|  |  |
| --- | --- |
| **Title** (tick **one** box only):  Mr Mrs Miss  Ms  Other | |
| **Surname:** | **First name(s):** |
| **Nationality:** | **Oxford email address:** |
| **Telephone no:** | **Full correspondence address:** |
| **Section:** | **Job title:** |
| **Is this the first time you have applied for Erasmus funding?**  Yes  No | |
| **If no, please provide details on any Erasmus funding you have applied for/received previously?** | |

**DETAILS OF PROPOSED TRAINING MOBILITY**

|  |  |
| --- | --- |
| **Name of host organisation:** | |
| **Dates of proposed travel/study (dd/mm/yyyy)**  **From:**        **To:** | **Language of interaction at host institution:** |
| **Please tick to confirm that you have already contacted the university/institution you will be visiting and arranged an attachment:** | |
| **Name of line manager in Oxford:**  **Job title:**    **Oxford email address:** | |

**STATEMENT BY APPLICANT**

|  |  |
| --- | --- |
| **Please give an outline of your proposal (max 500 words). You should ensure you cover the following areas in your statement:**   * An overview of the activities/training that you propose to undertake abroad * Please include a brief overview of your current role at Oxford and how this is relevant to your proposal * The benefits that your proposed activities/training abroad will bring to your role/department at Oxford * Why you believe the host institution/organisation selected would best serve your needs | |
| **DECLARATION I declare that the information I have given on all parts of this application form is correct and complete to the best of my knowledge, and if information is knowingly incorrect my funding could be revoked. I confirm that I have sought approval from my line manager to undertake this period of training abroad.** | |
| **Print name:** | **Date:** |

**REFERENCE BY LINE MANAGER**

|  |  |
| --- | --- |
| **Please provide a reference below supporting the proposed Erasmus training period (max 500 words).** | |
| **DECLARATION By typing my name below I declare that I am happy for the above member of staff to take part in the proposed Erasmus training programme as detailed within this application form, and confirm that their duties can be covered while they are away.** | |
| **Line Manager name:** | **Date:** |