



UNIVERSIDAD DE  
MURCIA

**ERASMUS+INTERNATIONAL CREDIT  
MOBILITY PROGRAMME**

**GUIDE FOR INTERNATIONAL APPLICANTS**

**UNIVERSITY OF MURCIA, SPAIN**



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## **1. INTRODUCTION: THE ERASMUS+ PROGRAMME**

The Erasmus+ International Credit Mobility (ICM) Programme supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country to a Partner Country ([https://ec.europa.eu/programmes/erasmus-plus/node/3\\_en](https://ec.europa.eu/programmes/erasmus-plus/node/3_en)) or vice versa, namely:

- Student mobility for studies, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months.
- Student mobility for traineeships, open from call 2018 to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 2 to 12 months.
- Staff mobility for teaching for academic staff to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months.
- Staff mobility for training for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI. The mobility period can last from 5 days to 2 months.

The Erasmus+ International Credit Mobility Programme promotes full academic recognition of studies and supports cross-border cooperation between higher education institutions. It brings students the possibility to study abroad with credit recognition at the home university.

## **2. ERASMUS+ PARTNER UNIVERSITIES**

The University of Murcia coordinates the Erasmus+ International Mobility Programme that opens the possibility for students, teaching and administrative staff of partner universities to participate in learning, training and teaching activities at the University of Murcia, and vice versa.

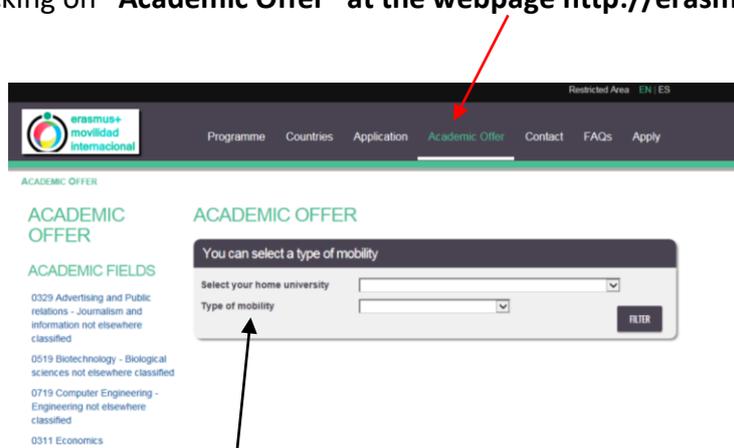
The countries and partner universities may vary each year as it will depend on the subvention approved by the Erasmus+ Spanish agency.

### 3. WHO CAN APPLY

- Students and staff from international partner Universities apply for mobility to the University of Murcia in Spain.
- Students and staff from the University of Murcia apply for mobility at international partner Universities.

**IMPORTANT:** International students and staff can only apply for mobilities at the University of Murcia, in Spain.

Before filling in your application, please check the available offer for your type of mobility by clicking on "**Academic Offer**" at the webpage <http://erasmusmi.um.es>:



### 4. CALL FOR APPLICATIONS

The information on the call for applications and the offered mobilities is available on the website of the Programme: <https://erasmusmi.um.es>.

Interested candidates will also need to apply through this web within the deadline established in the Call for Applications. The information about the deadlines is given in the section **APPLICATION**.

### 5. ONLINE APPLICATION

Once the application deadline is open, you will be able to **apply online** for a mobility period through the webpage <https://erasmusmi.um.es/>. You need to click on **APPLY** on the menu on the right of the webpage and, then, click on your profile:

- Applicant from the University of Murcia
- International applicant

**YOU CAN CHOOSE TO VIEW THE WEB AND APPLICATION FORM IN ENGLISH OR SPANISH**

The screenshot shows the website interface for Erasmus+ International Mobility. At the top right, there is a language selector 'EN | ES'. The navigation menu includes 'Programme', 'Countries', 'Application', 'Academic Offer', 'Contact', 'FAQs', and 'Apply'. The 'Apply' link is highlighted with a red arrow pointing from a white box labeled 'APPLY'. Below the navigation, there are three main sections: 'APPLICATION' with links like 'Who can apply?', 'Application Deadline', 'Selection Procedure', and 'Language Requirements'; 'APPLY' with links for 'Applicants from the University of Murcia' and 'International Applicants'; and 'GUIDELINES FOR BENEFICIARIES' with the note 'Coming soon'. A red arrow points from a white box labeled 'INTERNATIONAL APPLICANTS' to the 'International Applicants' link. At the bottom, there is an Erasmus+ logo and a disclaimer: 'Financed by the Erasmus+ programme of the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.'

