

# 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 field 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 academic and administrative staff in professional development activities abroad. CIT also stimulates and promotes the dual education system through engaging corporate and enterprise experts in student teaching and training programs. Described approaches may include teaching and training activities such as job shadowing, observation periods, and training courses.*

## II. OBJECTIVES

The main objectives targeting students are to:

- **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 adapting to new situations and self-confidence.

The main objectives that arise out of teaching or training abroad for academic staff are to:

- share their expertise;
- experience a new teaching environment;
- acquire new innovative pedagogical, curriculum design and digital skills;
- connect with their peers abroad to develop joint activities related to the programme's objectives;
- exchange good practices and enhance cooperation between higher education institutions;
- better prepare students for the labour market.

In addition, the societal challenges are tackled through fostering the development of transnational and transdisciplinary curricula and implementing innovative ways of learning and teaching that involve online collaboration, research-based education and challenge-based approaches.

**Inclusion and diversity** shall be achieved by ensuring access to students and staff mobility in the easiest possible way that is in line with the principles of the ECHE. CIT (International Relation and Projects Office) will ensure equal and equitable access and opportunities to current and prospective participants regardless of their background. That means the program shall ensure the inclusion of participants with fewer opportunities, such as participants with physical, mental and health-related conditions, students with children, employed students or professional athletes, and students underrepresented by any other criteria. Said that it is essential to ensure internal candidate selection, nomination and assessment procedures that holistically address selection criteria based on equality, inclusion, merit and motivation for each candidate.

### **Digitalisation**

In line with the principles of the ECHE, CIT aims to implement digital management of student mobility 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 during any study cycle (short cycle/bachelor/master) practised at CIT. The high-quality mobility activities with maximum impact on the students are insured through compatibility with the student's degree-related learning and personal development needs.

Students may carry out the following opportunities:

- A **study period** abroad at a partner higher education institution. The study period abroad must be part of the student's study programme and related to the particular part of the study cycle student is currently attending. 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, university, 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.

### **Staff mobility**

High-quality mobility activities with maximum impact shall be related to the staffs' professional development and need to address their learning and personal development interests. Staff may carry out any of the activities described below:

- A **teaching period** abroad at a partner higher education institution. The foreseen teaching period enables 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 other relevant workplaces. The training period abroad enables academic and administrative staff to participate 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.

### **Blended intensive programmes and activities**

Staff or student mobility period abroad can combine teaching and training activities. Any teaching or training period abroad may be carried out as **blended mobility or blended intensive programme**.

### **Blended mobility**

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

### **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 training 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 1 month (or one academic term or trimester) to 6 months of physical mobility. The mobility program may include a complementary traineeship period if planned. It can be organised in different ways depending on the context; either one activity after the other or both simultaneously. The combination follows the funding rules and minimum duration of study mobility

**Student mobility for traineeships:** from 1 to 6 months of physical mobility.

Any student, particularly those who cannot participate in long-term physical mobility for study or traineeships, may combine 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 and 30 days and be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. Blended mobility for studies must award a minimum of 3 ECTS credits.

**Staff mobility for teaching and training:**

Staff mobility for teaching and training includes two days to two months periods of physical mobility, excluding travel time. In the 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**

Applicants must follow the CIT rules and procedures. The Rectorate will establish the ad-hoc committee for applicant selection and ranking as a temporary body. The Committee will follow the rules described in the "Criteria for Erasmus + applicants' nomination" and will rank them according to these criteria. The Committee presents its written report and recommendation to the Rector for final approval.

**General Information**

All enquiries and applications for exchange programmes must be made through the International Office at CIT.

**Application form and deadline**

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

**Other forms**

Some calls may require extra documentation for applicants. If Erasmus+ official documentation differs from this manual, the Erasmus+ documentation shall prevail in case of any inconsistencies with this document. That documentation shall be filed to the responsible body and procedures followed.

**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/> and via CIT emails system.

**This policy follows:**

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

**Linked documents and templates**

- **Process:** The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria (Appendix I: Document I.A: The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria)
- **Formulary:** The Rectorate's decision for the establishment of the ad-hoc committee (Appendix II: Document II.A: The Rectorate's decision for the establishment of the ad-hoc committee)
- **Formulary:** The decision on applicants' ranking (Appendix II: Document II.B: The decision on applicants' ranking)
- **Formulary:** Students' declaration of obligations to participate in Erasmus+ (Appendix II: Document II.C: Students' declaration of obligations to participate in Erasmus+)
- **Formulary:** II.D: The Rectors' approval (Appendix II: Document II.D: Rectors' approval)
- **Formulary:** II.E: Academic staff performance and evaluation.

**R E C T O R**

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