# ANNEX I. APPLICATION FORM

To be submitted via the UJA Electronic Headquarters

(<https://sede.ujaen.es/publico/sobre-la-sede/registro-electronico>) through the option General Application Form

(Addressed to the Vice-rectorate for Internationalisation).

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| **Title of the proposal**  |    |
| **Coordinator (name and surname)** |   |
| **Email and telephone**  |   |
| **Department and centre**  |    |
| **Teaching position**  |   |
| **Subject(s) and degree(s) of the UJA in which the proposal will be implemented**.  |     |
| **Language of instruction for the activities. If Spanish, please justify.**  |      |
| **Foreign participating universities** |  |   |
| **Subject(s) of the foreign institution(s) foreign institution(s) in which the collaboration takes place collaboration** |  |
| **(Attach a single file with the application detailing the following sections).** 1. **Activity report, with attention to the following sections:**
	1. Objectives
	2. List and description of the activities, indicating the specific objectives and competences to be worked with.
	3. Timetable of activities.
	4. Methodology.
	5. Justification of the activities within the teaching guide of the subject.
	6. Student body involved (number, groupings, etc.).

 **2. Simplified statement of planned expenditure and estimated budget.** **3. Proof of participation of the teaching staff involved in similar teaching-learning experiences or in European projects funded under Erasmus+ Key Actions 2 and 3. Add supporting documentation at the end of the document.** **4. Approval of the Department.** **5. Approved by the Centre.** |
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**6. Approval of the coordinator of the UJA subject in which the experience is to be implemented (only in case the applicant is not the coordinator of the subject).**

**7. Commitment of participation by the teaching staff of the foreign institution (e.g. e-mail, letter of commitment, etc.).**