



Co-funded by the  
Erasmus+ Programme  
of the European Union

## LEAD Project Job shadowing programme

### A. Job Shadow Programme 25-30 September 2017 Lisbon, Portugal

#### ***LEAD job shadowing***

The LEAD job shadowing is part of the LEAD project activities. It supports selected academic leaders from LEAD partners to job shadow a counterpart (with similar job function) at another project partner in order to share experience and develop academic leadership and relevant competences.

The job shadower can be academic leaders or other university/institution/department leaders. With well-defined and well-prepared job shadowing, the learning process can go much deeper and can facilitate the learning and exchange of experiences in depth, and facilitate cooperation such as development of twin/sister institutions/departments between the actors involved. This will be mutually beneficial as the exchange of experiences, cooperation, and learning from both sides can deepen the understanding on key issues and strengthen the capacities of partner universities on governance and academic leadership.

#### ***Job shadowing programme***

Date	Activity programme
Sunday 24 Sep.	Arriving
Monday 25 Sep.	Job shadowing introduction Peer meetings & job shadowing
Tuesday 26 Sep.	Leadership training; Peer meetings & job shadowing
Wednesday 27 Sep.	Leadership training: networking capacities
Thursday 28 Sep.	Peer meetings & job shadowing
Friday 29 Sep.	Peer meetings & job shadowing Summary, conclusion meeting & reporting
Saturday 30 Sep.	Return trip

## B. Job Shadow application form

Job shadowing	Application
Name of job shadowing Applicant 申请人姓名	
Gender	
Birth date	
Passport nr.	
Contact of the applicant (Email, phone)	
University/Institution name	
Department	
Function	
Main responsibilities and job profile at home university	
Main interests of the position of the job shadowing	
Motivation for applying for the job shadowing position	
University/Institution recommendation	

Contact persons/ contact details of your institution (for this application) (name, email, phone)	
University/Institution/Department approval for the application	
Remarks	

## C. Job Shadowing expected position match & selection result

(To be filled in by the LEAD project coordination and the host university)

Job shadowing host	
Name of job shadowing host	
Gender	
Age	
Institution	
Department	
Position/function	
Main responsibilities & job profile	
Expected activities that may take place during the job shadowing period	
Language requirement	
Selection criteria	
Selection result	
Host University/Institution/ Department approval	
Contact details/contact persons of the host university/institution/department	
Remarks	