

FORMS TO BE USED IN THIS PROJECT

FOR STUDENTS:

Travel Ticket Application: When the student wants UAH to buy the flights tickets.

Erasmus-Tutor Application: To apply for a local UAH student ("buddy") who will help the incoming students during the first days/weeks of the stay period.

Learning Agreement: Important Erasmus+ document where the student proposes which courses will be attended in the host university, and which courses will be recognized in the home university. To be signed by the student and both Coordinators (home and host). Before filling it, please refer to the guidelines "[How to use the Learning Agreement for Studies](#)".

Insurance Declaration of Responsibility (for Spanish students): Declaration certifying that the Insurance owned by the student covers health, travel, accident and repatriation. Not necessary if the Insurance is contracted with [Oncampus](#).

Insurance Declaration of Responsibility (for non-Spanish students): The same than above.

Student Grant Agreement: Document to be signed by the student and UAH in Alcalá, in order to receive the payments of the Erasmus+ grant.

Initial Arrival Certificate: Document to be signed by the host university when the student arrives. Then it must be sent to UAH.

Final Attendance Certificate: Document to be signed by the host university when the student is about to return home. Then it must be sent to UAH.

Final Report: Document to be filled in by the student after the finalization of the mobility, and presented to UAH.

Final Transcript for PhD students: To be filled in by the PhD student's supervisor after the finalization of the mobility, and presented to UAH.

Extension of Mobility Period: When the student wants a prolongation of the stay period.

Renounce to Mobility Period: When the student, once the grant has been awarded, wants to renounce to the Erasmus+ mobility (totally or partially).

Europass Curriculum Vitae: CV to be presented by the student.

FOR STAFF:

Travel Ticket Application: When the staff wants UAH to buy the flights tickets.

Staff Mobility Agreement for Teaching: Important Erasmus+ document where the teacher proposes the teaching activities to be carried out in the host university (minimum 8 hours of teaching with students). To be signed by the teacher and both universities (home and host).

Staff Mobility Agreement for Training: Important Erasmus+ document where the staff participant proposes the training activities to be carried out in the host university. To be signed by the teacher/staff and both universities (home and host).

Staff Mobility Agreement for Teaching+Training: Important Erasmus+ document where the teacher proposes the teaching and training activities to be carried out in the host university (minimum 4 hours of teaching with students). To be signed by the teacher and both universities (home and host).

Insurance Declaration of Responsibility: Declaration certifying that the Insurance owned by the participant staff covers health, travel, accident and repatriation. Not necessary if the Insurance is contracted with [Oncampus](#).

Staff Grant Agreement: Document to be signed by the staff participant and UAH in Alcalá, in order to receive the payment of the Erasmus+ grant.

Attendance Certificate for Teaching: Document to be signed by the host university when the teaching staff participants are about to return home. Then it must be sent to UAH.

Attendance Certificate for Training: Document to be signed by the host university when the training staff participants are about to return home. Then it must be sent to UAH.

Attendance Certificate for Teaching+Training: Document to be signed by the host university when the teaching staff participants are about to return home. Then it must be sent to UAH.

Final Report: Document to be filled in by the staff participant after the finalization of the mobility, and presented to UAH.

Renounce to Mobility Period: When the staff, once the grant has been awarded, wants to renounce to the Erasmus+ mobility (totally or partially).

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