**ERASMUS PROGRAMME**

**STAFF MOBILITY – STAFF TRAINING**

**Application form**

Work plan

For the staff training grants, the selection of the HEI's staff will be done by the sending institution on the basis of a "work plan" submitted by the applicant and endorsed by both the sending institution and the host institution.

**PERSONAL DATA**

|  |  |
| --- | --- |
| Family name |   |
| First name(s) |   |
| Date and place of birth |   |
| Citizenship |   |
| Gender | M |   | F |   |
| Home address |   |
| Telephone | Home |   | Mobile |   |
| Fax |   |
| E-mail address |   |
| Passport number |   |
| Faculty, department |   |
| Scientific degree |   |
| Position held |   |

**HOME INSTITUTION**

|  |  |
| --- | --- |
| Name of the home institution: |   |
| Country | Croatia |
| Erasmus code |   |
| Name of the contact person, position held |   |

**HOST INSTITUTION/ENTERPRISE**

|  |  |
| --- | --- |
| Name of the host institution/enterprise |  |
| Faculty and department/unit/office of the HEI\* or department/unit of the enterprise |  |
| Erasmus code (only for HEI) |  |
| Country |  |
| Name of the contact person (title and position) |  |
| Size of the enterprise (not for HEI) | small (1-50 staff) | medium (51-500 staff) | large (501 or more staff) |
|   |   |   |
| Sector/type of the host enterprise(not for HEI) |  |

\* HEI = Higher Education Institution

**LANGUAGE COMPETENCE OF THE APPLICANT**

Evaluate your language competence by using the Common European Framework of Reference for Languages codes (e.g. A1, A2, B1, B2, etc.).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | *Reading* | *Writing* | *Speaking* | *Listening* |
|   |   |   |   |   |
|  |   |   |   |   |
|  |  |  |  |   |

**EXCHANGE**

|  |  |
| --- | --- |
| Term (winter/summer) |   |
| Intended date of | departure from Karlovac:..  | returning to Karlovac:. . |
| Intended date of | arrival at the host institution:..  | departure from the host institution:. . |
| Duration of stay at the host institution (in days) |   |
| Subject of training |   |
| Working language |   |
| Overall aim and objectives of the mobility        |
| Work plan: activities to be carried out and, if possible, the programme for the period *Day 1* – *Day 2* – *Day 3* – *Day 4* – *Day 5*...  |
| Expected results  |
| Dissemination of the experience/results of your mobility in your home institution/faculty/department/ office  |

\* Prior to departure, applicants should contact their colleagues at the host university/enterprise and agree on the details regarding the work plan and duration of the stay.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |   |  | Signature of the participant: |   |

|  |  |  |
| --- | --- | --- |
| Signature and stamp of hosting institution: |  | Signature and stamp of home institution: |

|  |  |  |
| --- | --- | --- |
|  |  |  |

(name, function and signature of the signee) (name, function and signature of the signee)