***SENDING Instutuion Full Name logo of institution***

**ERASMUS+ MOBILITY STT**

**WORK PLAN**

**OUTGOING STAFF**

|  |  |
| --- | --- |
| NAME OF STAFF MEMBER |  |
| ACADEMIC DEGREE/ TITLE  POSITION/JOB TITLE |  |
| TEL |  |
| E-MAIL |  |
| POSITION |  |
| NAME OF THE COURSE/DEPARTMENT AT THE HOME INSTITUTION |  |

**HOME INSTITUTION**

|  |  |
| --- | --- |
| HOME INSTITUTION |  |
| DEPARTMENT |  |
| SECTOR |  |
| ADDRESS |  |
| CONTACT PERSON AT THE HOME INSTITUTION, POSITION |  |
| TEL |  |
| FAX |  |
| E-MAIL |  |

**HOST INSTITUTION**

|  |  |
| --- | --- |
| HOST INSTITUTION |  |
| DEPARTMENT/OFFICE/UNIT  SECTOR |  |
| ADDRESS |  |
| ADDRESS (PLACE OF IMPLEMENTATION ACTIVITY- IF IS DIFFERENT THAN HEAD OFFICE OF HOST INSTITUTION) |  |
| PIC/ERASMUS ID CODE |  |
| VAT NUMBER IF HOS INSTITUTION DOES NOT HAVE ERASMUS CHART |  |
| IF AN ENTERPRISE, NUBBER OF PERSONEL | 1-50 50-250 250 and over |
| CONTACT PERSON AT THE HOME INSTITUTION, TITLE AND POSITION |  |
| TEL |  |
| FAX |  |
| E-MAIL |  |

**MOBILITY PROGRAMME**

|  |  |
| --- | --- |
| FIELD/SUBJECT AREA OF TRAINING |  |
| DURATION OF STAY FROM TILL (MIN 2 DAY/MAX.2 MONTHS) |  |
| NUMBER OF DAYS ATTENDED TO THE ACIVITY |  |
| MAIN LANGUAGE DURING ACTIVITY |  |
| TITLE OF THE TRAINING SUBJECT |  |
| CONTENT OF ACTIVITY | Language Training Study Visit  Getting Training Job-Shadowing  Seminar Workshop  Other (Please explain) |
| AIM OF MOBILITY |  |
| ADDED VALUE OF THE MOBILITY (BOTH FOR THE HOST INSTITUTION AND FOR THE TEACHER) |  |
| EXPECTED RESULTS, I.E. HOW IS THE MOBILITY GOING TO AFFECT YOUR FUTURE PROFESSIONAL WORK AT THE HOME INSTITUTION? |  |

**DETALIED WORK PROGRAMME (OBLIGATORY FRAMEWORK PROGRAM)**

|  |  |  |
| --- | --- | --- |
| Activities planned during the stay at the host institution | DAY 1 |  |
| DAY 2 |  |
| DAY 3 |  |
| DAY 4 |  |
| DAY 5 |  |

Date:

Signature (outgoing staff):

**Approved by:**

**(**Fill out by hand**)**

|  |  |  |
| --- | --- | --- |
| **Home institution:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp of the Institution: |  | **Host institution:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Host professor/Dean/Erasmus coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp of the Institution: |