



# APPLICATION FORM – STATEMENT OF INTENT

## Personal information

<b>First name</b>	
<b>Surname</b>	
<b>Year of Birth</b>	
<b>Home university</b>	
<b>Department/Office</b>	
<b>Country</b>	
<b>Telephone number</b>	
<b>E-mail</b>	
<b>Cellphone number</b>	

## Professional information

<b>Position/Title</b>
<b>Main work tasks at current position. Please be specific, describe a normal day or week for you.</b>
<b>Professional fields of interest</b>

## About the proposed exchange

<b>Proposed time for exchange</b>
<b>Would you consider a different time period if we cannot accommodate your proposed period?</b>
Yes No
<b>Overall objectives for your Staff Exchange at Uppsala University</b>
<b>Activities you would like to carry out at Uppsala University</b>
<b>Do you already have contacts at Uppsala University? Or do you have knowledge of any ongoing collaboration with your home university and Uppsala University? Please specify:</b>
<b>Expected outcomes and impact (e.g. on your professional development and on home and host university)</b>

## **Terms**

Visiting interns/staff at the Uppsala University are expected to work and be present at the office (except during meetings) five full days a week (Monday-Friday). Uppsala University is an informal and non-hierarchical workplace. You are expected to conduct your work independently, meet deadlines and attend and be on time for meetings.

You will be under the supervision of an experienced staff member and that supervisor/contact person will be happy to answer any questions that you may have. If you fall ill or are unable to come to the office you have to report this to your supervisor.

The working language is Swedish and English. Swedish language skills are not required for the placement. However, advanced English communication skills, oral and written, is expected.

## **Next step**

Your application will be reviewed to decide if we are able to accommodate your request. We will get back to you within a month.