

Ugovor o mobilnosti

Mobilnost nastavnog i nenastavnog osoblja u svrhu pohađanja obuke¹

Planirani period obuke: od [dan/mesec/godina] do [dan/mesec/godina]

Trajanje (u danima) – ne uključujući dane puta:

Zaposleni

Prezime(na)		Ime(na)	
Radno iskustvo ²		Nacionalnost ³	
Pol [muški / ženski / bez navoda]		Akademski godina	20../20..
Imejl			

Ustanova pošiljalac

Naziv		Fakultet/odsek	
Erazmus kod ⁴ (ako je primenljivo)			
Adresa		Država/ Oznaka države ⁵	
Ime i pozicija kontakt osobe		Imejl/telefon kontakt osobe	

Ustanova/preduzeće primalac⁶

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

Za uputstva videti fusnote na strani 3.

Odeljak koji se popunjava PRE MOBILNOSTI

I. PREDLOŽENI PROGRAM MOBILNOSTI

Jezik na kojem se odvija obuka:

Opšti ciljevi mobilnosti:
Obuka čiji je cilj razvoj pedagoških veština, odnosno veština izrade plana i programa nastave: da <input type="checkbox"/> ne <input type="checkbox"/>
Dodatna vrednost mobilnosti (u kontekstu strategija modernizacije i internacionalizacije ustanova učesnica):
Aktivnosti koje treba sprovesti:
Očekivani ishodi i uticaj (npr. na profesionalni razvoj nastavnika i na obe ustanove):

II. OBAVEZA TRIJU STRANA

Potpisivanjem⁷ ovog dokumenta, zaposleni, ustanova pošiljalac i ustanova/preduzeće primalac potvrđuju da su saglasni sa predloženim ugovorom o mobilnosti.

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

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

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

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



Zaposleni

Ime i prezime:

Potpis:

Datum:

Ustanova pošiljalac

Ime i prezime ovlašćenog lica:

Potpis:

Datum:

Ustanova/preduzeće primalac

Ime i prezime ovlašćenog lica:

Potpis:

Datum:

Mobility Agreement

Staff Mobility For Training⁸

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

Duration (days) – excluding travel days:

The Staff Member

Last name (s)		First name (s)	
Seniority ⁹		Nationality ¹⁰	
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Faculty/Department	
Erasmus code ¹¹ (if applicable)			
Address		Country/ Country code ¹²	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise¹³

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
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

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:

Overall objectives of the mobility:
Training activity to develop pedagogical and/or curriculum design skills: Yes <input type="checkbox"/> No <input type="checkbox"/>
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
Activities to be carried out:
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing¹⁴ 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:

Signature:

Date:

¹ Prilagođavanje ovog obrasca:

- U slučaju da mobilnost obuhvata aktivnosti izvođenja nastave i pohađanja obuke, treba koristiti obrazac ugovora o mobilnosti u svrhu izvođenja nastave i prilagoditi ga tako da odgovara i jednom i drugom tipu aktivnosti.
- U slučaju **mobilnosti između programskih i partnerskih zemalja**, ovaj ugovor uvek moraju potpisati zaposleni, VŠU iz programske zemlje kao korisnik i VŠU iz partnerske zemlje kao organizacija pošiljalac ili primalac. U slučaju mobilnosti iz VŠU iz partnerske zemlje u preduzeće iz programske zemlje, poslednje polje treba duplirati i tu treba da se nalaze potpisi VŠU iz programske zemlje (korisnik) i organizacije primaoca (ukupno četiri potpisa).

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

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

⁴ **Erazmus kod:** jedinstveni identifikacioni broj koji dobija svaka visokoškolska ustanova koja ima Erazmus povelju za visoko obrazovanje (*ECHE*). Primenljivo je samo za visokoškolske ustanove u programskim zemljama.

⁵ **Oznaka zemlje:** Oznake zemalja prema ISO 3166-2 mogu se naći na:
<https://www.iso.org/obp/ui/#search>.

⁶ 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 (nije moguća obuka zaposlenih sa VŠU iz programskih zemalja kod neakademske partnere iz partnerskih zemalja).

⁷ 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.

⁸ 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.

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- 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).
- ⁹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).
- ¹⁰ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ¹¹ **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.
- ¹² **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- ¹³ 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).
- ¹⁴ 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.