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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 | Motivation letter |
| Invitation letter | Work plan |
| 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](mailto:ioana.teodorescu@utcb.ro).
* The check of formal eligibility will be done by the EU-CONEXUS Mobility 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 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).