

Guía para realizar la solicitud

ERASMUS+ KA171

Servicio de Relaciones Internacionales



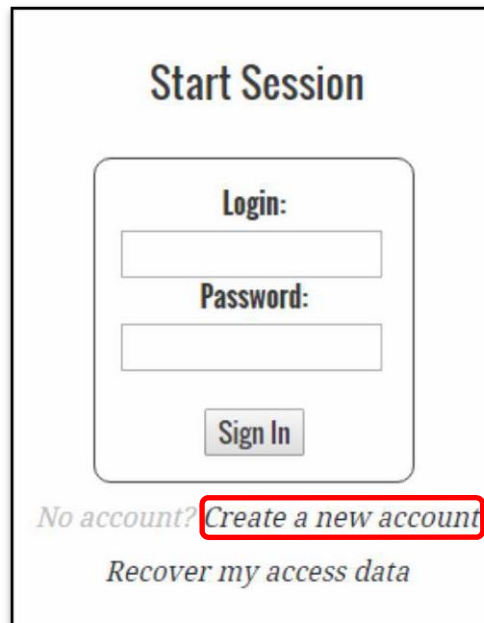
ICM - UVa
Erasmus+

Este documento es un breve manual para guiar a los estudiantes y staff interesados en solicitar becas para realizar una estancia en la UVa bajo el programa KA171. Las solicitudes se realizarán a través de la plataforma web habilitada para ello. Las convocatorias están publicadas en la web <https://uvamobplus2.uva.es/>
En las siguientes páginas se describen los pasos para realizar las solicitudes.

CÓMO REALIZAR LA SOLICITUD

Paso 1: Crear cuenta de usuario

El primer paso es la creación de una cuenta de usuario, en la zona de inicio de sesión, mediante el enlace indicado en la imagen. A continuación, se ve el formulario de acceso al área personal:



Start Session

Login:

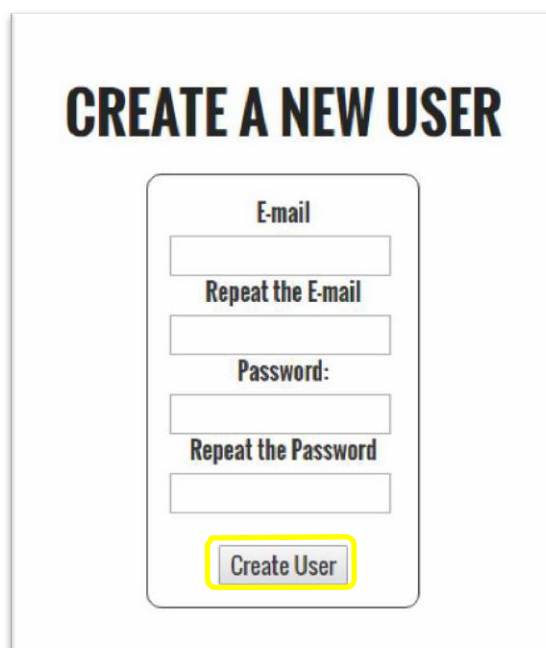
Password:

Sign In

No account? [Create a new account](#)

Recover my access data

Haciendo click sobre el enlace remarcado en rojo se accede al siguiente formulario en el que se deberán introducir los datos de acceso: email y contraseña con una verificación por repetición.



CREATE A NEW USER

E-mail

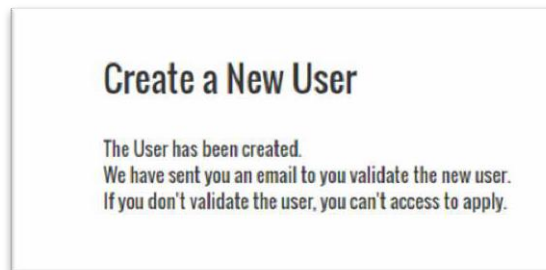
Repeat the E-mail

Password:

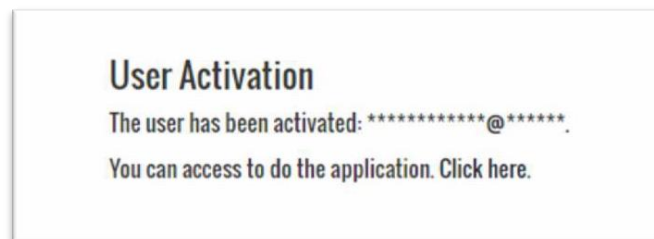
Repeat the Password

Create User

Una vez rellenado el formulario correctamente y pulsado el botón indicado en amarillo, se enviará un correo a la dirección de email introducida para que la creación de la cuenta sea válida y aparecerá el siguiente mensaje en la web.



