**Erasmus staff training week**

**11 – 15 April, 2016**

**Application Form**

PERSONAL DETAILS

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| First name: | Family name: | Title: |
| Email: | Mobil phone number: |
| Gender:□ male □ female □ other  | Level of English knowledge: |
| Special requirements:□ dietary, please specify: □ disability, please specify:□ other, please specify: | Accompanying person:□ YES □ NO |
| Do you need assistance for visa?□ YES □ NO |

PROFESSIONAL DETAILS

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| Sending institution: |
| Department/unit: |
| Address: |
| Position: | For how long have you been working in this field? |
| Task description: |

MOTIVATION AND EXPECTATIONS

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| Describe in a few words your motivation in participating in our Staff Week. Why is it important for you to be part of it? |
| What are your expectations regarding the program and content of the Staff Week? What are your objectives, how will it contribute to your professional development? Is there any specific question/questions that you would like to get an answer on during Staff Week at CEU? |

AREAS OF INTEREST

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| Please rate the importance of the following topics for you (5: very important; 0: not important at all)\_\_\_ Higher Education and Internationalisation in Central-Eastern Europe \_\_\_ Recruitment and Admissions \_\_\_ Student services \_\_\_ Alumni relations \_\_\_ Recruitment, special services for international staff: the human resources aspect \_\_\_ EU pension plan \_\_\_ International Academic Cooperation \_\_\_ Research Project Management and the management of external funds  |
| On the last day of the event there is a possibility to arrange individual meetings with our colleagues at different units. Which of the listed units interest you the most (max. 3 units):□ Academic Cooperation and Research Support Office –  please choose: □ academic cooperation □research support □ Erasmus Office□ Human Resources Office□ Recruitment Office□ Admissions Office □ Student Records Office□ Student Life Office□ Alumni Relations and Career Services□ Academic Department/School, please specify:See list here: <http://www.ceu.edu/academics/schools-departments> □ other, please |
| Do you have any other questions comments or suggestions? Please feel free to share them with us. |

***Please send this form by 31st of January 2016 to*** ***staffweek@ceu.edu***

***We look forward to meeting you in our university!***