

## APPLICATION FORM/STAFF MOBILITY AGREEMENT, WITHIN EU/EUROPE

### 1. Personal and professional information

<b>First name</b>	
<b>Family name</b>	
<b>Seniority</b>	Junior (<10 years)      Intermediate (10-20 years)      Senior (>20 years)
<b>Nationality</b>	
<b>Sex (M/F/Undefined)</b>	
<b>Academic Year of Mobility</b>	
<b>Telephone number</b>	
<b>E-mail</b>	
<b>Department/Office at UU</b>	
<b>Name and email address of Financial Administrator at department</b>	

<b>Sending institution</b>	Uppsala University
<b>Erasmus code</b>	S UPPSALA01
<b>Address</b>	Box 256, 751 05 Uppsala
<b>Country</b>	Sweden
<b>Type of enterprise</b>	Higher Education
<b>Size of enterprise</b>	More than 250 employees

<b>Main work tasks at current position. Please be specific, describe a normal day or week for you.</b>
<b>Professional fields of interest</b>
<b>Do you require special needs support? If yes, please specify</b>

## 2. Details of the mobility period abroad

Host university/organisation (Name, Faculty/Department + Erasmus code if applicable)	
City, Country + Address	
Contact person at host university/ organisation, name and position	
Type and size of enterprise	<250 employees                      >250 employees
Contact person's e-mail / phone	
Start date (YY-MM-DD)	
Final date (YY-MM-DD)	
Travel days (if different from start and final date of the Staff Mobility)	
Number of days excluding travel	
Green travel (e.g. train, carpooling)	Yes                                      No
Planned period of virtual component (YY-MM-DD to YY-MM-DD) (if applicable)	
Language used during mobility	
Is this the first time you participate in Erasmus Staff Training?	
<b>Section below only to be filled out for Staff Mobility for Teaching:</b>	
Dates for teaching (minimum 2 days)	
Number of teaching hours (minimum 4/8 hours per week) <sup>1</sup>	
Number of students benefiting from the teaching programme	
Level of teaching	
Main subject field <sup>2</sup>	
Language of instruction	

<sup>1</sup> Minimum requirement of teaching 4 hours per week – if combining Staff Mobility for Teaching with Staff Mobility for Training, in order to improve/enhance the quality of teaching. Otherwise minimum 8 hours per week.

<sup>2</sup> The code for the main subject can be found here: [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

<b>Reasons the host university/host organisation was chosen for the exchange</b>
<b>Overall objectives for your mobility period</b>
<b>Content of the programme at host university/organisation (can be attached as an annex)</b>
<b>Do you already have contacts at the host university/organisation? Alternatively, do you have knowledge of any ongoing collaboration with Uppsala University and the host university/organisation? Please specify:</b>
<b>Expected outcomes, impact and added value (e.g. on your professional development and on home and host university, in the context of the modernization and internationalisation strategy)<sup>3</sup></b>

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<sup>3</sup> Information about Internationalisation at UU can be found: <http://www.uu.se/en/about-uu/international/>

### 3. Commitment of the three parties

By signing<sup>4</sup> this document, the staff member, the sending institution and the receiving institution confirm that they approve the proposed Mobility Agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member, the sending institution and the receiving institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

Applicant signature	
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<b>Name</b>	<b>Signature</b>
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<b>Date</b>	

Head of department/unit at Uppsala University	
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<b>Name</b>	<b>Signature</b>
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<b>Date</b>	

Signature of Host university/organisation	
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<b>Name</b>	<b>Signature</b>
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<b>Date</b>	

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<sup>4</sup> Scanned copies of signatures are accepted.