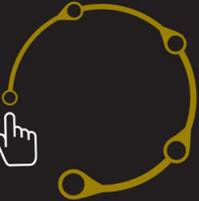


V-MUST DEVELOPMENT CAMP: CALL FOR MOBILITY (C4)

annexes

- PART 1 – LETTER OF INTENT
- PART 2 – HOST INSTITUTION LETTER OF SUPPORT
- PART 3 – LETTER OF COMMITMENT
- PART 4 – HOME INSTITUTION SUPPORT LETTER*
- PART 5 – APPLICANT CURRICULUM VITAE
- PART 6 – LETTER OF RECOMMENDATION
- PART 7 – PROGRAM OF WORK



PART 1 – LETTER OF INTENT (max 2-page, A4, Arial)

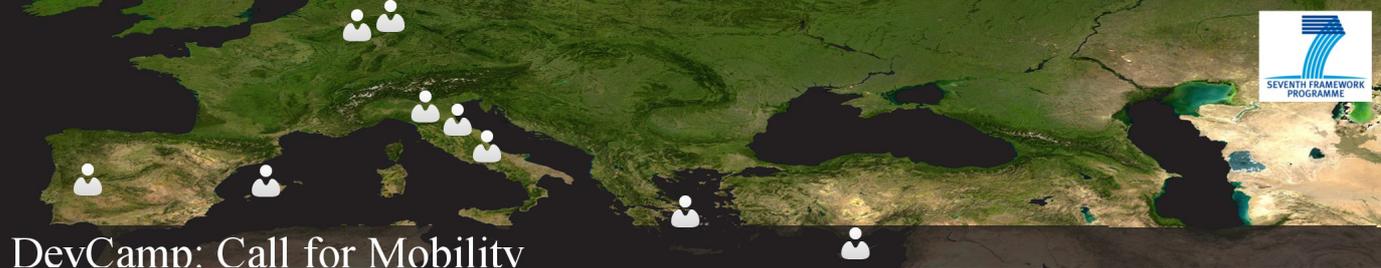
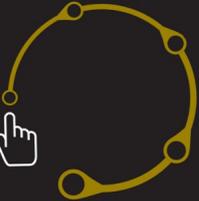
To V-MOVE committee
To V-MOVE coordinator
Sorin Hermon
Cyprus Institute

With this letter, I [name], born [date of birth], would like to express my intent to participate in the V-MOVE mobility programme and to spend [duration in weeks] at [name of institution], to undertake the programme of activities described below, under the supervision of [name of supervisor]:

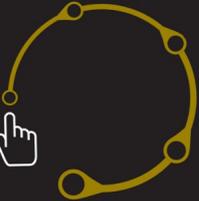
What is the topic of the proposed programme of activity?* (max 200 char)	
What is your academic / professional field or domain?* (max 200 char)	
Please describe shortly the context and purpose of the application* (max 1000 char.)	
Please provide a brief description of the agreed programme of activity* (max 2000 char.)	
How will your work contribute to the development of Virtual Museums?* (max 1000 char.)	
I hereby state that* (please select one of the following options):	
I am legally eligible to work in Europe during the internship term	I will require visa sponsorship.

Place, Date

Applicant Signature



v-must DevCamp: Call for Mobility



PART 2 – HOST INSTITUTION LETTER OF SUPPORT

A Letter of Support from the host contact is required, setting out the proposed start and end dates of the proposed internship, the resources, training and supervision that will be provided, and any additional information they feel may be helpful to the assessment panel.

To V-MOVE committee
To V-MOVE coordinator
Sorin Hermon
Cyprus Institute

As the proposed supervisor of a V-MUST internship to be undertaken at [\[name of host institution\]](#), I, [\[name and initials of qualifications, e.g. 'PhD'\]](#), hereby state that:

- I have agreed the described programme of activities with the applicant
- The dates of the proposed internship are: [\[start date\]](#) to [\[end date\]](#)
- I will ensure that the following resources, training and supervision will be provided: [\[resources\]](#), [\[training\]](#), [\[supervision hours per week\]](#)

[\[add any other information that may be useful for the assessors\]](#)

Place, Date

Host institution
contact person
Signature



PART 3 – LETTER OF COMMITMENT

A Letter of Commitment from authorised signatories within the host institution, confirming that the necessary resources and supervision for the internship will be provided

To V-MOVE committee
To V-MOVE coordinator
Sorin Hermon
Cyprus Institute

As [role, e.g. 'Director'] of [name of institution], I hereby confirm that the necessary resources and supervision will be provided to the applicant [name of applicant], as stated in the Letter of Support submitted with this application by the [name of contact person/supervisor].

