**Mobility Agreement**

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

Planned period of the training activity: from *[18/05/2026]* till *[22/05/2026]*

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 | 2025/2026 |
| 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 | Área de Biblioteca, Archivo, y Publicaciones |
| Address | Edificio Andrés Segovia  C/ Dr. Marañon num. 3  11002 Cádiz | Country/ Country code | **SPAIN** |
| Contact person, name and position | Jesús Fernández  Director de la Biblioteca y Archivo | Contact person e-mail / phone | jesus.fernandez@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:**  Strengthening inter-university cooperation in the field of scientific research and publishing activities.  Get acquainted with the work of the library of the University of Cadiz as well as with the basic activities in the field of publishing activities of this university, in order to apply examples of good practices at the home university. |
| **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):**  On the examples of good practices of both universities modernization and digitalization of library resources through digital repositories of scientific and teaching publications published by universities. |
| **Activities to be carried out:**  *Meeting about the Library of the University of Cádiz.*  *Meeting about Technical Process and Technological Management: KOHA, Web Portal, Caleidoscopio*  *Meeting about Research Support and Library Information and Reference Service: Information literacy, Open Access, Institutional repository, Researchers portal*  *Meeting about Collection and Heritage: Information resources and ancient heritage collection*  *Meeting about the Archive of the University of Cádiz*  *Meeting about the Publications Service of the University of Cádiz*  *Presentation about their Libraries of the Erasmus Visitors*  *Visit to the Historical Library*  *Visit to the Humanities Library*  *Visit to the Puerto Real Campus Library*  *Visit to the Jerez Campus Library*  *Visit to the Algeciras Campus Library* |
| **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 publishing and professionalization of the work process of Library, Archives and Publications area, 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.

|  |
| --- |
| **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: Jesús María Fernández García  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)