

**APPLICATION FORM FOR STAFF MOBILITY FOR
TEACHING/TRAINING
ERASMUS+ PROGRAMME – Heimerer College
ACADEMIC YEAR 2018/2019**

Attach recent
photo

Handwritten Applications will not be accepted.

PERSONAL DATA

Surname: _____ Name: _____ Title: _____
Faculty/Institute/Centre: _____ Department: _____
Type of Work: _____ Nationality: _____
I.D. Card No: _____ Year of commencement at the HC: _____
Sex: M F Date of Birth: _____ Place of Birth: _____
Mobile No: _____ E-mail: _____

PROPOSED MOBILITY ABROAD

Host Institution: JAMK University
Dates of the mobility period at host institution (excluding travel): 6-10 May 2019
Total duration including travel dates*: 7
***(Maximum up to one day before and one day after the dates of the mobility at the host institution).**
Total duration of Hours (minimum 8 teaching hours per week) minimum 8 hours per week

FURTHER INFORMATION

1. Have you applied to the Erasmus Programme in the past? YES NO
(20 marks)

If yes, did you receive an Erasmus grant and when? _____

2. Briefly explain your involvement in the Erasmus+ programme (this also includes EU Funded Projects/Activities). (20 marks) _____

3. Will your teaching assignment mobility be an integral part of a diploma/degree of the hosting institution? If yes, briefly explain the planned activity, the outcome and the benefits that are expected from the visit. (20 marks)

4. Briefly describe how your teaching assignment mobility will contribute towards the extension or consolidation of links for future projects between your Faculty/Institute/Centre, and the Host Organisation. (20 marks)

SUPPORTING DOCUMENTS

Kindly include the following documents:

1. CV
2. Language (English or Polish) certificate
3. Motivation letter
4. Dean's/tutor's reference
5. Scientific/professional achievements
6. Publications

Please submit your hard-copy application and supporting document to the Reception of the Heimerer College, OR send the original scanned versions by email to: anyla.pula@kolegji-heimerer.eu

Incomplete application forms will not be accepted.

Closing Date for applications: 15th of February

Signature of applicant: _____

Date: _____

Signature of Head of Department/
Dean of Faculty/Institute: _____

Date: _____

Instructions to Applicants

- All application forms will be assessed by a special Commission of the Heimerer College, who will evaluate each application accordingly.
- All applicants will be notified by email regarding the selection results.
- Funding associated with Staff Mobility is made up of two components; Travel contribution and Individual Support (Subsistence).
- The Travel Contribution is calculated using a Travel Distance Calculator supported by the European Commission. Distances are calculated between the start and end location. Travel Distances are calculated in straight lines from one location to another.
- Beneficiaries proceeding on Staff Mobility for Teaching should retain boarding cards. Kindly note that the Individual Support (subsistence allowance) will only cover up to one day prior to the start of your Teaching Staff mobility and up to one day after the end of your mobility period. If travel takes place before or after the allowed margin of one day before and after the actual mobility period, the Individual Support will be eligible only from the first day of the mobility itself.
- The Individual Support (Subsistence) is calculated using the daily rate issued by the European Commission as outlined in the Erasmus+ Programme Guide.
- Kindly note that no double funding will be issued from the International & EU Office.
- Priority shall be given to first time applicants.