**Name of the applicant:**

**Partner country:**

**Partner Institution(s) you wish to cooperate with:**

|  |  |
| --- | --- |
| Please answer the following questions clear and concise: | Pre-selection criteria: 30 points in total |
| 1. What is the goal of your exchange project? | |
|  | * Is the goal clearly described? (2 points) * Does the project goal relate to the Internationalization Strategy of Leiden University as described in the [Strategic Plan](https://www.universiteitleiden.nl/en/about-us/profile/leiden-university-strategy)? (2 points) * Does the project goal relate to the strategy of the Faculty/Institute/Education Program involved? (2 points) |
| 2. What is the nature of the partnership and where is the partnership coordinated within the partner institution? | |
|  | * Is it clearly described what the nature of the partnership is? Is it a partnership to be established with this project, is it an already existing partnership (long-term/short-term)? (2 points) * Is it clear where the partnership will be coordinated within the organizational structure of the partner institution? (2 points) * Is this coordination confirmed by the partner university? (2 points) |
| 3. Can you provide contact details of the coordinators involved at the partner institution? | |
| Name of your contact person:  Contact details of your contact person (phone/email):  Name of the contact person at the International Office:  Contact details of the International Office (phone/email): | * Are the contact details at the partner institution available at this stage? (2 points) |
| 4. Why would you like to apply for funds? | |
|  | * Is it clearly described how financial means will foster the cooperation project? (2 points) |
| 5. What number and what kind of mobility flows do you wish to apply for? | |
| Student mobility for study incoming: …. (BA/MA/PhD)  Student mobility for study outgoing: …. (BA/MA/PhD)  Student mobility for internship incoming: ….. (BA/MA/PhD)  Student mobility for internship outgoing: ….. (BA/MA/PhD)  Staff mobility for teaching incoming: …  Staff mobility for teaching outgoing: …  Staff mobility for training incoming: …  Staff mobility for training outgoing: … | * Are the requested mobility flows eligible for funding? (2 points) * Are the planned numbers of mobility realistic in terms of available budget? (2 points) * Are the planned numbers of mobility realistic in terms of organizational capacity? (2 points) |
| 6. How do these mobility numbers and flows serve the goal of your project? | |
|  | * Are the proposed numbers and flows clearly justified? (2 points) |
| 7. What is the desired impact of the proposed project? | |
|  | * Is the desired impact measurable? (2 points) * Is the desired impact clearly described on the participants level? (2 points) * Is the desired impact described on the organizational level? (2 points) |

**Please send the completed form at the latest on 2 December 2021 to:** [**k.g.m.smits@sea.leidenuniv.nl**](mailto:k.g.m.smits@sea.leidenuniv.nl)

Nb. The pre-selection is made by the International Relations Department, Student and Educational Affairs   
Please contact the [Subsidy Advisor](https://www.universiteitleiden.nl/medewerkers/kathelijne-smits#tab-1) for advice about available budget and eligibility criteria or check the [Erasmus+ ICM handbook](https://ec.europa.eu/programmes/erasmus-plus/sites/default/files/handbook-erasmus-icm_feb2020_en.pdf) on page 13 is an overview of budget regions/countries and on page 48 you can find the mobility restrictions per region