Dear Colleague,

I am hoping to be accepted to carry out Erasmus Staff Training at your University. I work in the University Of Huelva in the Department of Human Resources/Accounting/ Student Services My responsibilities include: ponga sus responsablidades en la UHU

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

Ponga dos posibles fechas para su estancia.

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

If you find that my proposal can be accepted, I suggest any of the following as possible activities:

Meetings with counterparts

Job shadowing

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 feel 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, can you please let me know, so that I can send my proposal to another institution?

Kind regards, XXX