Place, Date

Institution Stamp

Signature



PART 4 – HOME INSTITUTION SUPPORT LETTER*

A Letter of Support from the applicant's home organisation or institution (e.g. employer or university).

**This Letter is required unless the applicant is currently not employed or registered as a student.*

To V-MOVE committee
To V-MOVE coordinator
Sorin Hermon
Cyprus Institute

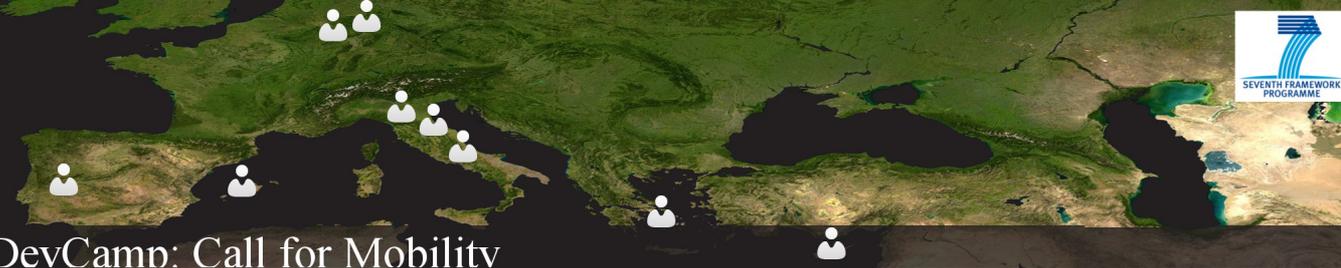
As [your role e.g. 'Professor of...'] at [name of the home institution], I hereby state that:

- I have agreed that [name of applicant] has my support to undertake an internship from [start date] to [end date] at [name of host institution] under the supervision of [name of supervisor] to carry out the programme of activities described in the Letter of Intent accompanying this application.
- [add name of the home institution] will / will not cover expenses for the applicant to enable him/her to follow the programme of activity at the host institution.

[add any other information that may be useful for the assessors]

Place, Date

Host institution
contact person
Signature



PART 5 – APPLICANT CURRICULUM VITAE

The Curriculum Vitae of the applicant MUST include level of fluency in reading, writing and speaking languages required by the host institution

[add here your CV, please no longer than 4 A4 pages – 4000 char. You may add an additional page of images, with captions, to show relevant work that you have done.]

Please follow this structure:

1. PERSONAL INFORMATION

2. STUDIES (CURRICULUM STUDIORUM)

3. PROFESSIONAL PROFILE (starting from actual position. Include here relevant projects or work that you have carried out)

4. TECHNICAL SKILLS

5. PUBLICATIONS (not more than 10 publications)

6. LANGUAGES (include fluency in reading, writing and speaking languages)

7. OTHER RELEVANT EXPERIENCE



PART 6 – LETTER OF RECOMMENDATION

Please provide a letter of recommendation by a current or former university tutor or employer. This is optional, but will be one of the parameters used to evaluate the applications, and so is strongly recommended

[add here letter of recommendation]



PART 7 - Programme of work

Title of the intern-ship project

Hosting Institution

Name of scientific coordinator, tutor at the Hosting Institution and contact information

Name of applicant and contact information

Applicant Institution (if any)

Duration of the intern-ship project

<input type="text"/>			
Starting date	<input type="text"/>	Ending Date	<input type="text"/>

Goals of the project

What are the objectives the project want to achieve, even in term of know how acquisition

Implementation

How the objectives will be reached within the intern-ship timeframe

Connection of the project with V-MUST activities