





## Special Mobility Strand: STAFF







## **Internship period**







## Internship period

## University of Rome Tor Vergata, Italy

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## Internship period Sapienza University of Rome, Italy

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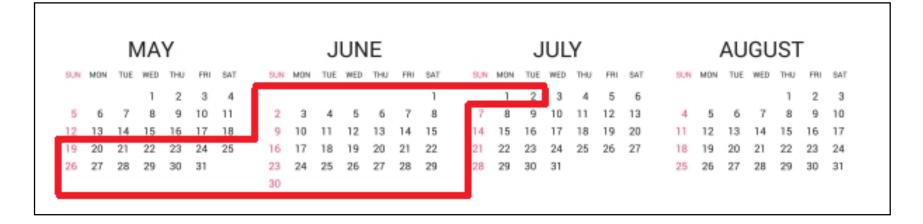






## Internship period

## Politechnika Slaska, Poland









## Internship period

## Hochschule Wismar, University of applied Science: Technology, Business and Design, Germany

		Ν	ΛA	Y					J	UN	E					J	UĽ	Y					AU	Gυ	IST	-	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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26	27	28	29	30	31		23 30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31







## Internship participants







## University of Rome Tor Vergata, Italy

N₂	Dates of travel (fr	om-to)	Participants	University
1	02/06/19-16/07/19	Summer	Oleksandr Rossolov	NUUE (Kharkiv)
2	02/06/19-16/07/19	Summer	Olha Kunytska	NTU (Kyiv)
3	09/06/19-23/07/19	Summer	Lidia Savchenko	NTU (Kyiv)
4	02.06-16/07/2019	Summer	Mamuka Baramidze	BSMA (Batumi)
5	02.06-16/07/2019	Summer	Medea Kavtaradze	BSMA (Batumi)
6	09/06/19-23/07/19	Summer	Teimuraz Ugulava	GTU (Tbilisi)
7	09/06/19-23/07/19	Summer	Giorgi Sisvadze	GTU (Tbilisi)
1	30/09/19-13/11/19	Autumn	Dmytro Roslavtsev	NUUE (Kharkiv)
2	30/09/19-13/11/19	Autumn	Mykola Zhuk	LPNU (Lviv)
3	30/09/19-13/11/19	Autumn	Volodymyr Kovalyshyn	LPNU (Lviv)
4	30/09/19-13/11/19	Autumn	Ruslana Kolodnytska	ZSTU (Zhytomyr)
5	30/09/19-13/11/19	Autumn	Dmytro Beherskyi	ZSTU (Zhytomyr)







## Sapienza University of Rome, Italy

N₂	Dates of travel (from-to)	Participants	University
1	02/06/19-16/07/19	Iryna Tkachenko	NUUE (Kharkiv)
2	02.06.19-16.07.19	Volodymyr Shumliakivskyi	ZSTU (Zhutomyr)
3	02.06.19-16.07.19	Artur Makhno	ZSTU (Zhutomyr)
4	02/06/19-16/07/19	Oksana Hulchak	NTU (Kyiv)
5	02/06/19-16/07/19	Roman Laputyn	NTU (Kyiv)
6	02/06/19-16/07/19	Nino Kurshubadze	BSMA (Batumi)
7	02/06/19-16/07/19	Marina Phutkaradze	BSMA (Batumi)
1	09/06/19-23/07/19	Andrii Galkin	NUUE (Kharkiv)
2	09/06/19-23/07/19	Volodymyr Hilevych	LPNU (Lviv)
3	09/06/19-23/07/19	Mykola Boikiv	LPNU (Lviv)
4	09/06/19-23/07/19	Vakhtang Bogvelishvili	GTU (Tbilisi)







## Politechnika Slaska, Poland

N₂	Dates of travel (from-to)	Participants	University
1	19/05/19-02/07/19	Yevhen Kush	NUUE (Kharkiv)
2	19/05/19-02/07/19	Denys Ponkratov	NUUE (Kharkiv)
3	19/05/19-02/07/19	Taras Postranskyy	LPNU (Lviv)
4	19/05/19-02/07/19	Yuriy Royko	LPNU (Lviv)
5	19/05/19-02/07/19	Andrii Ilchenko	ZSTU (Zhutomyr)
6	19/05/19-02/07/19	Vasyl Mamrai	ZSTU (Zhutomyr)
7	19/05/19-02/07/19	Oleksandr Kosharnyi	NTU (Kyiv)
8	19/05/19-02/07/19	Inna Vyhovska	NTU (Kyiv)
9	19/05/19-02/07/19	Roman Mamuladze	BSMA (Batumi)
10	19/05/19-02/07/19	Meri Gabaidze	BSMA (Batumi)







