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|  **APPLICATION FORM FOR INDIVIDUAL JOB-SHADOWING OUTGOING MOBILITY 2021**  |
| Name of the applicant: |  |
| Function / Position at the home university: |  |
| Contact details: | Phone: | E-mail: |
| Department at the home university: |  |
| Host partner institution:  | Choose an item. |
| Name of the contact person at the host university: |  |
| Contact details: | Phone: | E-mail: |
| Mentor at the host university (name and host department): |  |
| Contact details:  | Phone: | E-mail: |
| Dates and duration (*from 2 to 5 working days)* |  |
| Motivation letter (max. 700 characters) |  |
| Attachments: | CV [x]  | Motivation letter [x]   |
| Invitation letter [x]  | Work plan [x]  |
| Date of the application: |  |
| Signature of the applicant: |  |

**Financial rules:**

1. For the EU-CONEXUS funds foreseen for job shadowing, the travel costs and per diem should be reimbursed according to the EU-CONEXUS budget (all the partners have foreseen some funds for the job shadowing mobility, except AUA).
2. For the job shadowing mobility that will be funded by the Erasmus+ KA103 projects, the Erasmus+ funding rules should be applied.

**Necessary documents:**

- CV

- Invitation Letter

- Job shadowing work plan

**Other provisions:**

* **Integration of this call in the EU-Conexus project:**

Individual job-shadowing will be used to encourage and develop collaborations between partners’ institutions based on a better understanding of each other administrative cultures.

The objective of this type of mobility is to strengthen administrative staff network and share best practices within EU-CONEXUS partners.

* **Suggested procedure:**
* The applications for job-shadowing mobility should be sent to ioana.teodorescu@utcb.ro.
* The check of formal eligibility will be done by the International Relations Office of the Technical University of Constructions Bucharest within 10 working days from the day of application.
* The final decision on the application will be made by the head of the home department (i.e. by the applicant’s direct superior), by the International Relations Officer responsible for the outgoing mobility and by the EU-Conexus Mobility Office coordinator at the home university.
* **Eligible staff:**

All staff from all departments/services (accounts/finance, human resources, communication, IT…) of EU-CONEXUS partners are eligible to individual job shadowing.

* **Specific conditions:**
* The mobility should be **in one partner institution of the EU-CONEXUS project** for this call.
* Optimal Job-shadowing duration is 2 to 3 days. The stay should **not exceed 5 working days**.
* The funding will only be **for travel expenses and per diem,** either according to the amounts foreseen in the EU-Conexus project by the partner institutions or according to the Erasmus+ rules if the mobility is funded by Erasmus+ KA103.
* Because this mobility is funded by the EU programme, **the EU-CONEXUS logo and the ERASMUS + logo** should be included in all presentations made abroad or any communication support of the beneficiary.
* Once the project is over, the beneficiary **must submit a short report in English on his/her experience** and explain the (attended) results of this project linked to the EU-CONEXUS project.
* If you use social media, please include the #EUCONEXUS in all posts.

**Call deadline:**

This call is **an open call** for the project period until 31. 08. 2022 (last day of a job-shadowing stay).