

## ERASMUS+ ACTION KA107- PHD APPLICATION GUIDE

### How do I apply?



- **Step 1: Read call guidelines carefully**

To be admitted to the selection process, you must meet ALL the requirements indicated in the call:

- Have a statutory or contractual relationship with your home university, both at the time of application and throughout the period of the mobility.
- If the mobility activity is to be carried out in a language other than the applicant's mother tongue, proof of the required language level must be provided in accordance with the CEFR (Common European Framework of Reference). To do so, you must submit:
  - a. A language certificate, or
  - b. A responsible statement (free model), indicating that you have the necessary language level to carry out the planned activities.
- THE REMAINING specific requirements requested in the call.

- **Step 2: Decide on the host university for your mobility**

Choose the university where you would like to carry out the mobility activity and establish contact with the departments/academics that might host you.

You may already know where and with whom you would like to carry out the mobility activity; however, remember that you can consult teaching and research offers at the universities through their websites.

If you would like to come to the UC3M, our International Relations and Cooperation Office ([proyectos\\_internacionales@uc3m.es](mailto:proyectos_internacionales@uc3m.es)) can help you make contact or give you

guidance on which school or department might be appropriate. However, remember that it is your responsibility to look for the host department/academic.

It is recommended to start these steps as early as possible, to ensure that there is enough time to have everything ready before the application deadline.

- **Step 3: Prepare all the documents required to submit the application**

All documents can be submitted in English or Spanish.

**a. Mobility Agreement**

1. Teaching mobility and mixed teaching and training mobility: in the case of applying for a teaching mobility (exclusively) or a combined teaching and training mobility, you must fill in all the information requested in the "Teaching and combined teaching and training mobility agreement".

Please note that if the mobility activity is for teaching purposes only, you must provide at least 8 hours of teaching. However, if your mobility stay combines teaching and training, the minimum number of teaching is 4 hours.

2. Training Mobilities: in case you apply for a mobility stay exclusively for training purposes, you must fill in all the information requested in the "Training Mobility Agreement".

Remember to explain in detail in the Mobility Agreements the activities you will carry out at the host institution. The length of your answers must provide enough information for the evaluators to evaluate your application. The teaching activities you can do include classes, seminars, lectures, tutorials, etc. And training activities include the professional development activities in which you will participate, such as training actions (excluding conferences) and learning by observation of work at the host institution.

The mobility agreement must include indicative dates for the completion of the stay, but it must always end before 31 July of the year specified in the call. The total duration of the mobility stay will be 7 days (5 days for teaching and/or training, plus 2 days for travel).

Once the mobility agreement is completed, it must be signed by

- the academic or director of the department / service responsible for hosting you at the host university,
- the director or responsible person designated by the home university,

- and the person applying for the mobility activity.

To obtain the signature of your home university, you should contact the respective International Offices, where they will tell you how to proceed.

If you require UC3M's signature, you must personally submit or send the scanned learning agreement to the International Relations and Cooperation Office ([proyectos\\_internacionales@uc3m.es](mailto:proyectos_internacionales@uc3m.es)); from this office, we will manage the signature by UC3M and we will return it to you as soon as possible. If you are UC3M staff, to proceed with the signature of the learning agreement, you must send us your department /office director's approval of your mobility stay (original signed document or email are valid for this purpose).

Submission of the "Learning Agreement" on paper with original signatures is not mandatory; documents with digital signatures or copies with scanned signatures will be accepted.

#### **b. Curriculum Vitae**

Provide an updated, complete, and clear CV in order to evaluate your skills, experience, and training, as well as any other relevant information for the process.

- **Step 4: Send in your application**

Before the deadline for submission of applications, send all required documentation to [proyectos\\_internacionales@uc3m.es](mailto:proyectos_internacionales@uc3m.es)

If you have any questions related to the application process, we will be happy to assist you at:

Servicio de Relaciones Internacionales y Cooperación  
International Relations and Cooperation Office  
Universidad Carlos III de Madrid  
C/Madrid 126, office 8.0.17  
28903 Getafe (Madrid)  
[proyectos\\_internacionales@uc3m.es](mailto:proyectos_internacionales@uc3m.es)