

How to apply?

ERASMUS+ KA107

International Relations Service



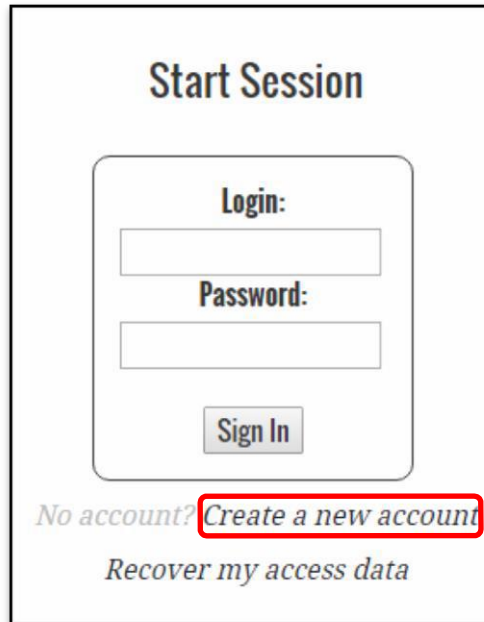
ICM - UVa
Erasmus+

This document is a brief guide for the students and staff interested in applying for a grant under the framework of the Erasmus + International Credit Mobility KA107 at the University of Valladolid. The application will be done through the web platform <http://www5.uva.es/uvamobplus/>. The following pages explain in detail the steps in order to complete the application.

How to apply?

Step 1: Create a user account

You have to follow the link “Create a new account”



Start Session

Login:

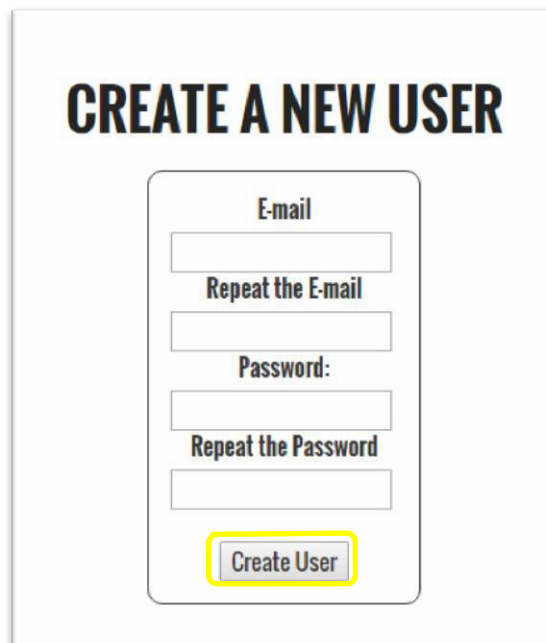
Password:

Sign In

*No account? **Create a new account***

Recover my access data

Click on “Create a new account” and you will get access to a small form in which you will write your e-mail and password



CREATE A NEW USER

E-mail

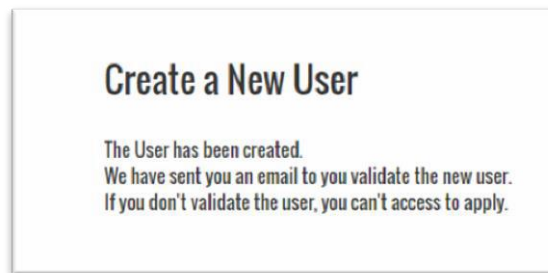
Repeat the E-mail

Password:

Repeat the Password

Create User

You will receive an e-mail for you to validate the account



You have to click on the link to the validation. If you do it properly, you will receive the following message:



Step 2: Fill in the application

In order to start filling in the application you must log with the user name and password of step 1

List of application deadlines:

Once you have entered your personal area you will see the application deadlines. Click the green box to get access to the initial page of the personal area.

Application Deadline	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Link to the application
First Apply Period	11/10/2016	22/02/2017	Apply

In order to start the application you have to click “Apply”. You will see the different information you have to fill in and save.

Information to fill in

- 1- Personal details ✕
- 2- Home institution ✕
- 3- Academic Background (Student) / Employment Experience (Staff) ✕
- 4- Language skills ✕
- 5- Proposed host Institution ✕
- 6- Uploaded documents ✕

I declare I have not received a grant within the framework of the Erasmus + Programme before or I have received a grant within the framework of the Erasmus + Programme inferior to 6 months

I declare to have granted permission to have my name published in the website of the project or in any other format for dissemination purposes of the selection process.

