



About the Work Plan

How to Prepare Your Tentative Work Plan

First and foremost, a prerequisite for (academic or administrative) staff is to contact their intended Host University to ensure that the Host Institution has the capacity and interest in supporting your intended activities, whether they be research, training, teaching, etc. Upon mutually agreeing on the types of activities you would pursue at the Host Institution, you can then begin preparing your Tentative Work Plan.

The form requires you to provide information pertaining to the objectives of your potential mobility opportunity. You are requested to provide a bulleted list of your objectives, which should be thought of as a broad summary of the activities you will conduct/participate in during your time at the Host University.

The "Detailed Description" section invites you to elaborate on the objectives of your potential mobility opportunity, as well as provide a rationale for them. This section should be thought of as your opportunity to explain to the Selection Committee what you be accomplishing specifically, as well as why what you will be doing is of value to you and your Home Institution.

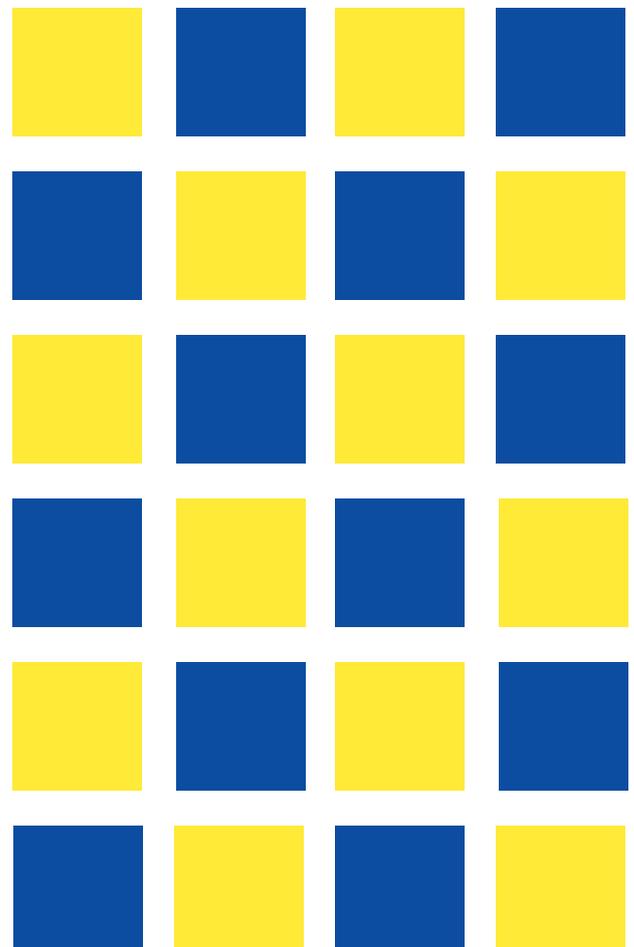
A well-prepared Work Plan is an essential aspect of any competitive application. It demonstrates your ability to clearly state and discuss your objectives with a limited word count. Thus, every word counts. Try your best to provide a summary of your objectives, while also explaining the value of your activities. Keep in mind that the Selection Committee will not necessarily be experts in your field. As such, your "Detailed Summary" should use vocabulary that is understandable to a general audience.

Aims and Content of the Work Plan

The Work Plan form serves the purpose of clarifying your objectives to the Selection Committee. It consists of four sections:

- Your personal information
- Home/Host University Information
- A broad and detailed description of your objectives
- Your signature, a date, and place

The "How to Prepare Your Tentative Work Plan" section describes what factors you should keep in mind while preparing your Tentative Work Plan.



Visual Guide

The following are examples of an (academic or administrative staff) applicant's Work Plan. Your descriptions should be more detailed. The contents of this example document are merely to demonstrate how a complete Work Plan should look.

Academic/Administrative Staff Work Plan

Personal Information

Surname: Doe

First Name: John

Teaching Field and/or Area of Work: Macroeconomics

Department/Faculty at Home University: Faculty of Economics

Institutional Information

Sending Institution (Home University): University of Universityland

Country: Imaginia

Receiving Institution (Host University): Studyhard University

Country: Studyland

List of Teaching/Working/Research Activities:

Here you should provide a bulleted list of your research activities:

- Teaching X
- Research on Y
- Training on Z

Detailed Description of Teaching/Working/Research Activities (no more than 500 words):

In this area, please elaborate on the abovementioned bulleted list, while simultaneously explaining the value/importance of your selected objectives.

Candidate's Name: John Doe

Candidate's Signature: *John Doe*

Date: 18/9/2013

Place: Imaginia