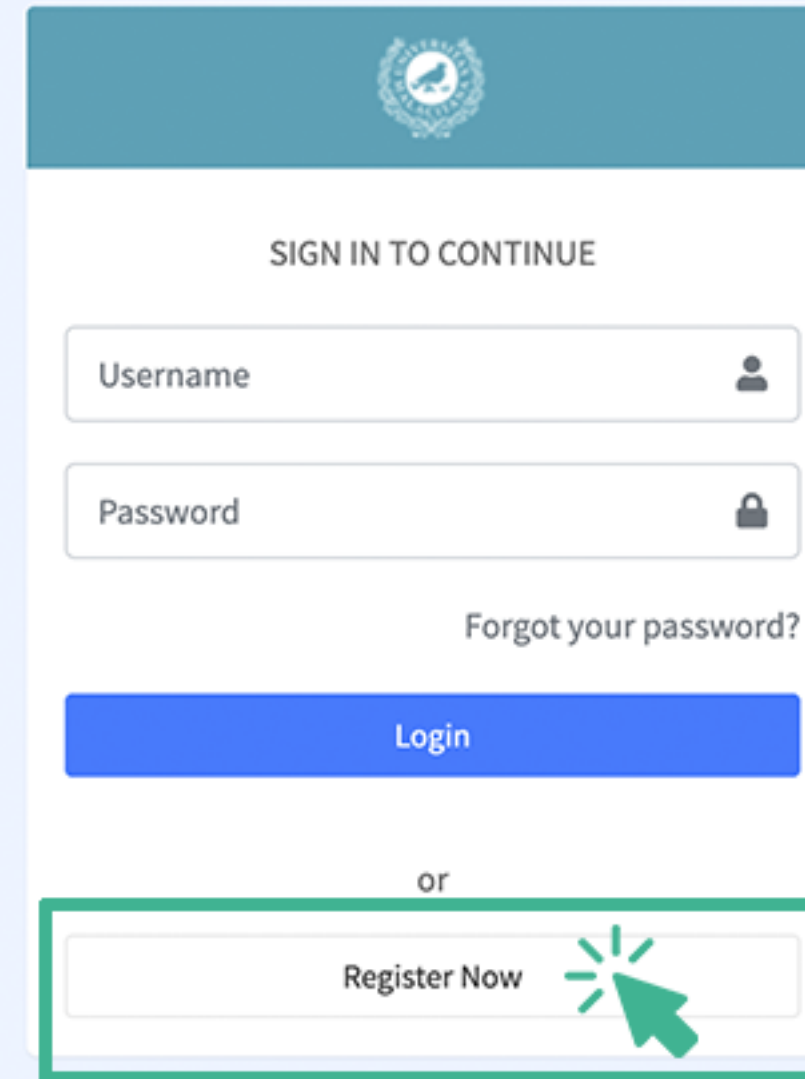# APOLO

INCOMING STAFF GUIDE

1.
Registration

At first, you should access apolo.uma.es and click 'Register Now", if you do not have any profile already created. If you are already registered, please "Login".

SIGN IN TO CONTINUE

Username

Password

Forgot your password?

Login

or

Register Now

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2. Personal data

Please, fill out your personal data, as requested on the platform. Also, specify your category based on the years of experience (Junior/ Intermediate/Senior).

Select document (username)

DNI

ID/DNI (username)

E-mail

Personal info

First name

Last name

Nationality

–

Phone (optional)

User type

☐ PDI

☑ PAS

☐ STUDENT

Student

☐ Master

☐ PhD

In/Out

☑ Incoming

☐ Outgoing

Junior (approx. < 10 years of experience)
✓ Intermediate (approx. > 10 and < 20 years of experience)
Senior (approx. > 20 years of experience)

PDI: Academic Staff

PAS: Administrative Staff

Incoming: Mobilities from Partner Countries to University of Málaga

Outgoing: Mobilities from University of Málaga to Partner Countries

Please select the user type according to your application

2. Personal data

To complete your registration, please attach your passport/ID card, and proof of connection with your home university.

Please, save changes and go to the next step.

Please select the user type according to your application

Files

> Only .pdf files allowed
>
> File size must be less than 5 Mb

Passport   [   ] **Choose file**

Proof file   [   ] **Choose file**

[ ] I'm not a robot — reCAPTCHA — Privacy - Terms

Save changes

3.
Application

Your registration has been successfully submitted!

Click on the green button to continue with the application.

3.
Application

Please select the corresponding call, your university of origin, university of destination and the type of mobility.

And do not forget to attach your mobility agreement, and to accept the terms and conditions.

Please save changes to complete your application.

3.
Application

You can see all the details of your application now, in which all the data and files attached to your application will appear.

4. Confirmation email

Once your application is submitted, you will receive a confirmation email.

In case your application should be improved or corrected, you will receive an email indicating aspects to be improved and deadlines for submission.

UNIVERSIDAD DE MÁLAGA | VICERRECTORADO DE MOVILIDAD Y COOPERACIÓN INTERNACIONAL

Thank you!

Your application has been successfully submitted. The Provisional list of eligible candidates will be published soon.

Please look up on the following link https://www.uma.es/icm

Sincerely, Erasmus+ KA107 Team

5. Resolution of the application

Please, find the provisional and definitive list of the calls on our **website** for monitoring the status of your application.

UMA will evaluate the work plan following the criteria described in this **link** (each item will be valued between **0 and 10**, up to a maximum of 100), which the partner university may also use if it considers them convenient or use its own to give a single final note.

RESOLUTION

Provisional and final lists of the call will be pubished here.

TERMS

|**Mobility Period:** 5 days + 2 travel days.

All mobilities must end before **July 31, 2022.**

DOCUMENTS FOR NOMINATED STAFF

|Grant Agreement

|Mobility Agreement - Teaching (Work plan)

|Mobility Agreement - Training (Work plan)

CONTACT

| Contact information Partner Universities

APOLO

READY!

SUCCESSFUL REGISTRATION AND APPLICATION

For further information, please ask via email to ICM@UMA.ES
+info on our website