Una vez que recibido el correo electrónico debes hacer click sobre el enlace de validación del email. Si se ha hecho correctamente aparecerá el siguiente mensaje.



Paso 2: Realizar Solicitud

Para comenzar a realizar la solicitud es necesario entrar con las claves creadas en el paso 1.

Listado de periodos de solicitud

Una vez que accedes al área personal se muestran todos los periodos de aplicación que se han abierto. Una vez iniciada la sesión pulsando sobre el contenido del recuadro marcado en verde se accede a esta página inicial del área personal. Para cerrar la sesión se debe pulsar sobre el contenido del recuadro marcado en azul.

Application Deadline	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Link to the Application Form	Application Code	Result
1st Call for Applications Academic Year 2024-2025 - Incoming PhD (ISMP)	22/03/2024	02/05/2024 23:59	Apply / View Application		Not Applied
2nd Call for Applications - OUTGOING Mobility STAFF (from UVA to Partner Institutions) - Academic Year 2023-24	19/03/2024	09/04/2024 23:59	Apply / View Application		PROCESSING
Extra Call for Applications - UVA Academic Staff Mobility - Staff Week	19/03/2024	09/04/2024 23:59	Apply / View Application		Not Applied
Call for Applications - Spanish Course for Staff	01/03/2024	15/03/2024 23:59	Closed		Not Applied

Para iniciar la solicitud debes hacer click sobre el enlace remarcado en rojo. Una vez que pulses sobre el enlace se mostrará la página que se muestra a continuación, en el que se muestran los diferentes datos que se deben guardar.

Listado de datos a rellenar en la solicitud

I declare I have not participated in mobility periods totalling up to 12 months maximum per each cycle of study (bachelor, master, doctorate) within the framework of the Erasmus + Programme. Prior experience under LLP-Erasmus Programme and as Erasmus Mundus scholarship holders counts towards the 12 months per study cycle.

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.


I accept the following data protection policy:

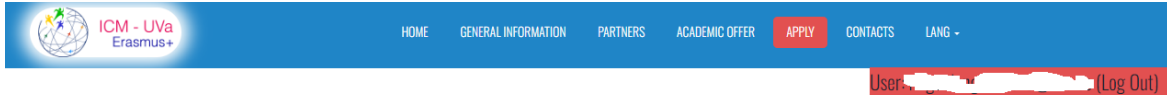
Basic data protection information	
Responsible body	University of Valladolid
Purpose	Handling of applications and allocation of the financial support and grants contained in this call.
Legitimation	Fostering higher education, employability and European cohesion (G.I. and RGPD - Spanish Data Protection Regulations)
Recipients	Publication on official notice boards and in official journals and wherever else may be necessary due to legal obligations. Applicant's home institutions as well as national and European institutions and agencies. Data may also be transferred for participation in the Mentor programme and in the search for accommodation programme.
Rights	To access, amend, cancel, express opposition to, restrict the use of, delete and transfer, as explained in further information
Further information	http://www.uva.es/protecciondedatos#informacionAdicional

Application form: 2INSMPUVA1684

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

If you have any problems in completing the application contact ka171.erasmusplus@uva.es

Haciendo click sobre cada uno de las opciones de la lista (la lista esta remarcada con el recuadro rojo) accedes a cada apartado en el que se muestran los datos que debes rellenar. Según vayas completando cada apartado aparecerá un  cuando los datos obligatorios hayan sido completados.



- I declare I have not participated in mobility periods totalling up to 12 months maximum per each cycle of study (bachelor, master, doctorate) within the framework of the Erasmus + Programme. Prior experience under LLP-Erasmus Programme and as Erasmus Mundus scholarship holders counts towards the 12 months per study cycle.
- 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.
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Basic data protection information	
Responsible body	University of Valladolid
Purpose	Handling of applications and allocation of the financial support and grants contained in this call.
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Application form: 20UTPASUVA1635

- 1- Personal details 
- 2- Home Institution 

3- Academic Background (Student) / Employment Experience (Staff) 

Se recomienda seguir el orden de la lista porque para rellenar algunos apartados es necesario haber completado alguno de los anteriores.

