**Erasmus+ Mobility Agreement**

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

Planned period of the physical mobility: from [03/06/2024] to [07/06/2024]

Duration of physical mobility (days) – excluding travel days: 5

Planned period of the virtual component: from [21/05/2024] to [21/05/2024]

BIP code: 2022-1-ES01-KA131-HED-000064198-1

**The Staff Member**

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| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#footnote-2) |  | Nationality[[3]](#footnote-3) |  |
| Sex [*M/F/Undefined*] |  | Academic year | 2023/2024 |
| E-mail |  | | |

**The Sending Institution**

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

**The Receiving Organisation**

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| --- | --- | --- | --- |
| Name | **UNIVERSITY OF CADIZ** | | |
| Erasmus code  (if applicable) | **E CADIZ01** | Faculty/Department  (if applicable) | Oficina de Internacionalización |
| Address | Edificio Hospital Real, Plaza Falla, 8, 11003 Cádiz | Country/ Country code | **SPAIN** |
| Contact person, name and position | Fernando Pérez  Peña | Contact person e-mail / phone | intprojects@uca.es |
| Type of organisation: | HEI | Size of organisation  (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 improve the management of Erasmus+ projects in order to increase their sustainability and impact on society through training in innovative management methodologies and sharing good practices.  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. |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  At a time when the rules of the European Commission for project management and justification have changed, it is necessary to establish spaces for sharing innovative methodologies and good practices among colleagues.  Creating a meeting place for academic networking and for preparing joint research projects as multipliers of impact in scientific production.  Contributing to the internationalization of the participant Universities.  Strengthening the collaboration skills of the SEA-EU alliance in the field of International projects |
| **Activities to be carried out (including the virtual component, if applicable):**  **Virtual part**  **(21st May 2024)**  10:00 - 10:30 Presentation of the training  10.30 - 12:00 Design of the round tables set up in the training to share good practices based on the experience of the participants  **Physical part**  **(3rd May 2024)**  09:00 - 09:30 Welcome and registration of KA171 participants  09:30 - 10:00 BIP programme presentation  10:00 - 11:00 Ice breaker activities, presentation of participants  11:00 - 12:00 Presentation of the University of Cádiz: Erasmus+ projects office  12:00 - 13:00 KA171 participants administrative issues  12:00 - 13:00 Presentation of SEA-EU European University by Alliance partners  13:00 - 14:00 Erasmus+ options for collaboration between associated and programme countries  14:00 - 15:00 Lunch  **4th May 2024**  09:00 - 11:00 How to make your project sustainable, ideas to increase your impact  11:00 - 11:30 Coffee break  11:30 - 13:00 Experiences of participants with sustainability plans  13:00 - 14:00 INSAF-FEM experience in sustainability plan  14:00 - 15:00 Lunch break  18:00 - 19:30 City tour  20:00 - 21:30 Dinner  **5th May 2024**  09:00 - 11.00 Session on project management: Open Management Methodology PM2 (Universidad de Granada)  11.00 - 11.30 Coffee break  11:30 - 13:00 Coordination experiences with the new Lump sum model - Round table: sharing monitoring methodologies  13:00 - 14:00 CBHE Project experience  14:00 - 15:00 Lunch  **6th May 2024**  09:00 - 09:30 Bus journey to Campus of Puerto Real  09:30 - 11:30 Common activity at the Fab Lab  11:30 - 12:00 Coffee break  12:00 - 13:00 How to connect university projects with society  13:00 - 17:00 Lunch and social activity  **7th May 2024**  09:00 - 10:15 How to make a Dissemination Plan  10:15 - 11:00 Communication experiences of other participants  11:00 - 11:30 Coffee break  11:30 - 12:00 Wrap up session  12:00 - 13.00 Farewell session and awarding of diplomas |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  We will present and discuss innovative methodologies for project management. As a result, we will have better tools to carry out better projects, and we will help to increase the network of universities working on common projects. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#footnote-6)** this document, the staff member, the sending institution and the receiving organisation 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 their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving organisation 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 organisation**  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 higher education institutions (HEIs), this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).
   * In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.

   [↑](#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 EU Member States and third countries associated to the programme. [↑](#footnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#footnote-ref-5)
6. 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 beneficiary institution (in the case of mobility with third coutnries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#footnote-ref-6)