



International exchange of students and academic staff in 2014 year

Instructions

PLEASE READ CAREFULLY!

This program offers professors, assistants and students of the University of East Sarajevo and Universities from Abroad, the possibility to spend one or more months (see clear instructions in the public announcement) at the University abroad/or University of East Sarajevo for a education or research visit.

Candidates eligible for the competition are students of the first and second cycle of studies and academic staff of the University of East Sarajevo to study and perform an internship, or for educational and / or scientific or artistic work in higher education and / or scientific research institutions abroad for academic staff.

Studying in the previous paragraph can last for at least one semester and a maximum of one academic year, and students practice and scientific or artistic work lasts for at least 30 days but not longer than six months.

Candidates eligible for the competition are foreign students of the first and second cycle of studies and foreign academic staff for study and performance of an internship, or for educational and / or scientific or artistic work at the University of East Sarajevo.

The amount of co-financing funds allocated by the Ministry of Education and Culture of the Republic of Srpska in each case may not exceed 80% of the total identified cost for students, or 50% of the total identified cost for academic staff.

Applicants selected for co-funding are required to provide the Ministry of Education and Culture of the Republic of Srpska the bank account number to which the funds will be paid.

Please note the following instructions:

- 1. Applications for the contest with the required documentation shall be submitted within ten (10) days from the date of publication of vacancy at the following address: University of East Sarajevo-Rectorate, Office of Vice-rector for International and inter-university cooperation, Vuka Karadzica, No. 30, 71123 East Sarajevo marked "application ".**
- 2. The deadline for the submission of application documents 17.10.2014.**
- 3. The main purpose of the program is to enable educational and scientific staff and students of universities to do education and research at University of East Sarajevo and other universities in the context of this programme.**
- 4. Please enclose the following documents to your application:**
 - CV,

- bibliography,
- certificate of employment (for academic staff)
- certificate of registration into the academic year and passed exams (for students),
- motivation letter,
- recommendation letter,
- learning agreement at universities abroad (for students)-optional
- contract and / or (invitation letter) for scientific / artistic work and research plan / work (for teachers / assistants)
- necessary funds to finance housing and residence
- participation in the financing of university / institute where studying and practice and research / artistic work will be performed
- Knowledge of English language or language of the country where the candidate is going to spend time is necessary.
 - Do not forget to mention your exact and complete address on the application form. In particular don't forget to indicate your **e-mail address**.
 - **NOTE: ONLY APPLICANTS WHO WILL START THEIR EXCHANGE PROGRAM BY THE END OF 2014 ARE ELIGIBLE FOR APPLICATION, DUE TO THE FACT THAT SINCE 01.01.2015. THE NEW REGULATIONS REGARDING INTERNATIONAL EXCHANGE PROGRAM OF STUDENT AND TEACHING STAFF SHALL COME INTO FORCE.**

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APPLICATION

Type or write in CAPITAL LETTERS. The application must be submitted in duplicate. Please read instructions before completing the form!

In the academic year (in the winter term / summer term /) preferred period:

Family or surname

(Please underline name commonly used!)

First or forename(s)

Field of Study

Please attach recent photo here!

Academic Degrees

Place and Date of Birth

Present Citizenship

Marital Status (single, married, children)

Position at the University

Permanent Address (Home Address)

Number /Street

City

Province/State

Telephone/Fax/**e-mail**

Give the address to which information concerning your application is to be sent:

Number /Street

City

Province/State

Telephone/Fax/e-mail

Give the name and address of the person who is to be informed in urgent cases:

Name	Street	City	Telephone Fax/e-mail
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Where do you want to carry out your studies, your research, your work in library and archives, field projects, practical work, etc. Give the name of the respective university, school of art or post-graduate institution, which needs to be part of a university.

Which research or study project do you intend to carry out with the help of the scholarship/fellowship? Give details on extra sheet of paper!

Give the topic of your master thesis, dissertation or habilitation:

Who will be your **supervisor**? Give the full name of the supervisor and enclose the supervisor's declaration (extra form to be attached to this application form!)

Educational Background
List all schools and universities attended!

Secondary School you attended in your home country

Date of leaving certificate

Institutions of Higher Education (Universities, Schools of Art, etc.) in or outside your home country:

Name/City

Date of leaving certificate

Foreign language proficiency:

	German	English	French	_____	_____
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you currently preparing for an academic degree?

Which academic degree do you plan to obtain?

List your publications (use special sheet of paper):

Employment background:

State your career objectives. Do not only list the academic degree you intend to obtain!

Have you already had a scholarship/fellowship before? Give the name of place, duration, amount and institution awarding the scholarship/fellowship (use extra sheets, if necessary).

Are you applying for another scholarship? If this is the case, give the name of the institution where you are applying:

Please list all countries in which you stayed for more than three weeks including those countries in which you stayed without a scholarship/fellowship:

I, the undersigned applicant, undertake to immediately inform Office for International Office University of East Sarajevo of any changes and amendments concerning the above statements.

City/Place _____ Date _____ 201. _____

Enclosed are the necessary documents _____ (number of documents)

Applicants Signature