

## STAFF APPLICANTS GUIDE

What are the main steps in preparing an application for A4U Erasmus+ grant?



### 1. Read the call

Read the call carefully, and ensure you meet the eligibility requisites. B2 level of English is equivalent to score 72-94 in TOEFL iBT (after October 2016) and score 5,5-6,5 in IELTS. A table of equivalences of B2 level to other English certificates is available on [www.alliance4universities.eu/en/mobility-scholarships/](http://www.alliance4universities.eu/en/mobility-scholarships/).

### 2. Decide on the host university for your mobility

Decide which university you would like to go to for your mobility by checking their teaching and research offer through their website. Factsheets, published together with the call, can provide a snapshot of partner universities and indicate useful links. Get an initial idea of departments/academics that might be able to host you during your mobility.

Alternatively, you might already know the academic/department and approach them.

### 3. Fill in the Mobility Agreement

- a) *Those applying for mobility for teaching only:* Fill in the necessary information on p.1 of the Mobility Agreement for Teaching and answer questions on page 2 (motivation statement, main objectives, added value, content of the teaching programme, and expected outcomes). Bear in mind that the mobility is 5 days long and should include at least 8 hours of teaching if it's for teaching mobility only. The length of your answers is not limited (just

keep within reasonable limits) and has to provide enough information for the evaluators to assess your application. This part will matter the most in the evaluation.

- b) *Those applying for mobility for teaching/training or for training only:* Fill in the Mobility Agreement for Training, indicating the number of teaching hours, if applies, and/or outlining the programme of training activities. Please note that at the selection stage priority will be given to mobilities with a teaching component, that is to mobilities for teaching only and for teaching/training.

The agreement can be filled in in English or Spanish.

#### **4. Get your Mobility Agreement signed**

Approach the potential host academic/department at the receiving university with your mobility agreement proposal to check their availability/willingness to host your stay, and agree the teaching/training activities and the mobility dates. If necessary, the International Office at the host university (check factsheets for their contact details) can help establish contact or look for an academic/department who can act as a host.

Obtain signatures for your Mobility Agreement by your sending institution, the receiving institution, and sign it yourself. Scanned signatures are accepted. The Head of Department/Faculty, another designated person or the host academic can sign the Mobility Agreement on behalf of the sending and the receiving institutions.

#### **5. Have your CV ready**

Make sure it is updated and serves the purpose of helping the evaluator assess your application. There is no pre-determined format for the CV and it can be in English or Spanish.

#### **6. Submit your application**

Fill in the application form on <http://alliance4universities.eu/en/mobility-scholarships/> , attaching the signed Mobility Agreement and CV. Your application will be checked by Olga Belova to make sure everything is correct. It is highly recommended to submit the application well in advance of the deadline of 2 February 2018 to make sure there is enough time to do this check.

It may be that one application goes together with another application, as in the case of reciprocal visits: for example, a professor from Southern Federal University in Russia applies for mobility at Universidad Carlos III de Madrid and a professor from Universidad Carlos III de Madrid applies for mobility to

Southern Federal University in Russia. In this case, each applicant should submit their own online application with the corresponding mobility agreement and CV. However, both applicants can mention the reciprocity of their visits in their mobility agreements, which will also help show the establishment of mutual ties between both institutions.