**Application Form**

**Personnel Mobility**

**Planned period of personnel mobility:** from [day/month/year] to [day/month/year], *including travel days*

**The employee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) | ……… | First name(s) | ……… |
| Seniority  Remove what does not apply | Junior (< 10 years of experience)  Intermediate (10-20 years)  Senior > 20 years | Nationality (as per pasport or ID Card) | ……… |
| Faculty or Unit |  | | |
| UFO Job Profile |  | | |
| Geslacht [M/V/X] | M/V/X | | |
| E-mail | ………@maastrichtuniversity.nl | | |

**The Receiving Institution/Company[[1]](#endnote-1)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Faculty/Department |  | | |
| Address |  | | |
| Contact person  Name and position |  | Contact person  E-mail / Telephone |  |

An enterprise from a program country or, more generally, a public or private organization that is active in the labor market or in the field of education and training

**Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAM**

Language of the host institution: ………………………………………

Type of mobility program (strike through what does not appy): Jobshadowing / Research

1. **Motivation letter**

   |  |
   | --- |
   | **Think about your personal and professional motivation for an Erasmus+ mobility (max. 250 words).** |
   |  |

   **Analysis**

   |  |
   | --- |
   | **Provide an analysis of the specific knowledge offered by the host institution and its value for the UM (max. 250 words)** |
   |  |

   **Ambassador proposal**

   |  |
   | --- |
   | **Provide a proposal describing how you will assume the role of Erasmus+ ambassador upon your return (max. 250 words)** |
   |  |

   **International experience**

   |  |
   | --- |
   | **Provide an overview of your previous international work experience, if applicable (max. 150 words)** |
   |  |

   **Training programs/coaching for UM staff**

   |  |
   | --- |
   | **Provide an overview of your previous training/coaching as a UM employee, if applicable (max. 150 words).** |
   |  |

   **Pro forma budget estimate**

   |  |  |
   | --- | --- |
   | Costs component | Amount |
   | **Roundtrip travel expenses** (door to door) |  |
   | **Accomodation costs** (Amount per night × number of nights) ([Rate list of maximum accommodation costs per destination (UM)](https://www.maastrichtuniversity.nl/file/77632bzktarieflijstverblijfkostentg-definitiefpdf)) |  |
   | **Other daily allowance costs (dinner, taxi, etc)** (amount per day × number of days) ([Rate list of maximum accommodation costs per destination (UM)](https://www.maastrichtuniversity.nl/file/77632bzktarieflijstverblijfkostentg-definitiefpdf)) |  |
   | **Total amount** | = |

   **Checklist of required documentation for Erasmus+ Staff Mobility application**

   |  |  |
   | --- | --- |
   | Document | Check |
   | Staff Mobility application form |  |
   | Confirmation of mobility approval from **the manager within UM** |  |
   | Confirmation of mobility approval from the **host institution** |  |
   | Budget estimate |  |
   | Curriculum Vitae |  |

   **Note:** Don't forget to attach a copy of the correspondence from your intended host institution stating that they can and are willing to receive you as an attachment to this application form and send it to [erasmusstaff@maastrichtuniversity.nl](mailto:erasmusstaff@maastrichtuniversity.nl) [↑](#endnote-ref-1)