**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) | ……… |
| SeniorityRemove 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 personName and position |  | Contact personE-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 [↑](#endnote-ref-1)