**Letter of Intent for CIVIS Staff Week Proposal**

**Title of Staff Week proposal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of coordinator of the application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coordinating University:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of Faculty / Department / School)*** is aware of and has approved the application of the present Staff Week proposal, as stated above in this Letter of Intent. Additionally, the financial feasibility and funding of the proposed Staff Week have been confirmed and approved in advance by the relevant authority within the coordinating university. This may include the respective Faculty, Department, School, or the Rectorate, depending on the internal procedures of the institution.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***(name of Faculty / Department / School)***

**University of…**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** Head / Director / Dean of Faculty / Department / School

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. The Erasmus+ / International Office of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***(coordinating university)*** is aware of and has approved the application of the present Staff Week proposal in case it is offered as a BIP (Blended intensive programme) proposal, and confirms that there is BIP-Erasmus+ OS or alternative funding available for this project, giving that the requirements from the coordinating university and the Erasmus+ Programme / CIVIS BIP regulations are met.

**Erasmus+ / International Office**

**University of…**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** Head of Erasmus+ / International Office

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

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