

UP Erasmus+ Mobility Programme Procedures



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Department of
Research and Innovation

Departement Navorsing- en Innovasie
Kgoro ya Dinyakišišo le Mphshafatšo

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Background

In May 1987 the European Community started its first educational cooperation programme COMETT (Community programme for Education and Training for Technology) in order to support the cooperation between universities and industrial companies. Subsequent to this, in June 1987, the ERASMUS Programme was established.

Earlier, Erasmus was focused only on student mobility. But Erasmus+ brought opportunities to all including students, staff, trainees, teachers, volunteers and more. The Programme is not only about Europe or Europeans, but it includes people from all over the world to access mobility opportunities.

Eligibility

Currently registered UP Students who meet the following requirements:

- UG Students must have completed one year of academic study.
- PG Students must have completed the first semester of the registered program.
- All students must meet the UP requirements for international exchanges.

<https://www.up.ac.za/international-cooperation-division/article/2719655/exchange-and-study-abroad-programmes>

Employed academic and administrative staff

- Nomination form
- Nomination letter signed by line manager/ HoD or Dean
- Motivational letter
- Employment letter
- Valid passport copy

How to access the Erasmus opportunities at UP

The international Cooperation division coordinates all Erasmus+ activities at UP in partnership with all our international partners.

Below is the summary of the process and procedures for applications:

1. Call

Collaborating EU partners issues open call for a particular period through the international office.

2. Dissemination

- Calls will be disseminated to faculties/ departments and deans etc.
- Students and staff portal
- Open campus wide advertisements :Calls are disseminated on the UP Erasmus+ website and are made accessible to interested staff/students <https://www.up.ac.za/international-cooperation-division/article/2851487/erasmus>
- Roadshows

3. Application and Nomination Process

Interested staff and students apply through their respective faculties or departments. Faculty/department endorse the application for participation in the Erasmus+ Mobility Programme. Nominations are submitted to the International Office through the faculty or department.

4. Selection Process

- All applications are presented to the UP Erasmus + selection committee for review and recommendation.
- A committee selects suitable individuals from the nominated students/staff.
- Once the committee has finalized their selections, the selected individuals are informed.
- Names of the selected individuals will then be shared with the partners.

Reporting

A brief report is requested within one month upon return from mobility program.

Who to contact

UP Erasmus + selection committee

International Cooperation Division

Mr Setsipane Mokoduwe

Tel: +27 (0) 12 420 5107

Email: setsipane.mokoduwe@up.ac.za

Head: International Cooperation Division

Ms June-Rose Ngcobo

Tel: +27 (0) 12 420 5078

Email: june-rose.ngcobo@up.ac.za

Manager: International Partnerships and Projects

Mr Itumeleng Njoro

Tel : +27 (0) 12 420 5108

Email: itumeleng.njoro@up.ac.za

UP Erasmus+ coordinator

Faculty / Department Representation

One member representative each faculty / department as per application.