If you are an **applicant from the University of Murcia** you just need to enter the email address and password of University of Murcia.

If you are an **international applicant from a partner university**, you will need to enter your email address and create a password. **Please take note of your email address and password** so that you can access the “Applicant Area” in the future. You can complete your application now or save it for later (before the end of the application deadline).

You will need to complete four sections:

- 1) Personal Data;**
- 2) Previous participation in the Erasmus Programme;**
- 3) Your selection of mobility;**
- 4) Application documents.**

Please find here a description of each section and how to complete it.

- **PERSONAL DATA:** full name, passport or I.D. number, your address, telephone number, etc. Make sure the data is correct and the address is complete.

**PERSONAL DATA**

Passport number\*  Surname\*  Name\*

Gender\*  Birth Date\*

Country\*  Nationality\*

Address\*

Temporary Address  Valid until

Telephone 1\*  Telephone 2

Email\*  Confirm email\* erasmusmi@um.es

Password\*  Repeat Password\*

**Important!** Remember this password for future access

**NOTE FOR APPLICANTS:** All communications and notifications related to your application will be made through your e-mail address. Please check it frequently. Accept

Click here to accept to receive notifications in your e-mail (Obligatory).

- **PREVIOUS PARTICIPATION IN ERASMUS PROGRAMME**

You must click on **YES** or **NO**.

If you have previously participated in the Erasmus+ Programme or Erasmus Mundus , please say **YES** and fill in the data of your past mobility: home university, host university, the academic year of the mobility, level (Bachelor, Master, Doctorate) and duration in months.

If you have participated in Erasmus in the past, please choose YES and fill in the data of your mobility.

**PREVIOUS PARTICIPATION IN ERASMUS**

Have you previously participated in an Erasmus mobility programme?  
 Yes  No

**MOBILITY ERASMUS MUNDUS 1**

Home institution:

Host institution:

Level:

Academic year:

Duration in months:

[+ Add another Erasmus mobility](#)

I declare under my own responsibility that the above given information is true and correct

Please click on the check box of the **Declaration of Honour**.

- **YOUR SELECTION OF MOBILITY:** please choose from the drop-menu your home country, your home university, fill in the name of the degree you are registered at your home university and select your chosen offer at the University of Murcia (up to a maximum of two options).

**YOUR APPLICATION: UNIVERSITY OF MURCIA, SPAIN**

Country of your Home University\*

Home University\*

Degree in which you are registered in your home university

You can select up to a maximum of 2 offers

Select host institution 1

Select host institution 2

Select your option

A new window "Select your offer" will open up.

<https://erasmusmi.um.es/erasmusmi/erasmusmi.public.selecciondestino.do?destino=1&home=1186&decorator=none=S&preview=S&zona=ot>

**Select your offer 1**

Country Host University

Host

Type of mobility

- Bachelor
- Master
- Doctorate
- Teaching Staff
- Administrative Staff

**FILTER**

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Choose the type of mobility and press **FILTER**. The available academic offers will appear as follows:

**FIELD:**  
UNIVERSIDAD DE MURCIA  
Bachelor (4 places)  
**Bachelor in Spanish Language and Literature**  
Spanish studies - Literature and linguistics  
OFFER CODE: 4  
Only for AZERBAIJAN UNIVERSITY OF LANGUAGES applicants  
Academic Adviser: Carmen Sanchez Manzanares (carmensm@um.es)  
Academic Requirements:  
Accredited level of Spanish B2 (DELE or other official institutions, certification by your home university)  
Website of the degree:  
<http://www.um.es/web/letras/contenido/estudios/grados/lengua-literatura>  
<http://www.um.es/web/letras/contenido/estudios/grados/lengua-literatura/2015-16/guias>  
SPANISH 4 places 10 months  
Up  
BACK

Please select your chosen offer. Please make sure this offer is for students and staff of your university.

- **DOCUMENTS:** in this section you need to upload the documents which will be taken into account to validate and assess your application.

**The list of required documents will change according to the type of mobility you have selected (Bachelor; Master; Doctorate; Teaching staff; Administrative staff)**

In order to upload a document, click on **“Examinar”** and search for the document in your computer. All the documents must be in a compatible electronic format (pdf, word, paint etc.) **Please check item 6 of this Guide for the full list of documents to be uploaded per type of mobility. IMPORTANT:** The total size of all files must not exceed 20MB.

