

APPLYING FOR MOVIDIS TO PARTICIPATE AS A STUDENT OR AS A TUTOR

1. INSTRUCTIONS TO APPLY FOR MOVIDIS AS A STUDENT

Application open from 21/09/2020 to 02/11/2020

- **Step 1:** Visit the website <https://www.movidis.eu/> : Download the “**Student’s Guide on VM**” and check the “**Courses’ Catalogue**”

- **Step 2:** Complete your application file with the following documents:
 - ✓ Information sheet completed
 - ✓ Learning agreement pre-completed
 - ✓ Academic file:
 - CV + Motivation Letter
 - Transcript of Records
 - Certificate of language (B2 English-A2 in languages for the language course)

- **Step 3:** Submit your application file to out.erasmus@ccee.ucm.es
All documents must be sent in PDF format.

The evaluation committee will assess your application during the week of 09/11.

The successful candidates will be contacted for the following steps.

Should you have any question, you can send an email to Prof. Manuel García-Goñi, Coordinator of Movidis at UCM, at mgoni@ucm.es

2. REQUIREMENTS AND STEPS TO APPLY FOR MOVIDIS as a TUTOR at UCM

Application open from 21/09/2020 to 23/11/2020

What is required to be a tutor:

- Be a 4th year student in a BA or a Master student at the Faculty of Economics and Business
- Have the B2 level in English
- Be motivated and ready to commit yourself in an engaging activity with international students
- International experience or previous Erasmus stays will be positively appreciated

Application process:

- o **Step 1:** Visit the website <https://www.movidis.eu/> to learn more about the project and Download the “**Tutor’s Guide on VM**”
- o **Step 2:** Prepare your application file with the following documents:
 - ✓ Information sheet for tutors completed
 - ✓ Academic file:
 - CV + Motivation Letter
 - Transcript of Records
 - Certificate of language (B2 English)
- o **Step 3:** Submit your application file to out.erasmus@ccee.ucm.es
All documents must be sent in PDF format.

If your file is validated, you will be selected for an interview with the MOVIDIS Team.

The successful candidates will need to sign a Functional specification of the tutor signed to certify that you are aware of your responsibilities as a tutor and to show your engagement in the project.

Should you have any question, you can send an email to Prof. Manuel García-Goñi, Coordinator of Movidis at UCM, at mgoni@ucm.es



INFORMATION SHEET FOR STUDENTS AT UCM

Name of the student :

First name :

Sex:

Email :

Current studies :

Study period chosen for the Virtual Mobility :

2020 - 2021 : semester 2 :

English language level :

Other language spoken and level :

STUDENT :

Date : ____/____/ 20

Signature:

SENDING INSTITUTION : Notice of acceptance

- Accepted
- Refused

Date : ____/____/ 20

Signature:

RECEIVING INSTITUTION : Notice of acceptance

- Accepted
- Refused

Date : ____/____/ 20

Signature:



INFORMATION SHEET FOR TUTORS

Name of the student :

First name :

Sex:

Email :

Current studies at UCM:

Year in which you are enrolled:

Study period chosen for the tutoring Incoming Virtual Mobility students :

2020 - 2021 : semester 2 :

English language level :

Other language spoken and level:

International experiences, Erasmus stays:

STUDENT :

Date : ____/____/ 20

Signature:

FACULTY OF ECONOMICS AND BUSINESS, UCM : Notice of acceptance

- Accepted
- Refused

Date : ____/____/ 20

Signature: