

# How to apply?

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## ERASMUS+ KA171

**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 KA171 at the University of Valladolid. The application will be done through the web platform <https://uvamobplus2.uva.es/>

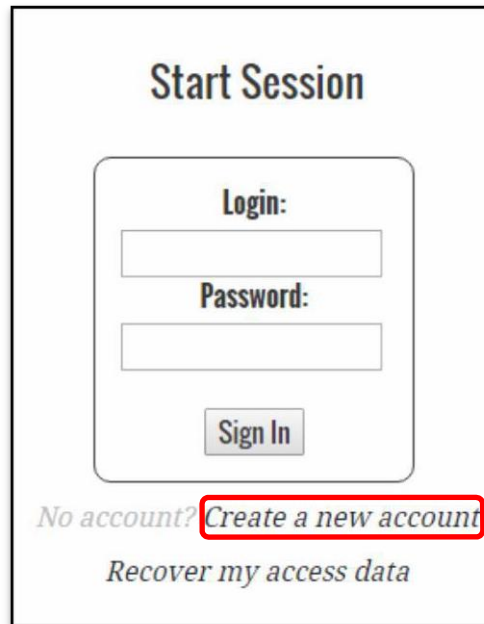
The following pages explain in detail the steps in order to complete the application.

# How to apply?

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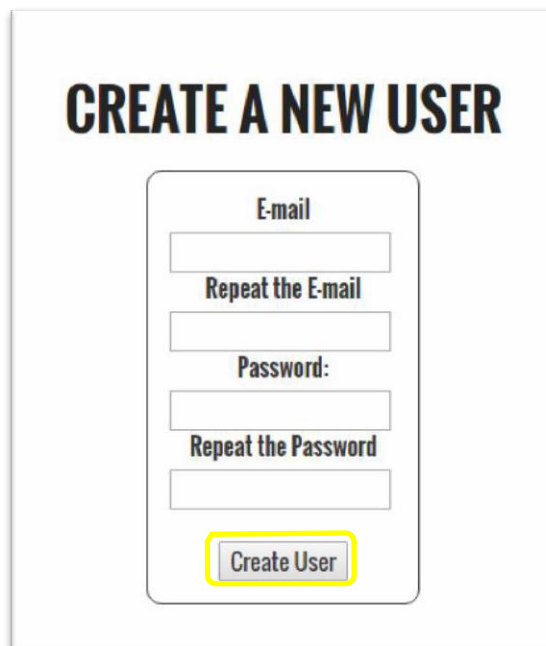
## Step 1: Create a user account

The first step is to create a user account, in the login area, using the link shown in the image. Then you will see the form to access the personal area:



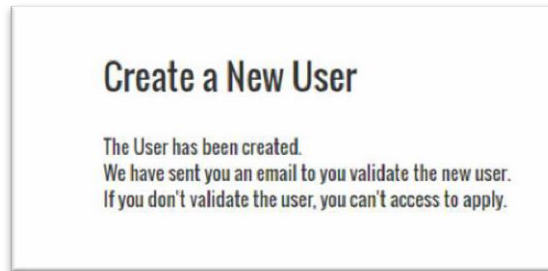
The image shows a login form titled "Start Session". It contains two input fields labeled "Login:" and "Password:", followed by a "Sign In" button. Below the form, there is a link "No account? Create a new account" where "Create a new account" is highlighted with a red rectangle. At the bottom, there is a link "Recover my access data".

By clicking on the link highlighted in red you will access the following form in which you must enter your access data: email and password with a verification by repetition.

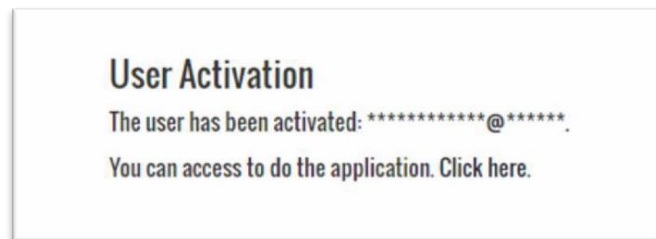


The image shows a registration form titled "CREATE A NEW USER". It contains four input fields: "E-mail", "Repeat the E-mail", "Password:", and "Repeat the Password". At the bottom, there is a "Create User" button highlighted with a yellow rectangle.

Once the form has been filled in correctly and the yellow button has been clicked, an email will be sent to the email address entered to validate the creation of the account and the following message will appear on the website.



Once you have received the email you must click on the email validation link. If this has been done correctly, the following message will appear.



## 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 access the personal area, all the application periods that have been opened are displayed. Once you have logged in, click on the contents of the green box to access the home page of the personal area. To close the session, click on the contents of the box marked in blue.

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HOMEGENERAL INFORMATIONPARTNERSACADEMIC OFFERAPPLYCONTACTSLANG -

User (Log Out)

**WELCOME TO YOUR PERSONAL AREA**

Applications:

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 (SMP)	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	-

Home of Private Area  
Change Password

Different Calls

To start the application you must click on the link highlighted in red. Once you click on the link, the page shown below will be displayed, showing the different data to be saved.

