



APPLICATION FORM – STATEMENT OF INTENT
**To be used by staff or teachers applying for Erasmus+
International Credit Mobility to Heidelberg University**
Deadline: October 31, 2016

First name	
Surname	
Year of Birth	
Home university	
Department/Office	
Country	
Telephone number	
E-mail	
Cellphone number	

Professional information

Position/Title
Main work tasks at current position. Please be specific, describe a normal day or week for you.
Professional fields of interest

About the proposed exchange

Proposed time for the visit
Would you consider a different time period if we cannot accommodate your proposed period?
Yes No
Overall objectives for your Staff Exchange/Teaching period at Heidelberg University
Activities you would like to carry out at Heidelberg University
Do you already have contacts at Heidelberg University? Or do you have knowledge of any ongoing collaboration with your home university and Heidelberg University? Please specify:
Expected outcomes and impact (e.g. on your professional development and on home and host university)

Staff exchange

All employees of partners of Heidelberg University Erasmus+ International Credit Mobility are eligible to participate in Staff Training, including teaching staff if they intend to use the time for professional training rather than teaching.

Visiting staff are expected to work and be present at the workplace (except during meetings) five full days a week (Monday-Friday). Heidelberg University is an informal and non-hierarchical workplace. You are expected to conduct your work independently, meet deadlines and attend and be on time for meetings. You will be under the supervision of an experienced staff member and that supervisor/contact person will be happy to answer any questions that you may have. If you fall ill or are unable to come to the office you have to report this to your supervisor.

The working languages are German and English. German language skills are not required for the placement. However, advanced English communication skills, oral and written, is expected.

You do not need to attach an invitation letter to your application but you have to define what department or office you want to visit at Heidelberg University in your application. We will make arrangements with that unit if you are accepted.

Please attach a letter of invitation from Heidelberg University to your application.

Next step

After the deadline your application will be reviewed and you will be notified of the results no later than one month after deadline.

The deadline for applications is **October 31, 2016**.

All applicants have to attach a letter of support from their supervisor/head of department or office.