## Hochschule Wismar, University of applied Science: Technology, Business and Design, Germany

N₂	Dates of travel (from-to)	Participants	University
1	11/06/19-25/07/19	Dmytro Burko	NUUE (Kharkiv)
2	11/06/19-25/07/19	Kateryna Vakulenko	NUUE (Kharkiv)
3	11/06/19-25/07/19	Volodymyr Shlapak	ZSTU (Zhytomyr)
4	11/06/19-25/07/19	Vitalii Kuchmenko	ZSTU (Zhytomyr)
5	11/06/19-25/07/19	Iuliia Silantieva	NTU (Kyiv)
6	11/06/19-25/07/19	Stanislav Popov	NTU (Kyiv)
7	11/06/19-25/07/19	Aslan Makhadze	BSMA (Batumi)
8	11/06/19-25/07/19	Besik Davitadze	BSMA (Batumi)
9	11/06/19-25/07/19	Emeliane Gogilidze	GTU (Tbilisi)







## Internship activities







## Internship activities

developing some parts of the modules for SmaLog Master program;
developing practical examples for teaching such as exercises, slides, and so on;

 participating in the activities performed to develop lesson and module texts;

•starting to develop common researches;

- •finalize a paper for a journal;
- •collaborate in researcher project.







## Additional topics from Sapienza University of Rome

#### Logistics:

- Smart packaging in the e-Commerce business market: logistics and transport implications
- Blockchain and fleet management systems
- Synchromodality in port-centric supply chains
- City logistics planning and assessment
- Logistics as a Service and automation

#### Road Safety and Sustainable Mobility:

- Analysis of Child restraint systems use behaviour and attidude
- Analysis of Seatbelt use behaviour and attitudes
- Twinning program on road safety research and teaching
- Analysis of crowdsourcing data from African countries
- Analysis of road safety training webinars
- PTW in-depth accident investigation in urban areas
- Methods to assess impacts of Avs on transportation safety and security
- Methods to assess socio-economic impacts of Cooperative Intelligent Transport Systems (C-ITS)
- Design of a survey to understand new mobility patterns in EU cities
- On-line supporting tools for Urban Mobility Planning
- International comparison of car dependence in cities







## Internship documents







## Inter-institutional agreement

	NUUE	LPNU	ZSTU	NTU	GTU	BSMA
Tor Vergata	+	+	+	+	+	+
Sapienza University	-	-	-	-	-	-
Hochschule Wismar	+	+	+	+	?	+
Politechnika Slaska	+	+	+	+	?	+







## **Required documents**

- 1- Declaration of Honor mandatory document.
- 2 Passport copy mandatory document.
- 3 Curriculum Vitae mandatory document.
- 4 Language Certificate(s) mandatory document.
- 5 Recommendation Letter mandatory document.
- 7 Motivation Letter mandatory document.
- 8 Proof of staff employment (Decree) mandatory document.
- 9 Grant agreement mandatory document.

10 – Mobility agreement for training– mandatory document.

11 - Additional information (proof of socially disadvantaged situation, other certificates, portfolio, conferences' diplomas) – facultative documents.

Should be already prepared







## These documents must be prepared **BEFORE** mobility begins







1.1	Erasmus+

Higher Education Mobility Agreement form Participant's name

#### STAFF MOBILITY FOR TRAINING<sup>1</sup> MOBILITY AGREEMENT

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 <sup>8</sup>	Nationality <sup>8</sup>	
Sex [///F]	Academic year	20/20
E-mall		

#### The Sending Institution

Name	Faculty/Department	
Erasmus code <sup>3</sup> (f applicable )		
Address	Country/ Country code <sup>8</sup>	
Contact person name and position	Contact person e-mail / phone	

#### The Receiving Institution / Enterprise

Name	
Erasmus code (f applicable)	Faculty/Department
Address	Country/ Country code
Contact person, name and position	Contact person e-mail / phone
Type of enterprise:	Size of enterprise C<250 employees (f applicable) C>250 employees

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

	Higher Education	
	Mobility Agreement form Participant's name	
	магесіралев палю	
с тис	MODILITY	

#### Section to be completed BEFORE THE MOBILITY

#### I. PROPOSED MOBILITY PROGRAMME

Language of training: .....

