**Erasmus+ International Dimension**

**TECHNICAL UNIVERSITY OF MUNICH**

**UQ Grant Application Form**

**Academic or Professional Staff Mobility for Teaching or Training**

**Application Deadline: 5pm Monday 24th February 2020**

**Email your completed and signed application form to;**

**UQ Global Engagement and Entrepreneurship Office:** [**globalstrategy@uq.edu.au**](mailto:globalstrategy@uq.edu.au)

**This document will be presented by UQ to TUM for assessment and approval.**

1. **The University of Queensland**

|  |  |
| --- | --- |
| Surname | Name |
|  |  |
| Department / Research Centre / Unit | |
|  | |
| Phone | Email |
|  |  |

1. **TUM**

|  |  |
| --- | --- |
| Institution / Department | |
|  | |
| Contact (Surname, Name) | E-Mail (Contact Person) |
|  |  |

1. **Project Description**

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| **Overall Context** (Please elaborate on your previous history of collaboration with the partner institution. In case of new collaborations, please shortly describe the relevance of this project for your new collaboration) Maximum 400 words. |
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| **Specific Project Objectives** (Please list project objectives, e.g. establishing or promoting a mobility program, fostering existing collaborations in teaching or research etc.) Maximum 400 words. |
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| **Proposed Activities** (Please sketch the proposed activities that you have agreed on with the partner institution in pursuit of the above-mentioned project objectives) Maximum 400 words. |
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| **Project Timeline** (Please sketch a proposed project timeline that is aligned to the above-mentioned activities and project objectives, respectively) Maximum 400 words. |
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| **Added Value to The University of Queensland**  (Please explain how UQ, your department and/or your unit might institutionally benefit from this project. Please also indicate whether the collaboration with the partner institution is to continue beyond this Erasmus+ funding period)  You may refer to the [**UQ Global Strategy**](https://global-strategy.uq.edu.au/) for further information. |
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**Application Checklist:**

The application should also be accompanied by the following supporting documentation;

- copy of ID/Passport

- CV

- a letter or email of invitation from a TUM staff member

- a proof of employment at The University of Queensland

Applicants awarded funding under this scheme who then embark on international travel are required to abide by the official reporting, insurance and registration requirements as outlined in the [UQ Travel Policy and Guidelines](https://ppl.app.uq.edu.au/content/1.90.01-university-travel-management).

For more information regarding UQ travel approval processes please click [here](https://travel.uq.edu.au/).

For more information regarding UQ travel insurance please click [here](https://governance-risk.uq.edu.au/functions-and-services/insurance/travel-insurance).

1. **UQ Signatures**

|  |  |
| --- | --- |
| Applicant |  |
|  | Date, Signature |
| Head of School / Executive Dean / Institute Director\* |  |
|  | Date, Signature |

\* The signature of the supervisor/ Institute Director confirms that he/she supports the intended project and will sign the business trip authorisation in the event the applicant is approved for Erasmus+ funding.

**Additional associated costs incurred by the applicant above and beyond Erasmus+ funding awarded will be the responsibility of the approving UQ Faculty, School, Institute or Unit.**