



Doctoral Candidates application GUIDE

What are the main steps in preparing an application for UPF Erasmus+ grant?



1. Read the call

Read the call carefully, and ensure you meet the eligibility requisites.

2. Decide on the host department for your mobility

Discuss the mobility opportunities with your supervisor and decide which UPF department you would like to go to for your mobility by checking their research offer through [their website](#). Get an initial idea of departments/academics that might be able to host and supervise you during your mobility.

3. Fill in the Learning Agreement

Fill in the necessary information of the Learning Agreement template. Bear in mind that the mobility should be 3 months long as a minimum and 5 months long as a maximum (details in the calls). Answer questions on page 2 (motivation statement, overall goals, planned activities and expected outcomes). The length of your answers is not limited (just keep within reasonable limits) and provide enough information for the evaluators to assess your application. This part will matter the most in the evaluation.

4. Get your Learning Agreement signed

Approach your potential host academic at the receiving university with your research proposal to check their availability/willingness to act as your host supervisor, and agree on the mobility dates. If necessary, the UPF International Office can help establish contact or look for an academic who could be interested in hosting you.

Obtain signatures of your Learning Agreement by your sending institution, the receiving institution, and sign it yourself. Scanned signatures are accepted.

5. Get a recommendation letter

Identify a referee who can provide a recommendation letter. It can be your supervisor or course tutor or another member of staff who can provide extra information on your skills, experience and personal attributes. The referee should know you well enough to be able to write positively about you and they should also know you relatively recently to be able to comment on your present development.

6. Have your CV ready

Make sure it is updated and helps the evaluator assess your research skills.

7. Submit your application

Read the application instructions carefully to find the links and complete the required steps (1st get your identification codes 2nd Apply)
Fill the application form attaching the signed mobility agreement, recommendation letter, CV and picture. Your application will be checked by Silvia Vilanova to make sure everything is correct. It is highly recommended to submit the application well in advance of the deadline to make sure there is enough time to do this check.