

APOLO

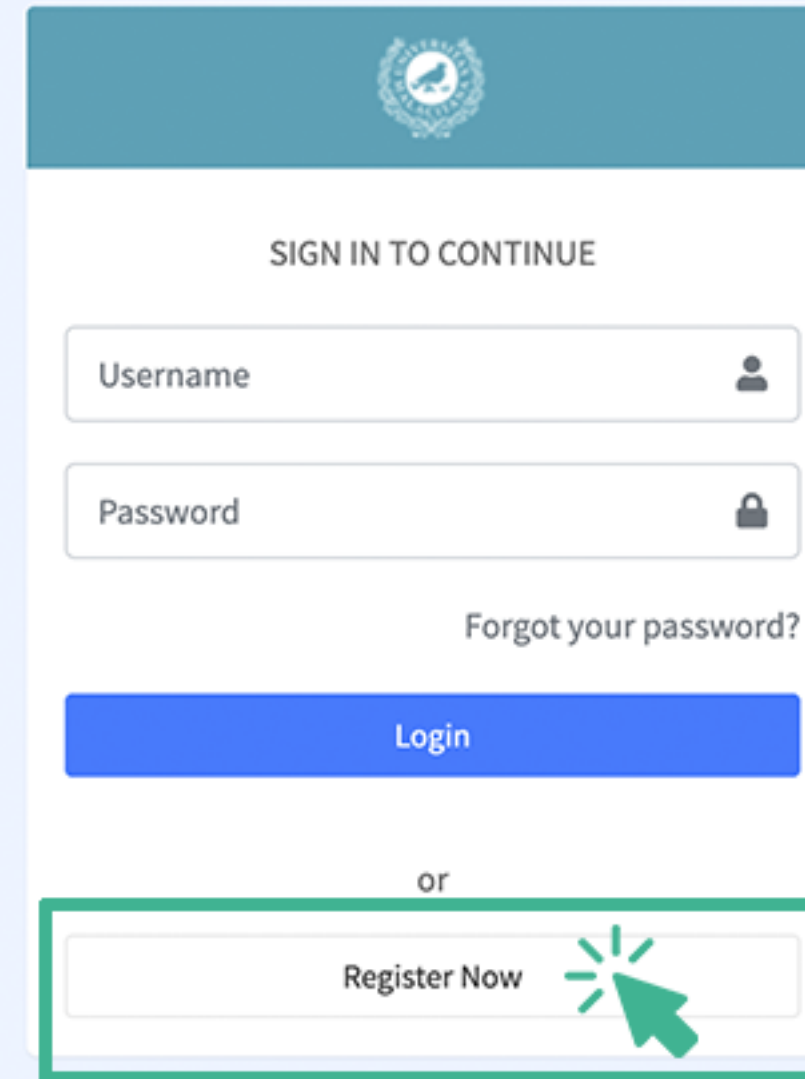
INCOMING STAFF GUIDE



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".



The screenshot shows a web interface for the University of Málaga (UMA). At the top is a teal header with the UMA logo. Below the header, the text "SIGN IN TO CONTINUE" is centered. There are two input fields: "Username" with a user icon and "Password" with a lock icon. Below these fields is a link "Forgot your password?". A blue "Login" button is positioned below the link. The word "or" is centered below the button. At the bottom, a "Register Now" button is highlighted with a green rectangular border. A green cursor icon is pointing at the "Register Now" button.

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

Student

In/Out

☐ PDI

☒ PAS

☐ STUDENT

☐ Master

☐ PhD

☒ 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.

*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

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


UMA - Relaciones Internacionales


Application

Click on the green button to continue with the application.






UNIVERSIDAD
DE MÁLAGA





Hello, User

Main Menu

-  My profile
-  Applications
-  Accounts

Applicant detail

[Click here to create your application](#)

Document required for Teaching (STA) STAFF: [Download mobility agreement](#)

Document required for Training (STT) STAFF: [Download mobility agreement](#)

Login info


ID/DNI	E-mail	
33445566L	edelara@uma.es	
First name	Last name	
User	Test	
Nationality	Phone	
Armenia	889966778	
User type	Student	In/Out
<input type="checkbox"/> PDI	<input type="checkbox"/> Bachelor	<input checked="" type="checkbox"/> Incoming
<input checked="" type="checkbox"/> PAS	<input type="checkbox"/> Master	<input type="checkbox"/> Outgoing

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.



Hello, User

Main Menu

- My profile
- Applications
- Accounts

New Application

Basic info

Call:

International Credit Mobility (KA-107) | 3rd Call | 2018

International Credit Mobility (KA-107) | 1st Call | 2019

☐ STA☐ STT☐ SMS

Origin:

STA: Teaching

STT: Training

SMS: Student

Documents can be uploaded AFTER doing the application

You will be able to upload documents until evaluation process

*Mobility period for STUDENTS - 5 months

*Mobility period for STAFF - 7 days

Destination

UNIVERSITY OF MALAGA

Observations

Mobility agreement

Choose file


☐ I agree with the [terms](#)

Save changes


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.

UNIVERSIDAD DE MÁLAGA

≡

Hello, User

Main Menu

My profile

Applications

Accounts

Application detail

Login info

Applicant

Creation date

Call

International Credit Mobility (KA-107) | 1st Call | 2019

User type

App type

Student

In/Out

☐ PDI

☐ STA

☐ Bachelor

☐ Incoming

☐ PAS

☐ STT

☐ Master

☐ Outgoing

☐ STUDENT

☐ SMS

☐ PhD

Observation

Applications (INCOMING)

ARMENIAN NATIONAL AGRARIAN UNIVERSITY (ARMENIA)

Files

☒ Passport

Upload passport

☒ Proof file

Upload proof file

Files application INCOMING

☒ Mobility agreement not uploaded

Upload Mobility agreement

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.


scoring from **0 to 100**, and to obtain the final grade, the arithmetic mean will be made between the two scores obtained.

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.

New Call (2019-22)


**RESOLUTION**

Provisional and final lists of the call will be published 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](#)



READY!

**SUCCESSFUL REGISTRATION AND
APPLICATION**

For further information, please
ask via email to ICM@UMA.ES
+info on our [website](#)