**Mobility Agreement**

**Staff Mobility For Training[[1]](#endnote-2)**

Planned period of the training activity: from *[09/11/2022]* till *[11/11/2022]*

Duration (days) – excluding travel days: ……3……….

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-3) |  | Nationality[[3]](#endnote-4) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 20../20.. |
| E-mail |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code[[4]](#endnote-5)  (if applicable) |  |
| Address |  | Country/ Country code[[5]](#endnote-6) |  |
| Contact person  name and position |  | Contact person e-mail / phone |  |

**The Receiving Institution / Enterprise[[6]](#endnote-7)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **UNIVERSITY OF CADIZ** | | |
| Erasmus code  (if applicable) | **E CADIZ01** | Faculty/Department | Internationalization  Office |
| Address | Oficina de Internacionalización  Edificio Hospital Real  Plaza Falla, 9, 11003  Cádiz | Country/ Country code | **SPAIN** |
| Contact person, name and position | Jesus Gomez  International Mobility  Staff Officer | Contact person e-mail / phone | **staff.in@uca.es** |
|  |  | Size of enterprise  (if applicable) | <250 employees  >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 - Spanish

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| **Overall objectives of the mobility:**  To identify new ideas and common interests that can lead to future improvements in the management of mobilities  To get to know more about the University of Cadiz  To meet and interact with faculty and staff from the University of Cadiz  Networking with other participants in the International Staff Training week |
| **Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No x** |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  The acquired learnings may help in the implementation of the Internationalization at Home strategy and actions, and how our University benefits from the diversity provided by the incoming visiting staff.  Besides, new links with other Universities can be established that will improve student and staff mobility fluxes. |
| **Activities to be carried out:**  *Wednesday 9th November 2022*  10:00 - 10:30 Arrival and Registration at the University of Cadiz (UCA)  10:30 - 11:30 Incoming students at UCA - David Sánchez Cabrera  11:30 – 12:30 Meeting with second semester outgoing UCA students to Poland  12:30 – 14:00 Presentations from Partner Universities  *Thursday 10th November 2022*  10:00 - 11:30 Erasmus without papers - Working group Inter-institutional Agreements  During the session, bilateral meetings will be scheduled in order to clarify new digital procedures for the renewal and signature of IIAs.  12:00 – 14:00 Networking session between the Human Resources and Management Areas of the Polish Universities and the University of Cadiz.  *Friday 11th November 2022*  09:00 - 09:30 Welcome by Prof. Rafael Jiménez Castañeda, Vicerrector of the University of Cadiz, Spain  09:30 - 10:15  - University Human Resources policy and internationalisation: the case of University of Gdansk - Marta Chmielewska, Director of the Center for Employee Affairs UG and Karolina Juszkiewicz, Vice-Director of the Center for Employee Affairs UG  - Domestic University vs International University: what's in between? - Aleksandra Stenke, Head of Career Office -  10:15 – 10:30 Short Break  10:30 - 11:00 Agnieszka Bień-Kacała, University of University of Szczecin and Anna Rytel-Warzocha, University of Gdansk: European Citizenship  11:00 - 11:30 Antonio Javier Gonzalez Rueda, Administrative Director of the SEA EU: La importancia del PAS en el consorcio SEA EU  11:30 - 12:00 Coffe-Break  12:00 - 12:30 Spanish Service for the Internationalization of Education (SEPIE) - Irene Fernández-Mayoralas González  12:30 - 13:00 Rosa Torres, Jesús Gómez - International Staff Mobility Officers: Internacionalización del PAS a través de la movilidad  13:00 - 13:45 Presentations of Universities from Poland  13:45 - 14:00 Francisco Piniella Corbacho, Rector of the University of Cadiz & Representative from the Polish Embassy: Closing Ceremony9:00 -09:30: La importancia de la Internacionalización (Rafael Jiménez Castañeda, Marta Chmielewska, Leszek Fiertek )  09:30-10:30: University Human Resources policy and internationalisation: the case of University of Gdansk (Marta Chmielewska, Karolina Juszkiewicz); Domestic University vs International University: What’s in between? (Aleksandra Stenke), The Internationalization of Research Projects - Scientific Projects Offices exchange of experiences.” (Agnieszaka Ozog, Joanna Wrobleweska, Julian Wiercinski)  10:30 - 10:45 Short break  10:45 - 11:15: European Citizenship (Agnieszka Bień-Kacała, Anna Rytel-Warzocha)  11:15 - 11:45: La importancia del PAS en el consorcio SEA EU (Antonio Javier Gonzalez Rueda)  11:45-12: 15: Coffee Break  12:15 -12:45: Erasmus+ 2021-2027 y la internacionalización de la Educación Superior (Irene Fernández-Mayoralas González)  12:45 - 13:15: Internacionalización del PAS a través de la movilidad, Procedimiento Solicitud y Mobility Agreement (Rosa Torres Ruiz, Jesus Gomez Morales)  13:15 - 14:00: Presentactions of the Universities of Poland (Natalia Fiertek, Alexandra Sikora, Anna Cetnarowska, Joanna Janisz)  14:00 -14:15: Clausura: D. Francisco Piniella Corbacho, Rector |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  - Better understanding of the management of mobilities and IIAs in Spanish institutions  - Better knowledge of the Spanish Higher Education system.  - Improvement in the management of mobility workflows with partners  - Getting to know new approaches in Internationalization at Home strategies |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[7]](#endnote-8)** 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: Pilar de Castro Herrero  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). [↑](#endnote-ref-2)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#endnote-ref-3)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
5. **Country code**: ISO 3166-2 country codes available at: [https://www.iso.org/obp/ui/#search](https://www.iso.org/obp/ui/" \l "search). [↑](#endnote-ref-6)
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). [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)