**TEXTO PARA PROPONER MOVILIDAD DE DOCENCIA**

Dear Colleague,

I am hoping to be accepted to carry out Erasmus Staff Mobility for Teaching Assignment at your University. My area of academic expertise is Ponga su área de conocimiento. I have attached an updated CV with detailed information.

Ideally, I would like to visit your institution at either of the following times of year:

Ponga dos posibles fechas para la estancia.

However, if neither of these dates is suitable, I can try to come at dates more convenient for you.

I understand how busy you and your colleagues are and would try not to upset your schedule too much.

If you cannot accept my proposal, please let me know, so that I can write to another institution.

Kind regards, XXX

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**TEXTO PARA PROPONER MOVILIDAD DE DOCENCIA COMBINADA CON ACTIVIDADES DE FORMACIÓN**

Dear Colleague,

I am hoping to be accepted to carry out Erasmus Staff Mobility for Teaching Assignment combined with training activities at your University. If accepted, I would be required to give a minimum of 4 hours of class, which would be complemented with training activities, for example meetings with counterparts, job-shadowing, class observations, meetings with students, or any other activity proposed by your office or coordinator.

My area of academic expertise is Ponga su área de conocimiento. I have attached an updated CV with detailed information.

Ideally, I would like to visit your institution at either of the following times of year:

Ponga dos posibles fechas para la estancia.

However, if neither of these dates is suitable, I can try to come at dates more convenient for you.

I understand how busy you and your colleagues are and would try not to upset your schedule too much.

If you cannot accept my proposal, please let me know, so that I can write to another institution.

Kind regards, XXX

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**TEXTO PARA PROPONER MOVILIDAD DE FORMACIÓN**

Dear Colleague,

I am hoping to be accepted to carry out Erasmus Staff Training at your University. I am an academic staff member at the University of Huelva, Spain. My area of academic expertise is Ponga tu área de conocimiento.

Ideally, I would like to visit your institution at either of the following times of year:

Ponga dos posibles fechas para la estancia.

However, if neither of these dates is suitable, I can try to come at dates more convenient for you.

In case my visit can be organized, I have suggested some possible activities below:

Observations of classes taught in English/Italian/French

Meetings with academic staff in areas of XXXX

Meetings with administration staff involved in Erasmus Programme

Presentation of the University of Huelva to your students

Individual meetings with your students who might be interested in coming to Huelva on exchange

Meeting with Huelva students on exchange at your university (I would organize this myself )

Any other activity you consider appropriate.

I understand how busy you and your colleagues are and would try not to upset your schedule too much.

If you cannot accept my proposal, please let me know, so that I can write to another institution.

Kind regards, XXX