**DOCUMENTS**

**IMPORTANT:** The total size of all files must not exceed 20MB

Copy of international passport *	Examinar...	No se ha seleccionado
CV in English (Europass recommended) *	Examinar...	No se ha seleccionado
Proof of registration at home university *	Examinar...	No se ha seleccionado
Language certificate *	Examinar...	No se ha seleccionado
Other language certificate *	Examinar...	No se ha seleccionado
Transcript of records of your last academic year *	Examinar...	No se ha seleccionado
Transcript of records of your Bachelor *	Examinar...	No se ha seleccionado
Scanned copy of Diploma certificates leading to PhD (Only PhD: Bachelor and Master Certificates) *	Examinar...	No se ha seleccionado
Scanned copy of Master transcript of records *	Examinar...	No se ha seleccionado
Research Plan (Only PhD and Post-Doctorate) *	Examinar...	No se ha seleccionado
Proof of employment relationship with your home university *	Examinar...	No se ha seleccionado
Work plan in your host university *	Examinar...	No se ha seleccionado
Letter of motivation in Spanish and/or English *	Examinar...	No se ha seleccionado

Don't forget to read and check the box about the **DATA PROTECTION**:

**DATA PROTECTION**

All personal data required during the application and implementation process shall be processed in accordance with Spanish Regulation L.O. 15/1999, December 13th, on the protection of personal data, and Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data.

Personal data will be incorporated to the data base of the University of Murcia (BORM, núm. 195, de 23 de agosto de 2002). On request, you may access, cancel or change your personal data contacting: Secretaría General de la Universidad de Murcia, Avenida Teniente Flomesta n 5, 30003, Murcia (Spain).

Personal data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with European legislation.

I have read and accept the data protection

**SEND**

Finally, please revise your full application, make sure you have uploaded all the documents and checked all the boxes and click on **SEND** to finish your application.

## 6. APPLICATION DOCUMENTS

The documents that you need to upload to your application will depend on your type of mobility:

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### STUDENT MOBILITY FOR BACHELOR STUDIES

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**01. Copy of passport:** make sure that the copy is clear and the information can be read. If you don't have a passport you should upload your national ID card.

**02. CV Europass sample:** Take some time preparing the CV, and make sure you use the Europass format. You can find it in <http://europass.cedefop.europa.eu/>. Your CV is your presentation letter, so try to include as much relevant information as possible (education, work, volunteer jobs, courses, languages etc.).

**03. Proof of registration at home university:** copy of the registration certificate of the registrar's office of your Faculty.

**04. Transcript of records of your last academic year:** If you are an Undergraduate (Bachelor) student, please upload your academic transcript in English, French or Spanish. It is important that the transcript of records is updated and official (issued by a university or other official institution).

**05. Language Certificate:** please upload an official language certificate which can document your level of Spanish or English (depending on the language required to carry out the mobility at the host university).

**06. Other language certificate (optional):** languages are important in any mobility programme, so upload any certificate or course which can document your level of any other language than the one already uploaded in point 5.

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## STUDENT MOBILITY FOR MASTER STUDIES

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**01. Copy of passport:** make sure that the copy is clear and the information can be read. If you don't have a passport you should upload your national ID card.

**02. CV Europass sample:** Take some time preparing the CV, and make sure you use the Europass format. You can find it in <http://europass.cedefop.europa.eu/>. Your CV is your presentation letter, so try to include as much relevant information as possible (education, work, volunteer jobs, courses, languages etc.).

**03. Transcript of records of your Bachelor:** If you are a Master student please upload the certificate of your Bachelor degree in English, French or Spanish

containing the final mark. It is important that the transcript of records is updated and official (issued by a university or other official institution).

**04. Proof of registration at home university:** copy of the registration certificate of the registrar's office of your Faculty.

**05. Language Certificate:** please upload an official certificate which can document your level of Spanish or English (depending on the language required to carry out the mobility at the host university).

**06. Other language certificate (optional):** languages are important in any mobility programme, so upload any certificate or course which can document your level of a different language than the one already uploaded in point 5.

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## STUDENT MOBILITY FOR DOCTORAL STUDIES

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**01. Copy of passport:** make sure that the copy is clear and the information can be read. If you don't have a passport you should upload your national ID card.