### List of data to be filled in the application form

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HOMEGENERAL INFORMATIONPARTNERSACADEMIC OFFERAPPLYCONTACTSLANG -

User (Log Out)

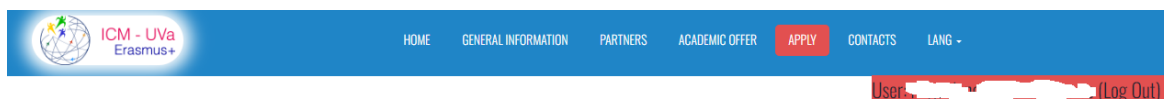
☒ I declare I have not participated in mobility periods totalling up to 12 months maximum per each cycle of study (bachelor, master, doctorate) within the framework of the Erasmus + Programme. Prior experience under LLP-Erasmus Programme and as Erasmus Mundus scholarship holders counts towards the 12 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	<a href="http://www.uva.es/protecciondedatos#informacionAdicional">http://www.uva.es/protecciondedatos#informacionAdicional</a>

**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 ✕  
Finish Application

If you have any problems in completing the application contact [ka771.erasmusplus@uva.es](mailto:ka771.erasmusplus@uva.es)

By clicking on each of the options in the list (the list is marked with the red box) you will access each section where you will be shown the data you must fill in. As you complete each section, a message ✓ will appear when the compulsory information has been filled in.



- ☐ 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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Further information	<a href="http://www.uva.es/protecciondedatos#informacionAdicional">http://www.uva.es/protecciondedatos#informacionAdicional</a>

Application form: 20UTPASUVA1635

- 1.- Personal details ✓
- 2.- Home Institution ✓

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

It is recommended to follow the order of the list because to fill in some sections it is necessary to have completed some of the previous ones.

The mandatory fields of all forms are shown with a reddish outline. In the following images you can see the mandatory fields highlighted with a red arrow. To save the data entered in any of the forms it is necessary to click on the "Save" button highlighted with a red box in the following image.

## 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

Save

Back



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



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+34 983 184785 ; +34 983 186382  
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## Proposal for Undergraduate and Master

You can choose the courses according to the type of mobility

The screenshot shows the top navigation bar with links: HOME, GENERAL INFORMATION, PARTNERS, COURSES, APPLY, CONTACTS, and LANG. Below the navigation bar, the user is logged in as 'User: \*\*\*\*\*@\*\*\*\*\* (Log Out)'. The 'Type of mobility' section has a dropdown menu set to 'Undergraduate'. The 'Studies proposal' section has a dropdown menu labeled 'Course to do in UVa' with the option '-- Course to do in UVa --' selected. Below this are buttons for 'Save', 'Back', and 'Print'.

The first step is to select the course you want to take at UVa, this field is highlighted in red in the previous image. Once you have selected the course you wish to take, a table will be displayed in which you can select a subject, as shown in the following image.

The screenshot shows the 'Studies proposal' section with the 'Course to do in UVa' dropdown set to '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 with the option '-- Select a subject --' highlighted in blue. The 'Subject at Home Institution' column has an empty text input field highlighted in red. Below the table is a button labeled 'New subject' highlighted in green. At the bottom are buttons for 'Save', 'Back', and 'Print'.

The next step is to select the subjects you wish to take. To add a new subject click on the button highlighted in green. Remember that the maximum number of ECTS to select is 30 credits. To select a subject it is necessary to select it in the field highlighted in blue in the image above and fill in the field highlighted in red with the subject to be recognised at the home university.

In the following image you can see an example of the drop-down list of subjects.

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		

In the following image you can see the result of adding a new subject, as a result of clicking on the green button mentioned above.

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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



## 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)

ICM - UVa  
Erasmus+

HOMEGENERAL INFORMATIONPARTNERSCOURSESAPPLYCONTACTSLANG ▾

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

Type of mobility

Academic STAFF

Proposal

Describe your mobility proposal

SaveBackPrint

## 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](#)
[ACADEMIC OFFER](#)
[APPLY](#)
[CONTACTS](#)
[LANG -](#)

User:  (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.	✗

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 Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency.

Casa del Estudiante...  
Ampliar el mapa

nte El Gallo...  
C. de González...  
Piraña...  
C. Dr. Fl...


**INTERNATIONAL RELATIONS OFFICE**  
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 47011 Valladolid (España)  
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The first column shows the document to be uploaded, this column is highlighted in red in the previous image. The second column shows the button that will allow you to select the file to upload specified in the first column, which is highlighted in blue in the previous image. The third column shows the upload status of the file specified in the first column, which is highlighted in green in the previous image.

Once one or more files have been selected, they can be uploaded by clicking on the button highlighted in yellow in the previous image.

## Complete the Application

Once all the items on the list have been completed, the option to finalise the application will be enabled. To finalise the request it is necessary to click on the button marked with a red square, as shown in the following image.



[HOME](#) [GENERAL INFORMATION](#) [PARTNERS](#) [ACADEMIC OFFER](#) [APPLY](#) [CONTACTS](#) [LANG -](#)

User: miguelangel.nuevo@uva.es (Log Out)

☐ 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](mailto:ka171.erasmusplus@uva.es)

When you have finished the application, the date and time you finished the application will be displayed as shown in the image below. You will also be able to check all the data entered in the application on the next line.

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) ✓
- 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](mailto:ka171.erasmusplus@uva.es)