**Consortium *Erasmus Al Sud***

**Staff Training Week – Beja, 02 - 06 June 2014**

**APPLICATION FORM**

Please submit your application by e-mail to: erasmusalsud@ipbeja.pt until April 10, 2014

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| **Personal data of the staff member – participant of Erasmus Staff Training Programme (STT)** |
| NAME (surname, name) |  |
| DEPARTMENT/UNIT/OFFICE |  |
| POSITION |  |
| YOUR MAIN AREAS OF RESPONSIBILITY |  |
| E-MAIL |  |
| HOME INSTITUTION |  |
| ERASMUS CODE |  |
| ADDRESS (to official correspondence if needed) |  |
| SPECIAL DIETARY NEEDS (if applicable) |  |

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| **Additional Information** |
| What do you expect from this International Week? |  |
| How do you think your participation will benefit your Institution? |  |

**IMPORTANT:**

The official language of the Staff Training Week is English.

The Staff Training Week will accept up to 20 participants (maximum of 2 participants per institution) and is privileging the participation of the staff working with Erasmus placements, student’s services and career support.

The participation fee is 150,00 € (euros), which includes documentation, all coffee-breaks, 4 lunches, 2 dinners (social program), cultural visits and the required transportation to attend the several outdoor activities.

Please do not make travel arrangements before your participation is confirmed. Each participant in the *Erasmus* *Al Sud* Staff Training Week will receive detailed information on payment arrangements and an invoice covering the participation fee will be issued.The participants are expected to cover their travel to Beja, the accommodation and other meal costs themselves. For this the participants are recommended to apply for Erasmus staff training grants from their home universities.

Usefull information: <https://www.ipbeja.pt/servicos/gmc/Paginas/Consortium%20Erasmus%20Al%20Sud.aspx>

SIGNATURE OF THE PARTICIPANT: NAME OF THE HOME INSTITUTIONAL ERASMUS
COORDINATOR:

 SIGNATURE:

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DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please, fill, print and send us this form duly signed and stamped, by email, to: erasmusalsud@ipbeja.pt - until 10th of April 2014)