**Erasmus+ Mobility Agreement**

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

Planned period of the physical mobility: from *[7/10/2024]* to *[11/10/2024]*

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

If applicable, planned period of the virtual component: from *[day/month/year]* to *[day/month/year]*

**The Staff Member**

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| Last name (s) | **Pelevic** | First name (s) | **Jelena** |
| Seniority[[2]](#endnote-2) | Junior | Nationality[[3]](#endnote-3) | **Montenegro** |
| Sex [*M/F/Undefined*] | F | Academic year | 2024/25 |
| E-mail | [**pelevic.j@ucg.ac.me**](mailto:pelevic.j@ucg.ac.me) | | |

**The Sending Institution**

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| Name | **University of**  **Montenegro** | Faculty/Department | **IRMO** |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **MEPODGORI02** |
| Address | Cetinjska 2, 81000  Podgorica | Country/ Country code[[5]](#endnote-5) | **ME** |
| Contact person  name and position | Isidoral Lakic  Mobility Officer | Contact person e-mail / phone | [**isidoral@ucg.ac.me**](mailto:isidoral@ucg.ac.me) |

**The Receiving Organisation**

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| --- | --- | --- | --- |
| Name | **Comenius University in Bratislava** | | |
| Erasmus code  (if applicable) | **SK BRATISL02** | Faculty/Department  (if applicable) | **Referát**  **medzinárodných vzťahov/**  **International**  **Relations Office** |
| Address | 148 (budova na Gondovej, 1. poschodie) | Country/ Country code | **SK** |
| Contact person, name and position | Mgr. Mária Gajarská Kučerová | Contact person e-mail / phone | **maria.gajarska.kucerova**  **@uniba.sk** |
| Type of organisation: | Education | 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:**  Erasmus+ staff mobility aims to internationalize educational institutions by providing opportunities for staff members to gain experience in different cultural and educational contexts. This contributes to fostering a more global mindset, as well as strengthening international partnerships  The chance to participate in training, teaching, or job shadowing activities abroad, allows a development of new skills, acquiring knowledge, and improving professional competencies. This contributes to personal growth and enhances the quality of administrative services provided by home institution. |
| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**  Participation in Erasmus mobility enables to gain insights into the latest developments and trends in my field of expertise. It is important to use this knowledge to update and enhance current procedures, ensuring implementation procedures of the projects within the Erasmus+ programme remain relevant and aligned with current standards and practices. Erasmus mobility fosters cultural exchange and diversity by bringing together staff members from diverse cultural backgrounds. This exposure to different perspectives and ways of thinking enriches the institutional environment and promotes a more inclusive and multicultural learning experience.  The mobility to be imlemented at Comenius University in Bratislava will further enhance our cooperation within the ongoing project. It will me an opportunity to discuss important topics related to the project – academic offer for outgoing students and services provided to our students. |
| **Activities to be carried out (including the virtual component, if applicable):**   * Meetings and networking * Job shadowing * Project coordination and planning * Promoting home university among potentional incoming students |
| **Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**  Erasmus+ mobility strengthens the internationalization strategy of the sending institution promoting staff mobility and collaboration with partner insitution. This enhances the institution's global outlook and reputation. Institutions that actively participate in Erasmus mobility programs often enjoy enhanced reputation and visibility within the international higher education community.  Afer the return from mobility, I commit to share mobility experience with colleagues and integrate them into institutional practices. This contributes to the overall development and improvement of the sending institution. |

**II. COMMITMENT OF THE THREE PARTIES**

By signing**[[6]](#endnote-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: Jelena Pelevic  Signature: Date: 18/03/2024 |

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| **The sending institution**  Name of the responsible person: prof. dr Sanja Pekovic, Vice-rector for internationalisation  Signature: Date: 18/03/2024 |

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| **The receiving organisation**  Name of the responsible person:  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. [↑](#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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-4)
5. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui> [↑](#endnote-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. [↑](#endnote-ref-6)