**Mobility Agreement**

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

Planned period of the training activity: from *[15/05/2023]* till *[19/05/2023]*

Duration (days) – excluding travel days: ……5……….

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 2022/2023 |
| E-mail |  |

**The Sending Institution**

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

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

|  |  |
| --- | --- |
| Name  | **UNIVERSITY OF CADIZ** |
| Erasmus code (if applicable) | **E CADIZ01** | Faculty/Department | Internationalization Office |
| Address | Oficina de InternacionalizaciónEdificio Hospital RealPlaza Falla, 9, 11003Cádiz | Country/Country code | **SPAIN** |
| Contact person,name and position | Jesus GomezInternational Mobility Staff Officer | Contact persone-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: Spanish

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| **Overall objectives of the mobility:**Desarrollar y compartir conocimientos y experiencias relacionadas al uso del español como elemento de internacionalización universitaria. |
| **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):**Se espera que el participante desarrolle habilidades adicionales para promover el español como lengua relevante en el ámbito de la internacionalización de la educación.  |
| **PROGRAMA PROVISIONAL****Lunes 15. Bienvenida y registro** 9:30 - 10:00 Registro de participantes10:00 - 10:30 Bienvenida a cargo de D. Rafael Jiménez Castañeda, vicerrector de Internacionalización de la Universidad de Cádiz y de D. Arturo Morgado García, decano de la Facultad de Filosofía y Letras de la Universidad de Cádiz10:30 - 11:00 Pausa para café11:00 - 13:00 Procedimiento administrativo Erasmus+13:00 - 14:00 Centro Superior de Lenguas Modernas de la Universidad de Cádiz (CSLM): “Gaditanian Crash Course”**Martes 16. Instituciones** 10.00 - 10:30 Ponencia invitada I10:30 - 11:00 Ponencia invitada II11:00 - 11:30 Pausa para café11:30 - 12:00 Ponencia invitada III12:00 - 12:30 Ponencia invitada IV12:30 - 13:00 Ponencia invitada V13:00 - 14:00 Visita guiada a la ciudad de Cádiz**Miércoles 17. Experiencias en el exterior** 10:00 - 11:30 Mesa redonda Experiencias en Hispanoamérica, con la intervención de las universidades participantes11:30 - 12:00 Pausa para café12:00 - 13:30 Mesa redonda Experiencias en países no hispanohablantes, con la intervención de las universidades participantes13:30 - 14:00 Conclusiones**Jueves 18. El español de puertas adentro y de puertas afuera** 10.00 - 11:00Ponencia invitada VI11:00 - 11:30 Pausa para café11:30 - 12:30 Taller Estrategias para el uso del español en la internacionalización de las universidades12:30 - 18:00 Visita**Viernes 19. Conclusiones y clausura** 10:00 - 11:30 Presentación de buenas prácticas y conclusiones11:30 - 12:00 Clausura12:00 - 13:00 Entrega de diplomas |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**Se espera que el participante enriquezca su perspectiva del idioma español, que le permita desarrollar estrategias de internacionalización que privilegien el correcto uso y transmisión del idioma español. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[7]](#endnote-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: Pilar de CastroSignature: 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-1)
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-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-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. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-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). [↑](#endnote-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. [↑](#endnote-ref-7)