**Mobility Agreement**

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

Planned period of the training activity: from *[09/06/2025]* till *[13/06/2025]*

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

**The signature of the coordinator from the University of Cadiz (UCA) on this document solely certifies your participation in this activity and does not imply the award of any scholarship. For any questions related to Erasmus+ scholarships, please contact the international relations office at your university.**

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#endnote-2) |  | Nationality[[3]](#endnote-3) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 2024/2025 |
| 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 | Faculty of Humanities |
| Address | Av. Dr. Gómez Ulla, 1, 11003 Cádiz, Spain | Country/ Country code | **SPAIN** |
| Contact person, name and position | Rafael Vélez  Vice-Dean for Internationalization | Contact person e-mail / phone | internacionales.filosofia@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

|  |
| --- |
| **Overall objectives of the mobility:**  To identify new ideas and common interests that can lead to future improvements in research and teaching in the humanities field.  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 indicators of internationalisation of research and teaching in the humanities field |
| **Activities to be carried out:**  Monday 9 (Venue: Facultad de Filosofía y Letras, FyL )  9:00-10.30 Registration of participants  10:30-11:00 Coffee Break (provided)  11:00-11:30 Opening session  11:30-14:00 Administrative procedures for KA171 Participants.  Tuesday 10 (Venue: FyL)  9:30-10:30 SEA-EU Presentation  10:30-11:00 Coffee Break (provided).  11:00-12:30 Seminar 1  12:30-14:00 Seminar 2  Wednesday 11 (Venue: FyL)  9:30-10:30 Blue Humanities 1  10:30-11:00 Coffee Break (provided).  11:00-12:30 Seminar 3  12:30-14:00 Seminar 4  Thursday 12 (Venue: FyL)  9:30-10:30 Blue Humanities 2  10:30-11:00 Coffee Break (provided)  11:00-12:30 Seminar 5  12:30-14:00 Seminar 6  Friday 13 (Venue: FyL)  10:00 Diploma Award ceremony  10:30 Closing remarks |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  - Better knowledge on teaching and research in humanity sciences in UCA, Spain and other countries.  - Better knowledge of the Spanish Higher Education system.  - Improvement in the management of mobility workflows with partners  - Networking with other international higher education institutions for cooperation in research and teaching activities. |

**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.

|  |
| --- |
| **The staff member**  Name:  Signature: Date: |

|  |
| --- |
| **The sending institution**  Name of the responsible person:  Signature: Date: |

|  |
| --- |
| **The receiving institution/enterprise**  Name of the responsible person: Rafael Vélez Núñez  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)