

# Ugovor o mobilnosti

## Mobilnost nastavnog i nenastavnog osoblja u svrhu izvođenja nastave<sup>1</sup>

Planirani period izvođenja nastave: od [dan/mesec/godina] do  
[dan/mesec/godina]

Trajanje (u danima) – ne uključujući dane puta: .....

### Nastavnik

Prezime		Ime	
Radno iskustvo <sup>2</sup>		Nacionalnost <sup>3</sup>	
Pol [muški / ženski / bez navoda]		Akadska godina	20../20..
Imejl			

### Ustanova/preduzeće pošiljalac<sup>4</sup>

Naziv			
Erazmus kod <sup>5</sup> (ako je primenljivo)		Fakultet/odsek	
Adresa		Država/ Oznaka države <sup>6</sup>	
Ime i pozicija kontakt osobe		Imejl/telefon kontakt osobe	
		Veličina preduzeća (ako je primenljivo)	<input type="checkbox"/> <250 zaposlenih <input type="checkbox"/> >250 zaposlenih

### Ustanova primalac

Naziv		Fakultet/odsek	
Erazmus kod (ako je primenljivo)			
Adresa		Država/ Oznaka države	
Ime i pozicija kontakt osobe		Imejl/telefon kontakt osobe	

Za uputstva videti fusnote na strani 3.



## Odeljak koji se popunjava PRE MOBILNOSTI

### I. PREDLOŽENI PROGRAM MOBILNOSTI

Glavna predmetna oblast<sup>7</sup>: .....

Nivo (izabрати onaj koji je glavni): kratki ciklus (EOK nivo 5) ; osnovne studije ili ekvivalentne studije prvog ciklusa (EOK nivo 6) ; master ili ekvivalentne studije drugog ciklusa (EOK nivo 7) ; doktorske ili ekvivalentne studije trećeg ciklusa (EOK nivo 8)

Broj studenata u ustanovi primaocu koji će pohađati nastavu: .....

Broj nastavnih sati<sup>8</sup>: .....

Jezik nastave: .....

**Opšti ciljevi mobilnosti:**

**Dodatna vrednost mobilnosti (u kontekstu strategija modernizacije i internacionalizacije ustanova učesnica):**

**Sadržaj programa nastave:**

**Očekivani ishodi i uticaj (npr. na profesionalni razvoj nastavnika i na kompetencije studenata iz obe ustanove):**

### II. OBAVEZA TRIJU STRANA

Potpisivanjem<sup>9</sup> ovog dokumenta, nastavnik, ustanova/preduzeće pošiljalac i ustanova primalac, potvrđuju da su saglasni sa predloženim ugovorom o mobilnosti.

Visokoškolska ustanova pošiljalac podržava mobilnost nastavnika u sklopu strategije modernizacije i internacionalizacije i priznaće je prilikom evaluacije ili ocenjivanja datog nastavnika.

Nastavnik će deliti iskustvo sa mobilnosti, naročito uticaj tog iskustva na svoj profesionalni razvoj i visokoškolsku ustanovu pošiljaoca, kako bi inspirisao druge.

Nastavnik i ustanova korisnik obavezuju se da će postupati u skladu sa ugovorom o dodeli namenskih bespovratnih sredstava sklopljenim između ove dve strane.



Nastavnik i ustanova primalac obavestiće ustanovu/preduzeće pošiljaoca o svim problemima i izmenama vezanim za predloženi program ili period mobilnosti.

**Nastavnik**

Ime i prezime:

Potpis:

Datum:

**Ustanova/preduzeće pošiljalac**

Ime i prezime ovlašćenog lica:

Potpis:

Datum:

**Ustanova primalac**

Ime i prezime ovlašćenog lica:

Potpis:

Datum:

# Mobility Agreement

## Staff Mobility For Teaching<sup>10</sup>

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

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

### The teaching staff member

Last name (s)		First name (s)	
Seniority <sup>11</sup>		Nationality <sup>12</sup>	
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail			

### The Sending Institution/Enterprise<sup>13</sup>

Name			
Erasmus code <sup>14</sup> (if applicable)		Faculty/Department	
Address		Country/ Country code <sup>15</sup>	
Contact person name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

### The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>16</sup>: .....

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme: .....

Number of teaching hours<sup>17</sup>: .....

Language of instruction: .....

