

TEXTO PARA PERSONAL ACÁDEMICO

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**

TEXTO PARA PERSONAL ADMINISTRATIVO

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 responsabilidades 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 are not going to be able to accept my proposal, can you please let me know, so that I can send my proposal to another institution?

Kind regards, XXX