Los campos obligatorios de todos los formularios se muestran con un contorno de color rojizo. En las siguientes imágenes se pueden ver los campos obligatorios resaltados con una flecha roja. Para guardar los datos introducidos en cualquiera de los formularios es necesario pulsar el botón "Guardar" remarcado con un cuadro rojo en la siguiente imagen.

Personal details

Applicant's personal details

Surname/Family name

Forenames/Given names

Date of birth

Place of birth

Gender

Nationality

ID/Passport (at least one)

Identity no.

Passport no.

Permanent Address

Street and number

Postcode

City

Country

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?

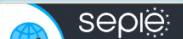
Do you have any physical disability?

If yes, please specify which physical disability



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Erasmus+ 2022-1-ES01-KA171-HED-000072505
Erasmus+ 2023-1-ES01-KA171-HED-000135436



INTERNATIONAL RELATIONS OFFICE
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ka171.erasmusplus@uva.es



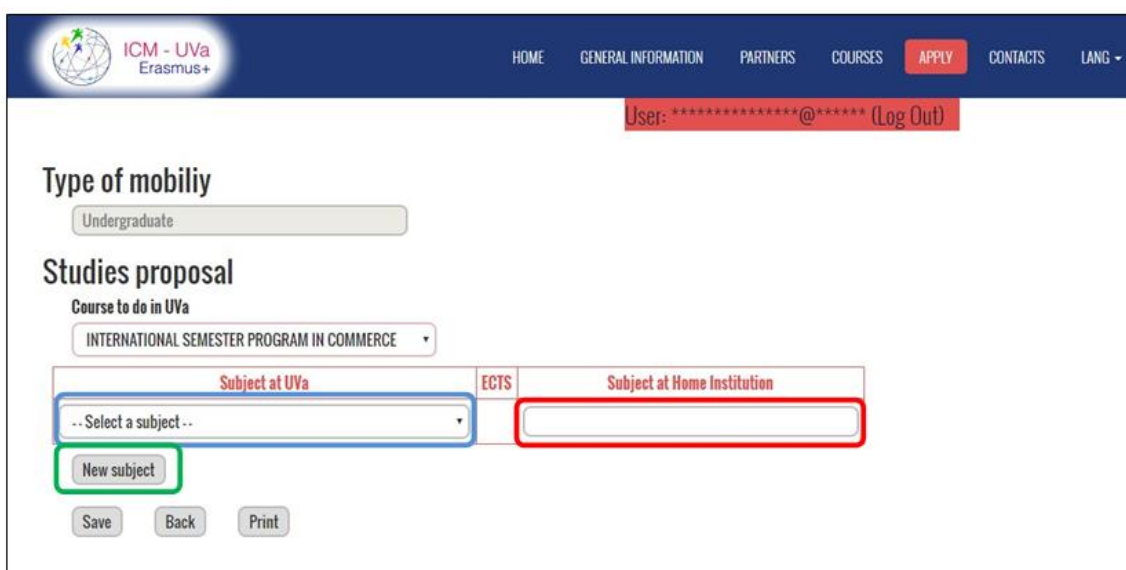
Propuesta para nivel de Grado y Máster (“Undergraduate” and “Máster”)

En función de las asignaturas que se vayan a seleccionar se va modificando los campos de la página.



The screenshot shows the top navigation bar with the ICM - UVA Erasmus+ logo and links for HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, and LANG. Below the navigation bar, the user is logged in as 'User: *****@***** (Log Out)'. The main content area is titled 'Type of mobility' and has a dropdown menu set to 'Undergraduate'. Below this is the 'Studies proposal' section, which includes a dropdown menu for 'Course to do in UVA' currently showing '-- Course to do in UVA --'. This dropdown is highlighted with a red border. Below the dropdown are three buttons: 'Save', 'Back', and 'Print'.

