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 NoIf 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)WorkshopOther |
| 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.*