**STAFF MOBILITY FOR TRAINING[[1]](#endnote-1)**

**MOBILITY AGREEMENT**

Planned period of the training activity: from *[day/month/year]* till *[day/month/year]*

Duration (days) – excluding travel days: 5 days

**The Staff Member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) | **Hachimi** | First name (s) | **Layla** |
| Seniority[[2]](#endnote-2) | Junior | Nationality[[3]](#endnote-3) | **Morocco** |
| Sex [*M/F*] | Female | Academic year | 2021/2022 |
| E-mail | **lhachimi@uae.ac.ma** | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Abdelmalek Essaâdi University** | Faculty/  Department | **Presidency** |
| Erasmus code[[4]](#endnote-4)  (if applicable) |  |
| Address | **Quartier M'haneche II, avenue 9 Avril, B.P. 2117 Tétouan** | Country/ Country code[[5]](#endnote-5) | **Morocco** |
| Contact person  name and position | Mr. Mohamed L’Bachir Kbiyach  Mme. Naima Mouyouh | Contact person e-mail / phone | [**melkbiach@uae.ac.ma**](mailto:melkbiach@uae.ac.ma)  **nmouyouh@uae.ac.ma** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Unversity of Cantabaria** | | |
| Erasmus code  (if applicable) |  | Faculty/Department |  |
| Address |  | Country/ Country code |  |
| Contact person, name and position |  | Contact person e-mail / phone |  |
| Type of enterprise:  NACE code [[7]](#endnote-7)  (if applicable) |  | 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 - Frensh

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| **Overall objectives of the mobility:**  The overall objectives is to assist in the modernisation and internationalisation of the administrative tasks carried at the university. Taking into consideration the student as the main goal of the university, the carried tasks as a staff enables the university to outperform and develop its pedagogical offer, as well as scientific research and innovation. In order to align with the development of technology, the training enables the pursuit of the development path that the world knows. This training will also allow the candidate to learn new techniques and to share different points of view and ideas on how to develop the university, in order to satisfy the needs of the student, the professor and staff. Focusing on education and scientific research as the main keys for the development of each nation, the mobility helps build bridges between cultures and works deeply on the prinicples of cooperation, inclusion, quality, excellence and creativity. It is also a way to support and encourage lifelong learning, considering it an intelligent tool to help staff develop their personal and professional carreers, allowing them to contribute more efficiently to the progress of the institution they are working at. |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**   * Sharing the skills and experience with the staff of the institution. * Learning from their experiences and from the different cultural background. * Experiencing working in a different field and culture and relating it to the staff’s culture. * Harmonisation with the receiving institution. * Developing a communication and marketing plan, learning from the tools used at the receiving university. * Development of personal skills such as group word, efficiency, stress management, organisation, empathy,… * Bringing what has been learnt during the mobility to the university. * Buidling bridges between the two institutions. * Modernise the field of education in order to foster learning, training and employment. * Opportunity to undergo social and educational experience in a different context of work. * Foster the creativity skills in order to develop the university upon return. * Gaining skills related to communication and marketing. |
| **Activities to be carried out:**   * Workshops about education and scientific research. * Workshops about communication and marketing tools used at the institution. * Presetation of the Moroccan context and culture, as well as the institutions’ context. * Seminars and conferences. * Site visits, in order to have a general view of the administration management. * Study visits: these visits will allow the candidate to visit the institution and gain a general view of the work done and the plans implemented. * Job shadowing: it is a very good way to follow and closely observe another employee performing his role at the institution. * Team building activities. |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**   * Gaining different views, knowledge, teaching and working methods, as well as working practices. * Develloping useful skills such as communication skills, language skills, crisis management, critical thinking, problem solving and inter-cultural skills ; * Develloping digital skills to align with the technology development, * Improving personal skills ; * Building an active network of international contacts ; * Understanding of other cultures and work contexts ; * Supporting and develloping the tasks carried at the university upon return. * Organizing workshops at the university upon return. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[8]](#endnote-8)** 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/enterprise**  Name of the responsible person:  Signature: Date: |

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

1. 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. [↑](#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. All refererences to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects. [↑](#endnote-ref-6)
7. The top-level NACE sector codes are available at <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-7)
8. 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). [↑](#endnote-ref-8)