I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.

I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.

I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

Finish Application

If you have any problems in completing the application contact ka107.erasmusplus@uva.es

You have to click each of the items in the list. When you complete the compulsory data of each item a symbol ✓ will be shown.

ICM - UVa Erasmus+

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Application form: 1INUVA128

- 1- Personal details ✓
- 2- Home institution ✓
- 3- Academic Background (Student) / Employment Experience (Staff) ✓
- 4- Language skills ✗
- 5- Proposed host Institution ✗
- 6- Uploaded documents ✗

I declare I have not received a grant within the framework of the Erasmus + Programme before or I have received a grant within the framework of the Erasmus + Programme inferior to 6 months
 I declare to have granted permission to have my name published in the website of the project or in any other format for dissemination purposes of the selection process.
 I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
 I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.
 I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

Finish Application

If you have any problems in completing the application contact ka107.erasmusplus@uva.es

Erasmus+ Casa del Estudiante Un... Iniciar sesión Ampliar el mapa

INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID

It is highly recommended to follow the list order as to fill in some items it is compulsory to have filled in the previous ones.

The compulsory data are shown in red. Don't forget to save the information by clicking "Save"

ICM - UVa Erasmus+

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

User: *****@***** (Log Out)

Personal details

Applicant's personal details

Surname/Family name

Forenames/Given names

Date of birth

dd/mm/yyyy

Place of birth

Gender

-- Gender --

Nationality

-- Nationality --

ID/Passport (at least one)

Identity no.

Passport no.

Permanent Address

Street and number

Contact details

Telephone



Email

Alternative email

Additional Information

How did you get to know the project?

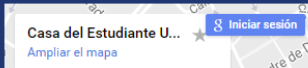
Have you applied at the same time for another financial support?

If yes, please specify which financial support

Are you in a particularly vulnerable socio-economic situation?

Do you have any physical disability?

If yes, please specify which physical disability



Proposal for Undergraduate and Master

You can choose the courses according to the type of mobility

The screenshot shows the ICM - UVa Erasmus+ application form. The 'Type of mobility' dropdown is set to 'Undergraduate'. In the 'Studies proposal' section, the 'Course to do in UVa' dropdown is highlighted with a red box and contains the text '-- Course to do in UVa --'. Below this are 'Save', 'Back', and 'Print' buttons. The footer includes the Erasmus+ logo, a map of the Casa del Estudiante U... with an 'Iniciar sesión' button, and the text 'INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID'.

Firstly, you have to select the course you wish to follow at the UVa. Secondly, you will be able to see the subjects corresponding to the course.

The screenshot shows the ICM - UVa Erasmus+ application form with the 'Course to do in UVa' dropdown set to 'INTERNATIONAL SEMESTER PROGRAM IN COMMERCE'. Below this, there are two columns: 'Subject at UVa' and 'Subject at Home Institution'. The 'Subject at UVa' dropdown is highlighted with a blue box and contains '-- Select a subject --'. A 'New subject' button is highlighted with a green box. The 'Subject at Home Institution' input field is highlighted with a red box. Below these are 'Save', 'Back', and 'Print' buttons. The footer is identical to the previous screenshot.

You will select the subjects by clicking “New subject”. The total number of ECTS is 30. You will have to fill in the red box “Subject at Home Institution” with the name of the subject for which you will obtain academic recognition at your home institution.

Below an example of the list of subjects

The screenshot shows the ICM - UVa Erasmus+ application interface. At the top, there is a navigation bar with links for HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, and LANG. A user login bar shows "User: *****@***** (Log Out)". The "Type of mobility" is set to "Undergraduate". Under "Studies proposal", the "Course to do in UVa" is "INTERNATIONAL SEMESTER PROGRAM IN COMMERCE". A table with three columns: "Subject at UVa", "ECTS", and "Subject at Home Institution" is displayed. The "Subject at UVa" column has a dropdown menu open, listing subjects: "-- Select a subject --", "BUSINESS SIMULATION GAME - 3 ECTS", "CONSUMER BEHAVIOUR - 6 ECTS", "DISSERTATION - 9 ECTS" (highlighted), "FINAL PROJECT - 9 ECTS", "FOREIGN TRADE - 6 ECTS", and "HUMAN RESOURCES AND SALES FORCE MANAGEMENT - 6 ECTS". The "ECTS" column is empty, and the "Subject at Home Institution" column has an empty input field. The footer includes the Erasmus+ logo, a map of the Casa del Estudiante Universitario, and the text "INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID".

