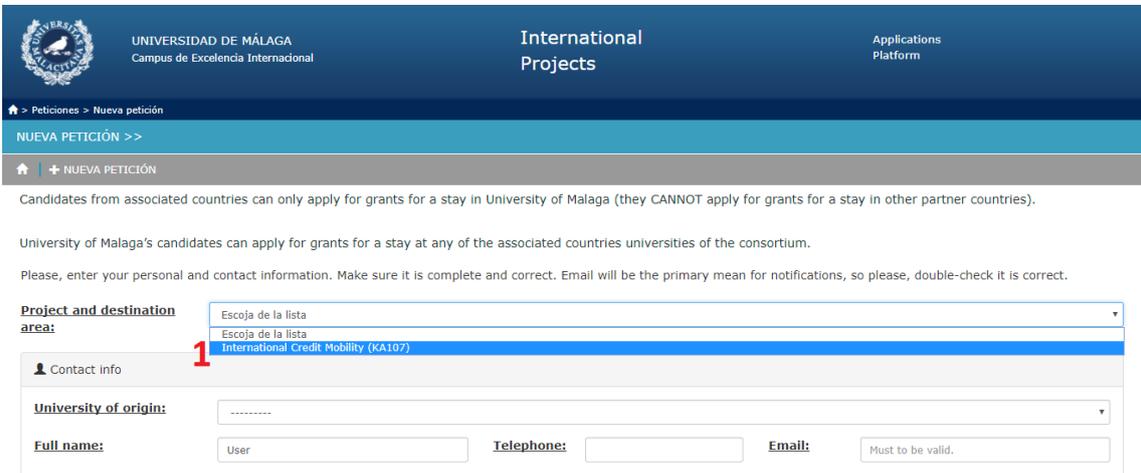


INTERNATIONAL CREDIT MOBILITY (KA107)

Instructions for completing the registration form and workflow during the selection process.

Select the project “International Credit Mobility (KA107)” (1)



UNIVERSIDAD DE MÁLAGA
Campus de Excelencia Internacional

International Projects

Applications Platform

↑ > Peticiones > Nueva petición

NUEVA PETICIÓN >>

↑ + NUEVA PETICIÓN

Candidates from associated countries can only apply for grants for a stay in University of Malaga (they CANNOT apply for grants for a stay in other partner countries).

University of Malaga's candidates can apply for grants for a stay at any of the associated countries universities of the consortium.

Please, enter your personal and contact information. Make sure it is complete and correct. Email will be the primary mean for notifications, so please, double-check it is correct.

Project and destination area:

1

Contact info

University of origin:

Full name: **Telephone:** **Email:**

From the drop-down list, you must choose between the two possible destination areas (2)



UNIVERSIDAD DE MÁLAGA
Campus de Excelencia Internacional

International Projects

Applications Platform

↑ > Peticiones > Nueva petición

NUEVA PETICIÓN >>

↑ + NUEVA PETICIÓN

Candidates from associated countries can only apply for grants for a stay in University of Malaga (they CANNOT apply for grants for a stay in other partner countries).

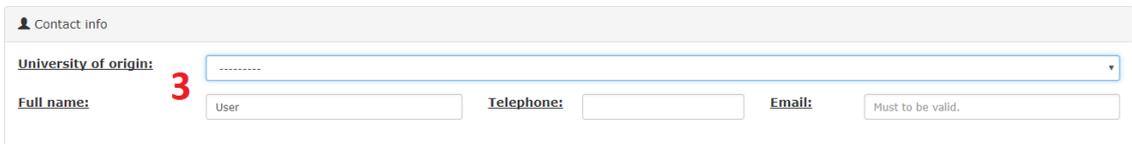
University of Malaga's candidates can apply for grants for a stay at any of the associated countries universities of the consortium.

Please, enter your personal and contact information. Make sure it is complete and correct. Email will be the primary mean for notifications, so please, double-check it is correct.