Erasmus+

Overall objectives of the mobility:

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):

1111	Higher Education	
Erasmus+	Mobility Agreement form Participant's name	
	Participant's name	
II. COMMITMENT OF THE THREE PARTIES		
By signing ${}^{I}$ this document, the staff member, the sending confirm that they approve the proposed mobility a greemen	Institution and the receiving institution/enterprise t.	
The cending higher education institution supports the internationalization strategy and will recognize it as a co staff member.	staff mobility as part of its modernisation and mponent in any evaluation or assessment of the	
The staff member will share his /her experience, in particul and on the sending higher education institution, as a source		
The staff member and the beneficiary institution commit to signed between them.	the requirements set out in the grant agreement	
The staff member and the receiving institution/enterprise problems or changes regarding the proposed mobility prog		
The 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:		

5 In case the mobility combines teaching and training activities, the mobility agreement for teaching template should be used and adjusted to ft both activity types.

 $^{\circ}$  Seniority: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

 $\xi$  Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

Country code: 190 31 65-3 country codes swilled is at: <u>https://www.isp.org/bos////wassob</u>. 3 All informances to "enderprice" and ny applicable to mobility for staff between Programme Countries or within Capacity Juditing projects.

2 Occulating appear with original injections in the consultancy. General cooles of stepations or electronic injections may be accepted, depending on the national legislation of the country the anothing institution (in the case of public with Farmer Counters) in the step of counters are national legislation of the forgeround Country). Certificates of stepation is a provided electronics by or through any other means accessible to the step? means and the accessible interpret accessible to the step?









#### STAFF MOBILITY FOR TRAINING<sup>1</sup>

Higher Education Mobility Agreement form Participant's name

#### MOBILITY AGREEMENT

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

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

#### The Staff Member

Last name (s)	First name (s)	
Seniority <sup>8</sup>	Nationality®	
Sex [///F]	Academic year	20/20
E-mail	-	

#### The Sending Institution

Name	Faculty/Department	
Erasmus code <sup>8</sup> (f applicable)		
Address	Country/ Country code <sup>8</sup>	
Contact person name and position	Contact person e-mail / phone	

#### The Receiving Institution / Enterprise

Name		
Erasmus code (# applica ble.)	Faculty/Department	
Address	Country/ Country code	
Contact person, name and position	Contact person e-mail / phone	
Type of enterprise:	Size of enterprise (f applicable)	□ <250 employe es □ >250 employe es

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

### It contains information about:

- •the participant,
- •the host university and
- •the sending university.



te of the responsible person: mature:

5 In case the mobility combines basching and training activities, the mobility agreement for beaching template should be used and adjusted to fit both activity types.

 $^\circ$  Seniority: Junior (approx. < 10 years of experience). Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

Date

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

3 Ensemble Code: A unique lidentifier that every higher education institution that has been a worldd with the Brannus Counter for Higher Education neceives... It is only applicable to higher education institutions located in Programme Countries...

2 Country code: 190 2165-2 country codes swilled is at: <u>https://www.isp.org/bo.of///#esect</u>. 2 Af inferences to "enterprise" are only applicable to mobility for staff between Programme Countries or with Capety Building arguests.

2 Orcharding papers with original identities in and consultance, Second coolse of signatures or electronic algorithms may be accepted, depending on the national algorithm for the country of the acarding (notice) (in the case of non-biny with Partner Countries the national alignation of the Pargement Country). Certificates of interdance on the provided electronics by or through any other means accessible to the staff members with the acarding (build country).

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









Higher Education Mobility Agreement form Participant's name

#### STAFF MOBILITY FOR TRAINING<sup>1</sup> MOBILITY AGREEMENT

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 <sup>8</sup>	Nationality <sup>8</sup>	
Sex [M/F]	Academic year	20/20
E-mail	-	

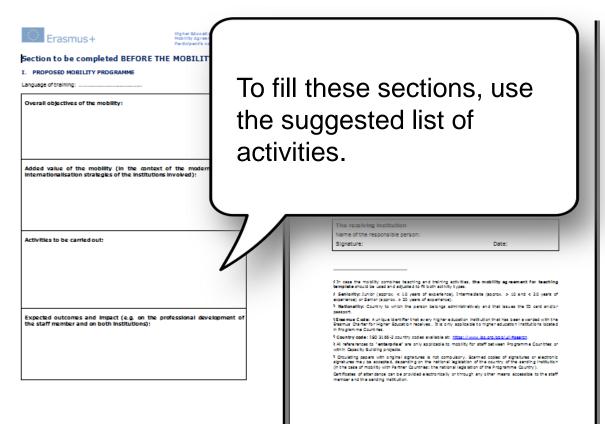
#### The Sending Institution

Name	Faculty/Department	
Erasmus code <sup>2</sup> (f applicable)		
Address	Country/ Country code <sup>8</sup>	
Contact person name and position	Contact person e-mail / phone	