Below an image of the result of having selected a subject

The screenshot shows the same ICM - UVa Erasmus+ application interface, but with the "DISSERTATION - 9 ECTS" subject selected in the "Subject at UVa" dropdown. The "ECTS" column now displays the value "9". Below the table, there are buttons for "New subject", "Save", "Back", and "Print". The rest of the interface, including the navigation bar, user login, and footer, remains the same as in the previous screenshot.

Proposal for Doctorate, Teaching and Administrative STAFF

You have to write a text with a description of what you propose to do at the UVa (up to 2500 characters)

The screenshot shows a web application interface for submitting a mobility proposal. At the top left is the logo for ICM - UVa Erasmus+. The top navigation bar includes links for HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY (highlighted in red), CONTACTS, and LANG. A user login bar shows 'User: *****@***** (Log Out)'. The main content area is titled 'Type of mobility' with a dropdown menu set to 'Academic STAFF'. Below this is the 'Proposal' section, which includes the instruction 'Describe your mobility proposal' and a large empty text box for input. At the bottom of the form are three buttons: 'Save', 'Back', and 'Print'. The footer contains the Erasmus+ logo, a map snippet for 'Casa del Estudiante U...' with an 'Iniciar sesión' button, and the text 'INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID'.

DOCUMENTS UPLOAD

In this form you will see a table with the list of documents you have to upload in order to complete the application

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG ▾

User: *****@***** (Log Out)

Uploaded documents

Document	Select the file to upload (Max weight 2MB)	Uploaded
Photo	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	Download ✓
Passport or Identity Card	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Curriculum vitae(EUROPASS)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Letter of recommendation	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Transcript of records (Only students)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Certificate of enrollment at Home Institution	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Language Skills	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Signed Proposal (Print Proposal)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗
Letter of invitation (Only STAFF)	<input type="button" value="Seleccionar archivo"/> Ningún archi... eleccionado	✗

Casa del Estudiante U...
Ampliar el mapa

INTERNATIONAL RELATIONS OFFICE
UNIVERSITY OF VALLADOLID

COMPLETE THE APPLICATION

Once you have filled in all the items of the list you will be able to Finish the application. To finish the application you should select all items of the list of declarations (green) and click over the "Finish Application" button (red).

The screenshot shows the top navigation bar with the ICM - UVa Erasmus+ logo and menu items: HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, LANG. A user login bar shows "User: *****@***** (Log Out)". The main heading is "Application form: 1INUVA128". A list of six sections is shown, each with a green checkmark: 1. Personal details, 2. Home institution, 3. Academic Background (Student) / Employment Experience (Staff), 4. Language skills, 5. Proposed host Institution, and 6. Uploaded documents. A green box highlights a list of four declarations, all of which are checked: "I declare I have not received a grant within the framework of the Erasmus + Programme before or I have received a grant within the framework of the Erasmus + Programme inferior to 6 months", "I declare to have granted permission to have my name published in the website of the project or in any other format for dissemination purposes of the selection process.", "I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.", and "I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected." Below the declarations is a red "Finish Application" button. At the bottom, contact information is provided: "If you have any problems in completing the application contact ka107.erasmusplus@uva.es". The footer includes the Erasmus+ logo, a map of the University of Valladolid, and the text "INTERNATIONAL RELATIONS OFFICE UNIVERSITY OF VALLADOLID".

When you have completed the application, the date and hour when you submitted it will be shown.

This screenshot is identical to the previous one, but with a green box highlighting a confirmation message: "You finished the application at 12:06 PM on 06/02/2017 (dd/mm/yyyy). You can consult your completed application in the next Link". The rest of the page, including the navigation bar, application form details, and footer, remains the same.