**Erasmus staff training week**

**11 – 15 April, 2016**

**Application Form**

PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| 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

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

MOTIVATION AND EXPECTATIONS

|  |
| --- |
| 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

|  |
| --- |
| 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***](mailto:staffweek@ceu.edu)

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