**Overall objectives of the mobility:**

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Content of the teaching programme:**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>18</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

The teaching 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 teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

**The teaching staff member**

Name:

Signature:

Date:

**The sending institution/enterprise**

Name of the responsible person:

Signature:

Date:

**The receiving institution**

Name of the responsible person:

Signature:

Date:

<sup>1</sup> Prilagođavanje ovog obrasca:

- U slučaju da mobilnost obuhvata aktivnosti izvođenja nastave i pohađanja obuke, treba koristiti **ovaj obrazac** i prilagoditi ga tako da odgovara i jednom i drugom tipu aktivnosti.
- U slučaju mobilnosti između **VŠU iz programske i VŠU iz partnerske zemlje**, ovaj ugovor uvek moraju potpisati nastavnik, VŠU iz programske zemlje i VŠU iz partnerske zemlje (ukupno tri potpisa).
- U slučaju da **zaposleni u preduzeću gostuju kao nastavnici u VŠU iz partnerske zemlje**, ovaj ugovor moraju potpisati učesnik, VŠU iz programske zemlje kao korisnik, VŠU iz partnerske zemlje koja prima učesnika i preduzeće iz programske zemlje (ukupno četiri potpisa). Biće dodato mesto za potpis VŠU iz programske zemlje koja organizuje mobilnost.
- Za **zaposlene u preduzeću koji gostuju kao nastavnici u VŠU iz programske zemlje**, biće dovoljni potpisi učesnika, VŠU iz programske zemlje i organizacije pošiljaoca (ukupno tri potpisa, kao i za mobilnost između programskih zemalja).

<sup>2</sup> **Radno iskustvo:** niža pozicija (okvirno < 10 godina iskustva), srednja pozicija (okvirno > 10 i < 20 godina iskustva) ili viša pozicija (okvirno > 20 godina iskustva).

<sup>3</sup> **Nacionalnost:** Država kojoj lice pripada u administrativnom smislu i koja izdaje ličnu kartu odnosno pasoš.

<sup>4</sup> Svako preduzeće u programskoj ili partnerskoj zemlji ili, uopštenije, svaka državna ili privatna organizacija aktivna na tržištu rada ili u polju obrazovanja, obučavanja ili omladinskog rada.

<sup>5</sup> **Erazmus kod:** jedinstveni identifikacioni broj koji dobija svaka visokoškolska ustanova koja ima Erasmus povelju za visoko obrazovanje (ECHE). Primenljivo je samo za visokoškolske ustanove u programskim zemljama.

<sup>6</sup> **Oznaka zemlje:** Oznake zemalja prema ISO 3166-2 mogu se naći na:  
<https://www.iso.org/obp/ui/#search>.

<sup>7</sup> Treba koristiti [alat za pretraživanje ISCED-F 2013](http://ec.europa.eu/education/tools/iscded-f_en.htm) (dostupan na [http://ec.europa.eu/education/tools/iscded-f\\_en.htm](http://ec.europa.eu/education/tools/iscded-f_en.htm)) za pronalaženje detaljnih informacija o oblasti obrazovanja i obuke u ISCED 2013.

<sup>8</sup> Mora se održati najmanje 8 sati nastave nedeljno (što važi i za kraće boravke). Ako je period mobilnosti duži od jedne nedelje, minimalni broj sati nastave za nepunu nedelju treba da bude proporcionalan trajanju te nedelje. Ako se kombinuju aktivnosti podučavanja i obuke tokom jednog boravka u inostranstvu, minimalni broj se spušta na 4 sata nastave nedeljno (što važi i za kraće boravke). Ne postoji minimalan broj sati nastave za zaposlene u preduzeću koji gostuju u VŠU.

<sup>9</sup> Nije obavezno slanje dokumenata sa originalnim potpisima. Prihvatljivi su skenirani primerci potpisa i elektronski potpisi, ako je to u skladu sa nacionalnim zakonodavstvom zemlje u kojoj se nalazi ustanova pošiljalac (u slučaju mobilnosti sa partnerskim zemljama: nacionalnim zakonodavstvom programske zemlje). Uverenje o učešću može se dostaviti elektronskim putem ili na drugi način tako da mu učesnik i ustanova pošiljalac imaju pristup.

<sup>10</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

<sup>11</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>12</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>13</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth .

<sup>14</sup> **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.

<sup>15</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>16</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.

<sup>17</sup> A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

<sup>18</sup> 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.