**Thursday 7th July 2022**10.00h Visit to the International Relations Office10.30h Coffee Break11.00h Seminar: New Internationalization Trends (BIPs, Microcredentials, EWP, Green Erasmus, Diversity & Inclusion) (University of Jaén)13:00h Free time 18:00h Visit to (?) 20:00h Dinner (all together)**Friday 8th July 2022**10:00h Presentation of the University of Montenegro10:30h Presentation of the University of Cádiz11:00 Coffee Break11:30 Presentation of the University of Jaén12:00 Conclusions and closure |
| **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: Professor Vladimir BožovićRector, 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](https://www.iso.org/obp/ui/%22%20%5Cl%20%22search). [↑](#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)