



**ERASMUS+ KA1  
REQUEST FOR ERASMUS LEAVE FOR ADMINISTRATIVE STAFF  
Academic Year: 20..... – 20....**

Surname: .....  
Name: .....  
Position: .....  
ID No: .....  
Department: .....

A. APPLICATION FROM ADMINISTRATIVE STAFF MEMBER	
Please grant me an Erasmus Leave of ..... working days from ..... until .....	
Signature	Date
.....	.....

B. RECOMMENDATION FROM DIRECTOR	
I hereby confirm that I approve the above academic staff member to be away for Erasmus+ activity purposes.	
Signature	Date
.....	.....

**C. RECOMMENDATION FROM HR DEPARTMENT**

I hereby confirm that I approve the above academic staff member to be away for Erasmus+ activity purposes.

Signature

Date

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**D. RECOMMENDATION FROM THE RECTOR**

I hereby confirm that I approve the above academic staff member to be away for Erasmus+ activity purposes.

Signature

Date

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