**Mobility Agreement**

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

Planned period of the training activity: from *[03/06/2024]* till *[07/06/2024]*

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

**The issuance of an Erasmus+ grant does not result from the signature of this document by UCA's staff. For KA171 incoming exchanges, the grant awards will be made solely on the basis of UCAs selection list resolution.**

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 2023/2024 |
| 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 person e-mail / phone |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **UNIVERSITY OF CADIZ** | | |
| Erasmus code  (if applicable) | **E CADIZ01** | Faculty/Department | Oficina de Internacionalización |
| Address | Edificio Hospital Real  Plaza Falla, 9, 11003 Cádiz | Country/ Country code | **SPAIN** |
| Contact person, name and position | Fernando Pérez Peña | Contact person e-mail / phone | intprojects@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

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| **Overall objectives of the mobility:**  To build opportunities for networking and capacity-building in the field of KA2 projects  To learn more about Erasmus+ goals and expectations whilst forming transnational partnerships to develop possible project ideas for future submission |
| **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):**  Creating a meeting place for academic networking and for preparing of joint research projects as multipliers of impact in scientific production.  Promoting knowledge of the Spanish culture and language as a factor for building bridges between individuals and peoples.  Contributing to the internationalization of the University of Cadiz  Strengthening the collaboration skills of the SEA-EU alliance in the field of International projects |
| **Activities to be carried out:**  *Tentative programme, subject to eventual changes.*  Venue : Campus of Cadiz  **Day 1**  10.00-10.30 Registration  10.30-11.00 Opening session  11.00-13.00 Parallel session I SEA-EU alliance and other European partners.  Cultural activities  11.00-13.00 Parallel session II KA171 Partners  Administrative procedures  13.00 Free time  **Day 2**  9.00. -11.00 CBHE training  11.00-11.30 Coffee break  11.30-13.00 CBHE training  13.00-13.30. Networking lunch  13.30-15.00. CBHE Training  **Day 3**  9:00 –10.30 Session on project management t  10:30-11:00 Session on project management: round table by universities  11.00-11.30 Coffee break  11:30-13:00 Speed dating (introductions of universities, and working out on suggested topics) Presentation of ideas of proposals by groups  13.00-14.00 Networking Lunch  14.00-15.00 Presentation of ideas of proposals by groups  15:00 – Wrap up second day  19:00 – Social event (20:00)  **Day 4**  9:00 - 10:00 - Training Experience managing CBHE  10:00 –11:00 – Lump sum model - Monitoring methodologies from your own experience.  11.00-11.30 Coffee break  11:30 - 13:00 Communication Plan  13.00-14.00 Networking lunch  **Day 5**  9:00-10:30 - Participant’s presentation “exchange of CBHE experiences: problems faced, solutions given, improvements suggested“  10.30-11.00 Wrap up session  11.00-11.30 Coffee break  11.30-12.30 Closing ceremony |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  - Improved professional competences  - Enhanced inter-cultural awareness and understanding  - Professional development of staff in the field of International Laws, through the exchange of previous work experiences. |

**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: Fernando Pérez Peña  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-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)