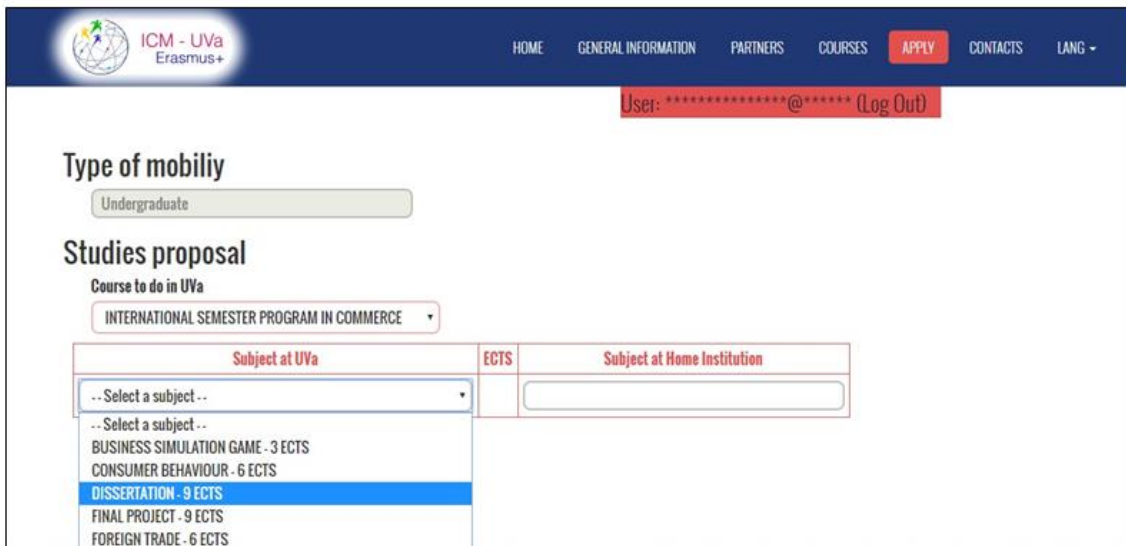
El primer paso es seleccionar el curso que se desea realizar en la UVA, este campo es el remarcado en rojo en la anterior imagen. Una vez seleccionado el curso que se desea realizar, se desplegará una tabla en la que se puede seleccionar una asignatura, como se ve en la siguiente imagen.



This screenshot shows the 'Studies proposal' section after a course has been selected. The 'Course to do in UVA' dropdown now displays 'INTERNATIONAL SEMESTER PROGRAM IN COMMERCE'. Below this is a table with three columns: 'Subject at UVA', 'ECTS', and 'Subject at Home Institution'. The 'Subject at UVA' column has a dropdown menu showing '-- Select a subject --', which is highlighted with a blue border. The 'Subject at Home Institution' column has an empty text input field, highlighted with a red border. Below the table is a 'New subject' button, highlighted with a green border. At the bottom of the form are 'Save', 'Back', and 'Print' buttons.

El siguiente paso es seleccionar las asignaturas que se desean realizar. Para añadir una nueva asignatura pulse el botón resaltado en verde. Recuerda que el máximo de ECTS a seleccionar son 30 créditos. Para seleccionar una asignatura es necesario seleccionarla en el campo resaltado en azul en la imagen anterior y rellenar el campo resaltado en rojo con la asignatura que se va a reconocer en la universidad de origen.

En la siguiente imagen se puede ver un ejemplo del desplegable de asignaturas.



ICM - UVa Erasmus+

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

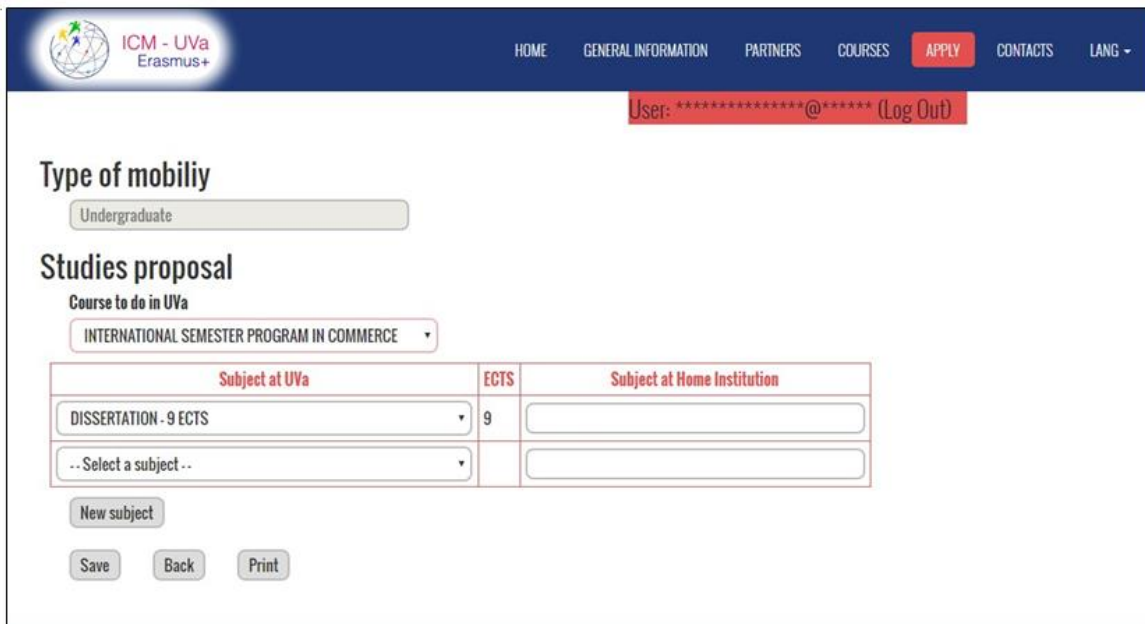
User: *****@***** (Log Out)

