

2. INCOMING APPLICATION FORM

UNIVERSITY STAFF FOR **TEACHING/TRAINING**

(this application form is used only for nominations from the IIAs signed directly with UNSA[[1]](#footnote-1))

*Enter Academic year you apply for.*



*Please upload your recent photo*

**I PERSONAL DATA**

|  |  |
| --- | --- |
| First Name |  |
| Family Name |  |
| Gender |  |
| Date of Birth | *Enter a date.* |
| Place of Birth |  |
| Nationality (by passport) |  |
| Passport number |  |

**Please note**: enter these data correctly as, in case of acceptance, your further acceptance documents will be prepared based on it.

**II CONTACT INFORMATION**

|  |  |
| --- | --- |
| e-mail |  |
| Phone number |  |

**Please note:** This information will not be shared except to contact the candidate regarding their application to the international mobility. Ensure you enter the correct email and regularly check the junk/spam folder in your inbox.

**III SENDING INSTITUTION**

|  |  |
| --- | --- |
| Home Institution |  |
| Faculty/Academy/Department |  |
| Your university status | *Choose a category.* |
| Contact person (coordinator) from home institution[[2]](#footnote-2) |  |
| Email from the contact person (coordinator) |  |

**IV LANGUAGE PROFICIENCY**

|  |  |
| --- | --- |
| English Language (based on the CEFR) – *self-evaluation* | *Choose a level.* |
| What proof do you have of knowing English language in the stated level? |  |

**V HOST INSTITUTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Host University[[3]](#footnote-3) | **University of Sarajevo** | | | | | |
| UNSA member unit[[4]](#footnote-4) | *Choose an UNSA unit.* | | | | | |
| Department within the member unit[[5]](#footnote-5) |  | | | | | |
| Semester of the planned mobility | WINTER (October – January) | | | SUMMER (March – June) | | |
| Planned Dates of Mobility (excluding travel)[[6]](#footnote-6) | Start: *dd.mm.yyy* | | | End: *dd.mm.yyy* | | |
| Is your exchange part of any mobility program? | No  Yes | If YES, please enter the name | | |  | |
| You are applying for which type of mobility?[[7]](#footnote-7) | *Choose a type.* | | Are you planning to participate in our Staff Training Week?[[8]](#footnote-8) | | |  |
| Planned Duration of Mobility[[9]](#footnote-9) | 5 working days (+ 2 travel days) | | | | | |
| Contact person at Host Institution (name, title and email of your host)[[10]](#footnote-10) |  | | | | | |

\* More about the University of Sarajevo can be found at: <https://international.unsa.ba/eng/>.

**VI PROPOSED MOBILITY**

|  |  |
| --- | --- |
| What is your motivation and objectives of this mobility?  Please list proposed activities to be carried out! |  |

**VII STATEMENT**

|  |
| --- |
| I hereby state that my Erasmus+ mobility will not be double funded by other EU funds.  I confirm that all provided information is accurate. If accepted, I will send supporting documents that verify the given data in this application form. |

**VIII SIGNATURE**

|  |
| --- |
| I sign this application form electronically by ticking the box. |

**Please note: \*** no actual signature is needed, just tick the box.

Date: *Enter a date.*

1. Nominations based on inter-institutional agreements (IIAs) signed at the level of a UNSA member unit (faculty, academy, center or institute) do not need to be submitted through this form, as the intended host faculty or department is already specified. [↑](#footnote-ref-1)
2. The home coordinator is typically the person responsible for submitting the nomination to the International Relations Office at the University of Sarajevo (UNSA). [↑](#footnote-ref-2)
3. **More information** about the University of Sarajevo and its member units is available at: <https://international.unsa.ba/eng/> [↑](#footnote-ref-3)
4. If you are **unsure where you would like to implement your mobility**, you may leave that field empty. [↑](#footnote-ref-4)
5. If you are **not familiar with the departments**, you can indicate your preferred area or department—this will help us direct your nomination appropriately. [↑](#footnote-ref-5)
6. You may enter your **proposed mobility dates**. Once your application is approved, any changes can be discussed. *Please note:* Within the Erasmus+ KA171 programme, the minimum mobility duration is 5 working days. [↑](#footnote-ref-6)
7. **Teaching mobilities can only be implemented during the teaching periods at UNSA: October–December and March–June.** [↑](#footnote-ref-7)
8. **Staff Week: Tick this box only if you are interested in attending the Staff Training Week organized by the University of Sarajevo.** [↑](#footnote-ref-8)
9. The system **automatically calculates 5 working days + 2 travel days**. [↑](#footnote-ref-9)
10. The **contact person** refers to the potential host at the relevant UNSA unit. If you are unsure, leave this field empty. If you are applying to attend an event organized by the International Relations Office, you may enter our contact information. [↑](#footnote-ref-10)