**ERASMUS+ PROGRAMME**

**STAFF MOBILITY – STAFF TRAINING**

**Work plan form for academic year 2022/2022**

For the staff training grants, the selection of the HEI's staff will be done by the sending institution on the basis of a "work plan" submitted by the applicant and endorsed by both the sending institution and the host institution.

**PERSONAL DATA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family name |  | | | | |
| First name(s) |  | | | | |
| Gender | **M** |  | | F |  |
| Home address |  | | | | |
| Telephone | Home |  | Mobile | |  |
| E-mail address |  | | | | |
| Faculty, department |  | | | | |
| Scientific degree |  | | | | |
| Position held |  | | | | |

**HOME INSTITUTION**

|  |  |
| --- | --- |
| Name of the home institution: | Zagreb University of Applied Sciences |
| Country | Croatia |
| Erasmus code | HR ZAGREB05 |
| Name of the contact person,  position held | Vida Senci, International Relations Office, [vsenci@tvz.hr](mailto:vsenci@tvz.hr) |

**HOST INSTITUTION/ENTERPRISE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the host institution/enterprise |  | | |
| Faculty and department/unit/office of the HEI\* or department/unit of the enterprise |  | | |
| Erasmus code (only for HEI) |  | | |
| Country |  | | |
| Name of the contact person (title and position) |  | | |
| Size of the enterprise (not for HEI) | small (1-50 staff) | medium (51-500 staff) | large (501 or more staff) |
|  | x |  |
| Sector/type of the host enterprise  (sector NACE code ; not to fill for HEI) |  | | |

\* HEI = Higher Education Institution

**LANGUAGE COMPETENCE OF THE APPLICANT**

Evaluate your language competence by using the Common European Framework of Reference for Languages codes (e.g. A1, A2, B1, B2, etc.).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | *Reading* | *Writing* | *Speaking* | *Listening* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**EXCHANGE**

|  |  |  |
| --- | --- | --- |
| Term (winter/summer) |  | |
| Intended date of | departure from Zagreb: | returning to Zagreb: |
| Intended date of | first day of activities at the host institution: | last day of activities at the host institution: |
| Duration of stay at the host institution (in days) |  | |
| Subject of training  (as cited in the table with signed Erasmus agreements for ac. y. 2014/15 or from the table with ISCED codes) |  | |
| Working language |  | |
| Overall aim and objectives of the mobility | | |
| Work plan: activities to be carried out and, if possible, the programme for the period | | |
| Expected results | | |
| Dissemination of the experience/results of your mobility in your home institution/faculty/department/ office | | |

\* Prior to departure, applicants should contact their colleagues at the host HEI/enterprise and agree on the details regarding the work plan and duration of the stay.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  |  | Signature of the participant: |  |