Type of mobility
Undergraduate

Studies proposal
Course to do in UVa
INTERNATIONAL SEMESTER PROGRAM IN COMMERCE

Subject at UVa	ECTS	Subject at Home Institution
-- Select a subject --		
-- Select a subject --		
BUSINESS SIMULATION GAME - 3 ECTS		
CONSUMER BEHAVIOUR - 6 ECTS		
DISSERTATION - 9 ECTS		
FINAL PROJECT - 9 ECTS		
FOREIGN TRADE - 6 ECTS		

En la siguiente imagen se puede ver el resultado de añadir una nueva asignatura, resultado de pulsar el botón remarcado en verde comentado anteriormente.



ICM - UVa Erasmus+

HOME GENERAL INFORMATION PARTNERS COURSES APPLY CONTACTS LANG

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

Type of mobility
Undergraduate

Studies proposal
Course to do in UVa
INTERNATIONAL SEMESTER PROGRAM IN COMMERCE

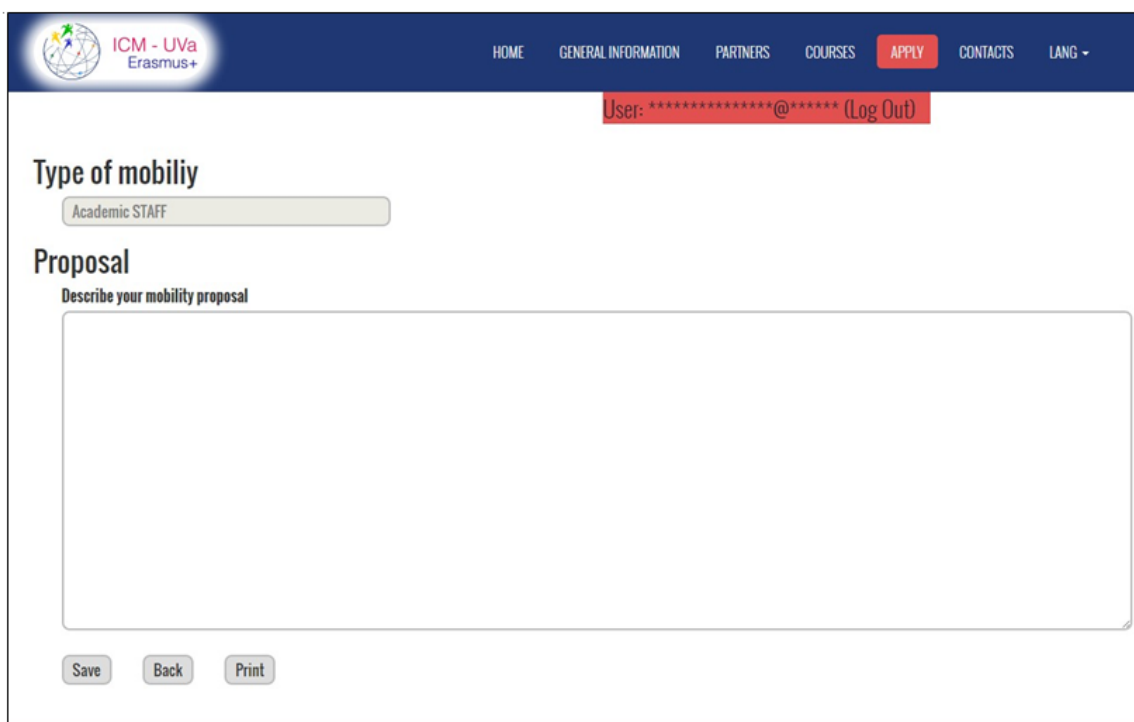
Subject at UVa	ECTS	Subject at Home Institution
DISSERTATION - 9 ECTS	9	
-- Select a subject --		

New subject

Save Back Print

Propuesta para nivel de Doctorado y STAFF (Personal docente y administrativo)

En el caso de las movilidades para personal de STAFF la propuesta es un texto descriptivo de lo que se desea realizar en la UVa (máximo 2500 caracteres).



