

STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT

The Staff Member

Last name (s)/ Family name		First name (s)	
Seniority ¹	☐ Junior (< 10 years of experience), ☐ Intermediate (> 10 and < 20 years of experience) ☐ Senior (> 20 years of experience).	Nationality ²	
Sex [M/F/Undefined]	:	Academic year	2025-2026
E-mail			

The Sending Institution –

Name		Faculty / Department	
Erasmus code ³ (if applicable)			
Address		Country/ Country code ⁴	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution UNIVERSITY OF BUCHAREST

Name	University of Bucharest		
Erasmus code	RO BUCURES09	Faculty / Department	Erasmus and CIVIS Department

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **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.

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

Address	Sos. Panduri, no. 90, 050663, Bucharest	Country/ Country code	Romania - RO
Contact person name and position	Alina CRISTOVICI, Director International Relations Department & Erasmus Institutional Coordinator	Contact person e-mail / phone	alina.cristovici@unibuc.ro +4 021 305 46 40 +4 021 305 46 44

For guidelines, please look at the end notes on the last page

Section to be completed BEFORE THE MOBILITY

Planned period of the Training activity (*Travel days not included*):

from **08/06/2026** till **12/06/2026**
(dd/mm/yyyy – dd/mm/yyyy)

Duration (no of days): 5

☒ Additional day for travel needed **before the first day** of the activity abroad

☒ Additional day for travel needed **after the last day** of the activity abroad

Language of training: French /English

I. PROPOSED MOBILITY PROGRAMME

Overall objectives of the mobility: The objective of my participation in this mobility is to strengthen cooperation between my home institution and the Associate Member Universities in Africa by taking part in the activities of the CIVIS Week on African Cooperation and Mobility within the European Universities Initiative. Through this experience, I aim to deepen my understanding of international academic collaboration, gain practical skills relevant to my responsibilities at the home institution, and observe how mobility processes and cooperation frameworks are implemented within the CIVIS Alliance. The training will also support my professional development in areas such as internationalisation, project coordination and institutional collaboration. (Participants should adapt this paragraph by specifying the sessions most relevant to their departmental role.)
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved): This mobility will contribute to reinforcing long-term cooperation within the CIVIS Alliance by allowing me to align practices at my home institution with those of our partners. By participating in the CIVIS Week on African Cooperation and Mobility within the European Universities Initiative, I will be able to exchange experience on mobility management, communication, student and staff engagement, and administrative procedures. The added value lies in improving institutional capacity, strengthening cooperation with the Associate Member Universities in Africa and supporting the internationalisation strategies of both institutions. (Participants should adapt this paragraph by specifying the sessions most relevant to their departmental role.)
Activities to be carried out: During the training period, I will take part in the main activities scheduled for the CIVIS Week on African Cooperation and Mobility within the European Universities Initiative. My participation may include governance-related meetings, thematic sessions with African partner universities,

workshops on mobility schemes, presentations on academic cooperation and sessions dedicated to dissemination and visibility.

In addition, I may attend institutional visits, exhibitions, guided tours and other activities included in the programme, which provide context about the University of Bucharest and its role within the CIVIS Alliance. Throughout the week, I will interact with colleagues involved in mobility coordination, communication, international projects and academic cooperation, in order to exchange practical experience and observe how large-scale international academic events are organised.

(Participants must adapt this paragraph by specifying the sessions most relevant to their departmental role.)

Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions)

This mobility is expected to enhance my professional skills in international cooperation, mobility management and event coordination. By observing how the CIVIS Week on African Cooperation and Mobility within the European Universities Initiative is organised and implemented, I will gain insights that I can apply to improve procedures, communication and support services at my home institution.

The mobility will contribute to clearer operational workflows, more efficient collaboration within the CIVIS Alliance and a stronger foundation for developing joint activities with the Associate Member Universities in Africa. The experience may also generate practical ideas for improving mobility pathways, strengthening academic partnerships and expanding cooperation in education, training and research.

(Participants should personalise this section depending on their specific tasks and institutional role.)

II. COMMITMENT OF THE THREE PARTIES

By signing⁵ 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 sending 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 –

⁵ 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).

The receiving institution - :UNIVERSITY OF BUCHAREST (RO BUCURES09) Name of the responsible person: Alina CRISTOVICI Function:Erasmus Institutional Coordinator Signature and Stamp Date:
