# Application form and secondment activity plan

## Personal details

|  |  |
| --- | --- |
| *Name* |  |
| *Surname* |  |
| *Date of birth (dd/mm/yyyy)* |  |
| *Citizenship* |  |
| *Address, telephone* |  |
| *E-mail address* |  |
| *Bank account details:* |  |
| *Bank accounts number EUR (IBAN)* |  |
| *Name of the bank* |  |
| *Address of the bank* |  |
| *SWIFT code* |  |
| *Account holder* |  |
| *Correspondent account number* |  |
| *Intermediary Bank* |  |
| *SWIFT* |  |
| *Affiliation with the University*  | [ ]  *Yes* *Name of your university:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  *No* | *Experienced researcher**PhD candidate**Lecturer**Visiting professor**Other* | [ ] [ ] [ ] [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Position* |  |
| *Period of secondment* | *From (dd/mm/yyyy)* | *To (dd/mm/yyyy)* | *Number of days\_\_\_\_\_\_\_* |
| *For secondments shorter than 30 days – approximate dates of the next secondment* | *From (dd/mm/yyyy)* | *To (dd/mm/yyyy)* | *Number of days\_\_\_\_\_\_\_* |
| *Areas of expertise/ research (please describe in keywords)* |  |

[ ]  Hereby I confirm to undertake the implementation of the **work package** no\_\_\_\_\_\_\_\_\_\_.

[ ]  My **CV** and **a passport copy** (for visa invitation) enclosed.

[ ]  I do not need Schengen visa

Secondment activity plan
Activity plan should include delivering lectures/ participation in the conference/ seminar/ workshop/ discussion/ research/ monitoring/ poll. Activity plan will be delivered to and agreed with the host institution.

|  |
| --- |
| *The work package number: \_\_\_\_\_\_\_\_\_*1. …2. …3. …4. … |

NB! The secondment application and activity plan should be submitted to the home university coordinator at least **1 month** before the secondment starts.

NB! Please note that you will be asked to submit a secondment report to the home university coordinator within **10 days** upon arrival to home country and a post-secondment activity report within **6 months** from the end of the secondment.