

January 2019

SEMP – Swiss-European Mobility Programme (Erasmus) Work Plan for Staff Mobility

Please send the completed “Work Plan” together with your application form via postal mail to the International Relations Office.

| Staff Member | |
|-------------------------|--|
| Name, First Name | |
| Duration (from...to...) | |

| Home institution | |
|----------------------------|--|
| Home University | |
| Erasmus ID-Code | |
| Department | |
| Name of contact person | |
| Position of contact person | |

| Host institution | |
|------------------------------|---|
| Host University | |
| Erasmus ID-Code | |
| Department | |
| Name of contact person | |
| Position of contact person | |
| Size of the Host Institution | small : 1-50 staff <input type="checkbox"/> medium: 51-500 staff <input type="checkbox"/> large: 501 or more staff <input type="checkbox"/> |

| Overall objectives of the mobility |
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| Added value of the mobility (both for the home institution and the staff member) |
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Activities to be carried out and, if possible, the programme for the period

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Expected results

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Signatures

| | | |
|-------------------------|------------|-------------------------|
| Participant | Place/Date | Participant's signature |
| Home institution | Place/Date | Signature of Supervisor |
| Host institution | Place/Date | Signature of Supervisor |