Grand Valley State University

Erasmus + Marketing and Promotions

The Padnos International Center is committed to transparency and open access to information for all students, faculty and staff who are interested in international opportunities. The following details the outreach and publicity efforts to make program information widely available to all students, faculty and staff. Promotional materials are available year round.

**Student Outreach**

* Study Abroad Website hosting information on all of GVSU’s international programs [www.gvsu.edu/studyabroad](http://www.gvsu.edu/studyabroad)
* A printed catalog with a brief description of all GVSU programs is available in the Padnos International Center, at our Annual Study Abroad Fair, at various presentations across campus, and in holders across campus. Erasmus + will be added to the 2016-2017 catalog which will be available to student in August 2016.
* Marketing flyers for each program is available in the Padnos International Center, relevant academic departments, and online.
* A Resource Room is available for all faculty, staff and students to explore all international opportunities available through GVSU.
* Presentations are delivered when requested by any student organization, professor, or other group. Under-represented groups are a high priority in our outreach efforts.

**Faculty and Staff Outreach**

* Faculty and Staff Resource Guide is printed and given to every full-time faculty and staff member on-campus each Fall. This guide details all of our partners, grant programs, and opportunities to get involved in international efforts. Erasmus+ staff opportunities will be added to the 2016-2017 Resource Guide which will be available to staff in September 2016.
* Applications and program information is available on the Padnos International Center website at: <http://www.gvsu.edu/pic/grants-77.htm>
* An email announcement will be sent to relevant deans, heads of department, and the Padnos International Center faculty/staff listserve.

Erasmus + Student Application Review Procedures

**Fall semester applicants**

**Step 1** - Students must apply for study abroad in the GVSU online application system by: February 1.

**Step 2** -An initial review of the online application will be conducted by the Erasmus Coordinator.

**Step 3** - All qualified candidates will be invited to a 20 minute interview with a review committee made up of a minimum of 3 full-time faculty and/or staff members at GVSU. At least one member of the committee will be a faculty representative.

**Step 4** –The review committee will recommend to the Padnos International Center the best qualified applicants.

**Step 5** – Applicants will be notified between February 15- February 28 if they are invited to proceed with completing the Erasmus + application.

**Step 6** – PIC will post the results of the selected nominees and invite feedback or appeals for a minimum of 10 days. Appeals and/or feedback will go directly to the Chief International Officer.

**Step 7** – The completed Erasmus+ application materials will be sent to the host university for final approval by the host university deadline.

**Spring semester applicants**

**Step 1** - Students must apply for study abroad in the GVSU online application system by: September 10

**Step 2** -An initial review of the online application will be conducted by the Erasmus Coordinator.

**Step 3** - All qualified candidates will be invited to a 20 minute interview with a review committee made up of 3 or 4 faculty and staff members at GVSU. At least one member of the committee will be a faculty representative.

**Step 4** –The review committee will recommend to the Padnos International Center the best qualified applicants.

**Step 5** – Applicants will be notified between September 20-September 30 if they are invited to proceed with completing the Erasmus + application.

**Step 6** – PIC will post the results of the selected nominees and invite feedback or appeals for a minimum of 10 days. Appeals and/or feedback will go directly to the Chief International Officer.

**Step 7**- The completed Erasmus + application materials will be sent to the host university for final approval by the host university deadline.

Erasmus + Staff Mobility Application Review Procedures

**Step 1** - PIC will require Erasmus+ mobility applications by August 1.

A completed application will contain the following documents:

* Erasmus + application form
* Curriculum Vitae (CV)
* Letter of interest or motivation

**Step 2** – A review committee will be created with a minimum of 3 participants. The committee will consist of the Erasmus Coordinator, the Chief International Officer, and at least one faculty representative.

**Step 3** – The committee will conduct an interview with each applicant to learn more about the proposed program. Following the interviews of all candidates, the review committee will nominate the finalist(s). **Step 4** – All finalists will be asked to supply a copy of their passport, a photo, and any other remaining requirements for the program.

**Step 5** – Completed applications will be forwarded to the partner institution by the partner application deadline.

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Erasmus + Coordinator Signature Date

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