**Erasmus+ Mobility Agreement**

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

Planned period of the physical mobility: from 15 till 19 June 2026

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

Planned period of the virtual component: (2 hours TBD)

BIP code: 2025-1-ES01-KA131-HED- 000xxxxx-1

**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**

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| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#footnote-2) |  | Nationality[[3]](#footnote-3) |  |
| Sex [*M/F/Undefined*] |  | Academic year | 2025/2026 |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | bip.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

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| **Overall objectives of the mobility:**  The aim of the programme is to train participants in the management of international Erasmus+ cooperation projects. To this end, innovative methodologies will be offered and good practices will be shared among speakers and participants. Specifically, participants will improve their skills in the design, follow-up and monitoring, dissemination and sustainability of Erasmus+ projects. |
| **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.  Sharing several and different ways to manage Erasmus+ projects will reinforce and assure possible ways, tools and instruments to manage the projects more efficiently  Added value of a network of project managers. |
| **Activities to be carried out (including the virtual component, if applicable):**  **Virtual part**  **(TBD)**  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**  **15 June 2026:** Presentation of participants, introduction to Erasmus+ projects, Capacity Building Projects (CBHE), Partnership for Cooperation Projects (KA220)  **16 June 2026:** Topic of the day: How to design a good project? Group workshop on the topic  **17 June 2026:** Topic of the day: Management of lump sum budget, group workshop on the topic  **18 June 2026:** Topic of the day: Management and quality control in Erasmus+ projects, group workshop on the topic  **19 June 2026:** Topic of the day: Dissemination strategy and communication, group workshop on the topic, wrap-up session, 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. |

Language of training: English**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 organization**  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)