



UNIVERSITY:

NAME OF THE SIGNING PERSON:

The CHECKLIST document (Annex III) is a guide to help institutions in submitting their nominations for the KA107 IN Call of the University of Cadiz. It should be signed and submitted together with the other documents.

The documents to be submitted together with the Checklist are the following:

- Mobility Agreement (Annex II) of each nominated person and reservations listed in Annex IV (Nomination Letter). This document should have all sections correctly completed and signed by the Home University, the nominated person and the Host Centre at the University of Cadiz.
- Nomination Letter (Annex IV): it should be signed, stamped and dated. All sections should also be completed:
  - 1. Name of the Home University
  - 2. Coordinator's name at the Home University
  - 4. List of selected Staff. Indicate who is nominated and who is on the reserve list.
  - 5. Components of the selection committee
  - 6. Criteria used in the nomination process
- Evidence of having carried out a transparent selection process and have given it the necessary dissemination. Link to the website of the Home University where the call has been published, screenshots or other equivalent documentation may be submitted.

CHECKLIST			
MOBILITY AGREEMENTS (MA)	How many MAs are included?		
	Are they all signed correctly (3 signatures)?	yes	no
NOMINATION LETTER	Is the name of the University included (item 1)?	yes	no
	Is the name of the coordinator included (item	yes	no



# Erasmus+ CHECKLIST NOMINATIONS FOR TEACHING STA

	2)?		
	Is a list of nominated persons included, indicating who is selected and who is in reserve (item 4)?	yes	no
	Is it indicated who has formed the Selection Committee (item 5)?	yes	no
	Is the document signed?	yes	no
	Is the document stamped?	yes	no
	Does the document include the date of signature?	yes	no
Evidence of having carried out a transparent selection process	Which documents are attached?		

Date, Signature of the Responsible of the Home University, Stamp of the Home University