

# CIT staff and student's mobility manual

## I. VISION AND MISSION

Canadian Institute of Technology supports physical and blended mobility of higher education students in any study fields and cycle (short cycle, bachelor, master). Students can either study abroad at a partner higher education institution or carry out a traineeship in an enterprise, a research institute, a laboratory, an organisation or any other relevant workplace abroad. Students can also combine a study period abroad with a traineeship, further enhancing the learning outcomes and development of transversal skills.

Canadian Institute of Technology supports higher education teaching and administrative staff to take part in professional development activities abroad as well as staff from the world of work to teach and train students or staff at CIT. These activities may consist of teaching as well as training periods (such as job shadowing, observation periods, training courses).

## II. OBJECTIVES

- **Expose** students to different views, knowledge, teaching and research methods as well as work practices in their study field in the European and international context;
- **Develop** their transversal skills such as communication skills, language skills, critical thinking, problem solving, inter-cultural skills and research skills;
- **Develop** their forward-looking skills, such as digital and green skills, that will enable them to tackle the challenges of today and tomorrow;
- **Facilitate** personal development such as the ability to adapt to new situations and self-confidence.

The objective is also to enable academic staff to teach or train abroad as part of their professional development in order to:

- share their expertise;
- experience new teaching environments;
- acquire new innovative pedagogical and curriculum design skills as well as digital skills;
- connect with their peers abroad to develop common activities to achieve the programme's objectives;
- exchange good practices and enhance cooperation between higher education institutions;
- better prepare students for the world of work.

In addition, the objective is to foster the development of transnational and transdisciplinary curricula as well as innovative ways of learning and teaching, including online collaboration, research-based learning and challenge-based approaches with the objective of tackling societal challenges.

### **Inclusion and diversity**

In order to make access to student and staff mobility as easy as possible, in line with the principles of the ECHE, CIT (International Relation and Projects Office) ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds. This means including participants with fewer opportunities, such as participants with physical, mental and health related conditions, students with children, students who work or are professional athletes and students from all study fields underrepresented in mobility. Defining internal selection procedures that consider equity and inclusion and assess applicants' merit and motivation holistically is essential in respecting this principle.

## **Digitalisation**

In line with the principles of the ECHE, CIT aims to implement digital management of student mobility in line with the technical standards of the European Student Card Initiative.

### **III. DESCRIPTION OF THE ACTIVITIES**

#### **Student mobility**

Student mobility can be carried out in any study field and cycle (short cycle/bachelor/master). To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs.

Students may carry out the activities described below:

- A **study period** abroad at a partner higher education institution. The study period abroad must be part of the student's study programme to complete a degree at any study cycle. A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and professional experience abroad.
- A **traineeship** (work placement, internship) abroad in an enterprise, a research institute, a laboratory, an organisation or any other relevant workplace. Traineeships abroad are supported during studies at any study cycle and for recent graduates.

#### **Blended mobility**

Any study period or traineeship abroad of any duration, may be carried out as a blended mobility. Blended mobility is a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. For example, the virtual component can bring learners together online from different countries and study fields to follow online courses or work collectively and simultaneously on assignments that are recognised as part of their studies.

#### **Staff mobility**

To ensure high-quality mobility activities with maximum impact, the mobility activity has to be related to the staff's professional development and to address their learning and personal development needs. Staff may carry out any of the activities described below:

- A **teaching period** abroad at a partner higher education institution. The teaching period abroad enables any teaching staff to teach at a partner higher education institution abroad. Staff mobility for teaching can be in any study field of CIT.
- A **training period** abroad at a partner institution, enterprise or any other relevant workplace. The training period abroad enables academic+administrative staff to take part in a training activity abroad that is relevant to their day-to-day work at CIT. It may take the form of training events (excluding conferences) or job shadowing and observation periods.

A staff mobility period abroad can combine teaching and training activities. Any teaching or training period abroad may be carried out as a **blended mobility**.

### **Blended intensive programmes**

These are short, intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation. The programmes may include challenge-based learning where transnational and transdisciplinary teams work together to tackle challenges.

The intensive programme should have added value compared to existing courses or trainings offered by the participating institutions and can be multiannual. By enabling new and more flexible mobility formats that combine physical mobility with a virtual part, blended intensive programmes aim at reaching all types of students from all backgrounds, study fields and cycles at CIT.

### **Duration of the activity**

**Student mobility for studies:** from 2 months (or one academic term or trimester) to 12 months of physical mobility. This can include a complementary traineeship period, if planned, and may be organised in different ways depending on the context: either one activity after the other or both at the same time. The combination follows the funding rules and minimum duration of study mobility

**Student mobility for traineeships:** from 2 to 12 months of physical mobility.

Any student, in particular those who are not able to participate in a long-term physical mobility for studies or for traineeships, may combine a shorter physical mobility with a virtual component (blended short-term mobility). In addition, any student may participate in blended intensive programmes. In these cases, physical mobility must last between 5 days and 30 days and be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. A blended mobility for studies must award a minimum of 3 ECTS credits.

### **Staff mobility for teaching and training:**

From 2 days to 2 months of physical mobility, excluding travel time. In case of mobility involving third countries, the duration must be from 5 days to 2 months. In both cases, the minimum days must be consecutive.

## **IV. NOTES FOR GUIDANCE**

### **Applications**

Applicants must follow the CIT rules and procedures.

### **General Information**

All enquiries and applications for exchange programmes must be made through the responsible Erasmus Coordinator/Office at CIT.

### **Application form and deadline**

Please complete the form (provided by the CIT coordinator/Office) as fully and as clearly as possible. The Coordinator will inform you about the application deadline for your preferred receiving/host institution(s).

### **Other forms**

Some institutions may require extra documentation with your application.

### **Publishing Policy**

CIT publishes all Erasmus calls on its homepage: [cit.edu.al](http://cit.edu.al) or on the student web page: <https://cit.edu.al/student/>

### **This policy follows:**

<https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-1/mobility-project-for-higher-education-students-and-staff>