Project and destination area:
2

Enter the contact information (3). Select first your home university among all the possible partner universities of the project. Pay special attention to the fact that for the destination area of point (2), candidates from associated countries can only apply for grants for a stay in University of Malaga (they CANNOT apply for grants for a stay in other partner countries), and on the contrary, University of Malaga's candidates can apply for grants for a stay at any of the associated countries universities of the consortium.

Then, on this same table (3) you must fill in your name, contact phone number and valid email address, which will be used for all the necessary communications during the selection process.



Contact info

University of origin:
3

Full name: **Telephone:** **Email:**

In the next section (4) you must complete other personal information: passport, nationality, date of birth, gender and other university where you have studied, if there is the case.

In section (5) select the type of scholarship you are applying for, and its duration, in months and/or days, as appropriate.

Use section (6) to indicate up to three possible destinations, ordered according to your preferences (if you are applying for UMA's scholarships, only this destination is possible).

Additional information

Candidate's information 4

ID/Passport **Nationality**

Birth **Gender**

Address

Grant information 5

Please, select the type and characteristics of the grant you are applying to. You may apply for one type of grant only.

Grant type

Grant duration in months **Grant duration in days**

Host HEI information 6

Please, select the host institution(s) of your choice (i.e. the one/s you would like to attend).

Priority: highest **Priority: high** **Priority: medium**

In section (7), please upload:

- DNI or passport
- Planned study or work programme for the stay
- CV (use the form provided in the call)
- Academic record (only students)
- Motivation Letter
- Language Certificate

For each file selected in section (7) you must attach it by pressing the button (8) each time.

Finally, fill in the table (9) with the remarks you wish to provide, and press the "Send" (10) button to send.

You can attach the files you consider appropriate by selecting the file and clicking on "Attach" to continue.

File: **7** Ningún archivo seleccionado **8**

Observations: **9**

10

After sending the registration form, you will receive an email to validate the process. To do this, please, click on the given link.

26/2017 pending email validation

We have sent you this email to verify your application (ref. 26/2017) for the project international Credit Mobility (KA107). If you are not the person who applied, maybe your address was given by mistake. In that case you do not need to do anything and take no notice of this.

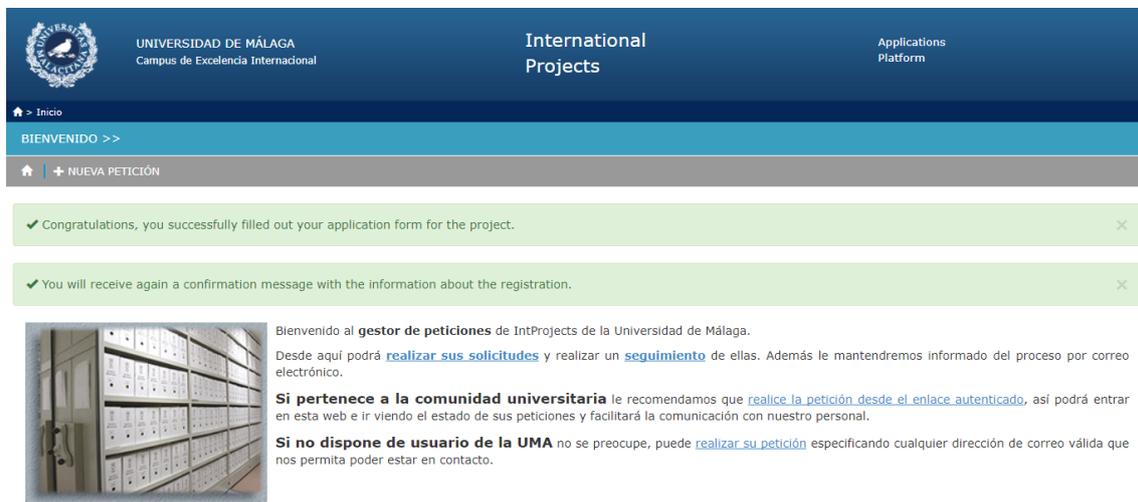
Please click on the following link in order to confirm that your email address is correct and continue with the application process:

http://di.uma.es/intprojects/peticiones/validar_peticion/Yi6cR1C5m8KzfOphCGD8nAC25i8c43K/

Please do not hesitate to contact us for any problem.