#### The Receiving Institution / Enterprise

Name		
Erasmus code (f applicable)	Faculty/Department	
Address	Country/ Country code	
Contact person, name and position	Contact person e-mail / phone	
Type of enterprise:	Size of enterprise (f applicable)	□ <250 employe es □ >250 employe es

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









Erasmus+	Higher Education Mobility Agreement form Participant's name		Erasmus+ Keyber Social on Mobility Agreement form Participantic name
STAFF MOBILITY MOBILITY AGREE Planned period of the training activ Duration (days) – excluding ( The Staff Member Last name (s) Seniority <sup>8</sup> Sec (M/F)	MENT /ity: from [day/month/year] till [day/month/yea	Place for signatures	11. COMMITMENT OF THE THREE PARTIES Symplectical disconnect, the safe member, the second particulation and the rescaling institution (instances in a proposed mobility gaves rest.) The sanding hyper education institution accopies the staff mobility as called of its medianetables in and with recognise the site scoregomet in any second mobility and second. The sanding hyper education institution particulation institution in the second mobility and second mobili
E-mail			Signature: Date:
The Sending Institution			The sending institution/enterprise Name of the responsible person:
Name	Faculty/Department		Signature: Date:
Erasmus code <sup>8</sup> (f applicable)			The receiving institution Name of the responsible person:
Address	Country/ Country code <sup>8</sup>	Activities to be carried out:	Signature: Date:
Contact person name and position	Contact person e-mail / phone		
The Receiving Institution	/ Enterprise		S0 case the mobility combines teaching and training activities, the mobility agreement for teaching template should be used and adjusted to fit both activity types.
Name			5 Sententity: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Sentor (approx. > 20 years of experience). 3 Nationality: Country to which the person beings administratively and that issues the 10 card and/or
Erasmus code (f applica ble)	Faculty/Department	Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):	pasaon. Xona mua Cade A vilue i settifie tha every higher a disation institution in at has base a upradu vilh ina Sasama Cade for Higher Sasato na servez. It is only applicable to righer education institutions located in Programme Counter.
Address	Country/ Country code		Country code: 100 2188-2 country code: svalids is at: <u>bits://www.ico.org.lob.of//fisearcb.</u> 3.41 milerances to "enterprise" maionly applicable to mobility for staff between Programm e Countries or within Council & Building projects.
Contact person, name and position	Contact person e-mail / phone		with Capitor y wilding projects. Consisting passes with original signatures is not computery. Seamed 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 Pather Cauthies the national legislation of the Pogname Cauthy).
Type of enterprise:	Size of enterprise C<250 employees (/* applicable) C>250 employees		Get Weaks of ettendence can be provided electronically on through any other means accessible to the staff member and the sanding institution.
For guidelines, please look at the e	and notes on page 3.		







## What needs to be done with MOBILITY AGREEMENT FOR TRAINING:

### **BEFORE** internship

•Fill in the "Mobility agreement for training" with the given activities

•Sent it to me for receiving the approval with the hosting University (we asked to do this before May 5<sup>th</sup>).

•After receiving the approval by hosting University - sign it on your part.

### **DURING** internship

Sign the "Mobility agreement for training" with hosting University.

### **AFTER internship**

Do scan-copy and original attach to the internship reporting documents.







# **Timetable** (example for NTU)

Publication of the call for applications	st 1 of March 2019	
Deadline for submission of applications and documentation	nd 22 of March 2019	
Selection process	28 of March 2019	
Publication of results	29 of March 2019	
Sending of invitation letters to beneficiaries	April 2019	
Mobility agreement for training	Two weeks before the start of the internship	
Grant agreement for Erasmus+ STAFF MOBILITY for teaching and training	Two weeks before the start of the internship	
Start of mobilities	Depends on the EU University	







## Mandatory documents after mobility

- 1. Motivation Letter
- 2. Grant agreement
- 3. Mobility agreement for training
- 4. Certificate (indicating the number of hours) *the form of the certificate will be developed and approved with the coordinator and host universities.*