The screenshot shows a web application interface for submitting mobility proposals. At the top left is the logo for ICM - UVa Erasmus+. The top navigation bar includes links for HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, and LANG. A user is logged in, with the text "User: *****@***** (Log Out)" displayed in a red box. The main content area is titled "Type of mobility" and has a dropdown menu currently set to "Academic STAFF". Below this is the "Proposal" section, which includes the instruction "Describe your mobility proposal" and a large, empty text input area. At the bottom of the form are three buttons: "Save", "Back", and "Print".

DOCUMENTS UPLOAD

En este formulario se muestran en una tabla los documentos que hay que subir para completar la solicitud.

ICM - UVA Erasmus+

HOME GENERAL INFORMATION PARTNERS ACADEMIC OFFER APPLY CONTACTS LANG -

Usr: [redacted] (Log Out)

Uploaded documents

To be uploaded by	Document	Select the file to upload (Max weight 2MB)	Uploaded
Only Students	Passport	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	CV (Europass recommended)	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Letter of Recommendation	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Transcript of Records	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Certificate of enrolment at Home Institution	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Certificates accrediting language skills (B2)	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Learning Agreement Signed Proposal (Print Proposal)	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Letter of Motivation	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
If applicable	Certificate of Special Needs	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
Only Students	Declaration of responsibility- signed by the applicant.	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗
If applicable	Signed Application Receipt (Print Receipt)	<input type="button" value="Seleccionar archivo"/> Ninguno archivo selec.	✗

Cofinanciado por la Unión Europea

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Casa del Estudiante...
Ampliar el mapa

INTERNATIONAL RELATIONS OFFICE
UNIVERSITY OF VALLADOLID

Casa del Estudiante
Calle Real de Burgos s/n
47011 Valladolid (España)

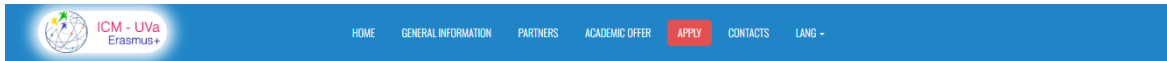
+34 983 184785 +34 983 186387

En la primera columna se muestra el documento que hay que subir, esta columna esta remarcada en rojo en la anterior imagen. En la segunda columna se muestra el botón que permitirá seleccionar el fichero a subir especificado en la primera columna, que está remarcada en azul en la anterior imagen. En la tercera columna se muestra el estado de la subida del fichero especificado en la primera columna, que está remarcada en verde en la anterior imagen.

Una vez que se tengan seleccionados uno o varios ficheros se pueden subir pulsando sobre el botón remarcado en amarillo en la anterior imagen.

Finalizar la solicitud

Una vez completados todos los puntos del listado se habilitará la opción de finalizar la solicitud. Para finalizar la solicitud es necesario pulsar el botón remarcado con un cuadrado rojo, como se muestra en la siguiente imagen.



- I declare I have not participated in mobility periods totalling up to 12 months maximum per each cycle of study (bachelor, master, doctorate) within the framework of the Erasmus + Programme. Prior experience under LLP-Erasmus Programme and as Erasmus Mundus scholarship holders counts towards the 12 months per study cycle.
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Application form: 20UTPASUVA1635

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

Finish Application

If you have any problems in completing the application contact ka171.erasmusplus@uva.es

Cuando hayas finalizado la solicitud, se mostrará la fecha y hora en que la finalizaste como se muestra en la siguiente imagen. También podrás comprobar todos los datos introducidos en la solicitud en la siguiente línea.

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Application form: 20UTPASUVA1635

- 1- Personal details ✓
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- 4- Language skills ✓
- 5- Proposed host Institution ✓
- 6- Uploaded documents ✓

You finished the application at 13:28 PM on 04/04/2024 (dd/mm/yyyy).

Recuerda que debes presentar el siguiente resguardo en registro de acuerdo con lo establecido en la Ley 39/2015 de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones públicas.

To get the receipt click on the following [Link](#)

You can edit your application pushing the next button. If you push this button, remember finish your application again in the period of application.

Edit Application

If you have any problems in completing the application contact ka171.erasmusplus@uva.es

