Erasmus+ Mobility Programme

APPLICATION FORM - STAFF TRAINING

*All fields must be completed*

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| **Personal Information** | Full Name (surname in CAPS): |
| Gender: Male Female *(mark applicable with an ‘X’)* |
| Date of Birth: |
| Nationality: |
| Current Position/Job Title: |
| Faculty/Division: |
| Seniority:  Junior Intermediate Senior  (less than 10 years experience) (10-20 years experience) (20+ years experience) |
| Email address: |
| Telephone Number: |
| Have you taken part in Staff Mobility through the Erasmus programme in the past?  Yes No |
| Do you have any disability support needs?  Yes No  If yes, please give details: |
| **Proposed Training Placement Details** | Name and address (incl. country) of proposed host institution/enterprise \*(see notes): |
| Erasmus institutional code of host institution |
| Size of host institution:  Small Medium Large  (50 staff or less) (51-250 staff) (more than 251 staff) |
| Name, position and email address of your contact person at the host institution: |
| Economic Sector of host institution (see Notes): |
| Proposed staff training dates:  Start date:  End date: |
| Type of training:  Secondment/Job Shadowing  Training (incl. language training)  Workshop    Other |
| Language in which you will receive your training: |
| Length of staff training period in days (excluding travel days): |
| Number of travel days (max 2): |
| Total number of hours of training period: |
| Approximate travel cost: |
| **Proposed Work Plan** | Please provide a clear set of aims and objectives for the proposed training: |
| Please provide a detailed description of the activities to be undertaken (broken down by day if possible): |
| **Added Value** | Please explain the potential benefits of your participation in this training for you and your Faculty/Division: |
| **Expected Results** | Please explain the expected outcomes |

Please return this completed form, **together with a copy of an email from the proposed host institution confirming that they are willing to host your placement,** to the UTMS Department for International Relations:

*Applications will be considered in the order in which they are received. Applications received after the announced deadline cannot be considered.*