**02. CV Europass sample:** Take some time preparing the CV, and make sure you use the Europass format. You can find it in <http://europass.cedefop.europa.eu/>. Your CV is your presentation letter, so try to include as much relevant information as possible (education, work, volunteer jobs, courses, languages etc.).

**03. Proof of registration at home university:** copy of the registration certificate of the registrar's office of your Faculty.

**04. Scanned copy of Diploma certificates leading to PhD:** please upload the certificate of records of the Master degree.

**05. Research Plan:** this document should clearly state your research proposal (minimum 250 words). It should be coherent and detailed.

**06. Language Certificate:** please upload any certificate or course which can document your level of Spanish or English (depending on the language required to carry out the mobility at the host university).

**07. Other language certificate (optional):** languages are important in any mobility programme, so upload any certificate or course which can document your level of any other language than the one already uploaded in point 6.

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## STAFF MOBILITY FOR TEACHING OR TRAINING

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**01. Copy of passport:** make sure that the copy is clear and the information can be read. If you don't have a passport you should upload your national ID card.

**02. CV Europass sample:** Take some time preparing the CV, and make sure you use the Europass format. You can find it in <http://europass.cedefop.europa.eu/>. Your CV is your presentation letter, so try to include as much relevant information as possible (education, work, volunteer jobs, courses, languages etc.).

**03. Proof of employment relationship with your home university**

**04. Work plan at the University of Murcia:**

- **Teaching mobility:** candidates must present a proposal for a teaching plan that includes aspects such as: objectives, results to be obtained, the benefits of mobility for their professional development, and the impact on the home university. A template is provided in the webpage <http://erasmusmi.um.es> (APPLICATION /SUBMISSION OF APPLICATIONS).
- **Mobility of administrative staff for training:** the selected participants of the administrative staff will attend the Erasmus+ Training Week of the University of Murcia that is held every year around the months of May and June. Applicants should submit a work plan which must indicate their objectives in participating in the Training Week, the results they intend to obtain, the benefits of mobility for their professional development, and the impact on the home university. A template is provided in the webpage <http://erasmusmi.um.es> (APPLICATION /SUBMISSION OF APPLICATIONS).

**05. Language Certificate:** please upload any certificate or course which can document your level of Spanish or English (depending on the language required to carry out the mobility at the host university).

**06. Other language certificate (optional):** languages are important in any mobility programme, so upload any certificate or course which can document your level of any other language than the one already uploaded in point 5.

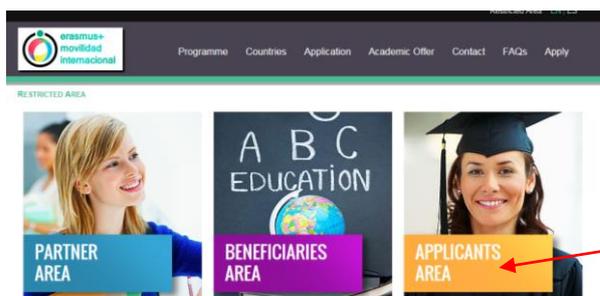
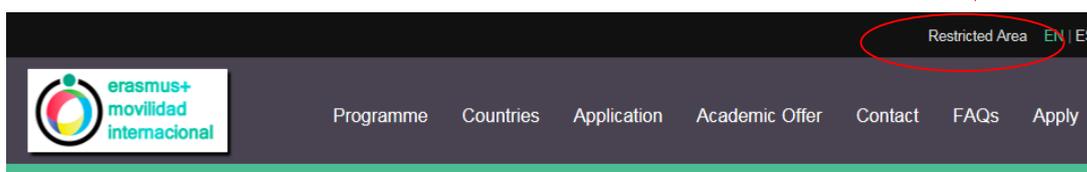
## 7. SENDING THE APPLICATION

Once you have completed the four sections of your application (Personal Data, Previous participation in Erasmus, Selection of Mobility, Application and Documents) you can click the “**Send**” button to validate and send your application. Before doing this, please take some time to check that the personal details are correct, the offers selected are the ones you want to apply for, and that the documents are correct and in compatible formats.

## 8. ACCESS TO YOUR APPLICANT AREA

During the application process, you can access the Applicants Area and check your application by entering with your e-mail and the password you have created previously:

Click on "RESTRICTED AREA"



Click on "APPLICANTS AREA" and insert your e-mail and password to review your application.

## **9. FURTHER INFORMATION**

For any other information about the Programme not provided in the website:  
<https://erasmusmi.um.es> please write to: erasmusmi@um.es.