Sincerely,
International Relations Office
University of Malaga

When you click on it, you will be redirected to the validation page, and you will see the following image:



The screenshot shows the IntProjects website interface. At the top, there is a navigation bar with the University of Malaga logo and the text 'UNIVERSIDAD DE MÁLAGA Campus de Excelencia Internacional', 'International Projects', and 'Applications Platform'. Below the navigation bar, there is a blue banner with 'BIENVENIDO >>' and a grey banner with '+ NUEVA PETICIÓN'. Two green confirmation messages are displayed: 'Congratulations, you successfully filled out your application form for the project.' and 'You will receive again a confirmation message with the information about the registration.'. Below these messages, there is a section with a photo of a mailbox and the following text: 'Bienvenido al gestor de peticiones de IntProjects de la Universidad de Málaga. Desde aquí podrá realizar sus solicitudes y realizar un seguimiento de ellas. Además le mantendremos informado del proceso por correo electrónico. Si pertenece a la comunidad universitaria le recomendamos que realice la petición desde el enlace autenticado, así podrá entrar en esta web e ir viendo el estado de sus peticiones y facilitará la comunicación con nuestro personal. Si no dispone de usuario de la UMA no se preocupe, puede realizar su petición especificando cualquier dirección de correo válida que nos permita poder estar en contacto.'

At the same time, you will receive an email justifying the correct registration in the process.

26/2017 pending eligibility

Congratulations, you have successfully filled out your application form (ref. 26/2017) for the project International Credit Mobility (KA107) with the following information:

Project:
International Credit Mobility (KA107)
Name:
Telephone:
Email:
University of origin:

Please do not hesitate to contact us for any problem.

Sincerely,
International Relations Office
University of Malaga

If you are requested to do any modification or to send any missing document, you will receive an email like the one below. To make the modifications, please click on the link given in that email.

26/2017 pending modification

We have detected that your application form information (ref. 26/2017) for the project International Credit Mobility (KA107) was not correctly filled out. Please click on the following link to make the appropriate corrections and attach the necessary files:

Please click on the following link in order to confirm that your email address is correct and continue with the application process:

https://di.uma.es/intprojects/intprojects/workflow/transicion_estado/peticion/26/27/

The information you will have to add or modify is:

Reason:

Please, send your c.v.

Thank you,:

Please do not hesitate to contact us for any problem.

Sincerely,
International Relations Office
University of Malaga

The form for the allegations will give you the possibility to upload the information and additional documentation requested.

UNIVERSIDAD DE MÁLAGA
Campus de Excelencia Internacional

International
Projects

Applications
Platform

↑ > Peticiones > 26/2017 Destination Málaga (Spain) > Transición de Pending modification a Pending eligibility

ESPECIFIQUE ESTOS CAMPOS PARA PASAR A PENDING ELIGIBILITY >>

🏠 | + NUEVA PETICIÓN

Especifique estos campos para pasar a Pending eligibility

Additional information

Additional file

Seleccionar archivo | Ningún archivo seleccionado

Modify the request | [Volver sin hacer nada](#)

After completing the selection process, you will receive an informative mail with the link where you can consult the **provisional** list of results. Through this same email you can make allegations by clicking on the given link.

26/2017 provisional

The eligibility period of the call for applications (ref. 26/2017) for the project International Credit Mobility (KA107) has finished. You can consult the Provisional eligibility list (not yet awarded) by clicking on the following link:

<https://www.uma.es/relaciones-internacionales/>.

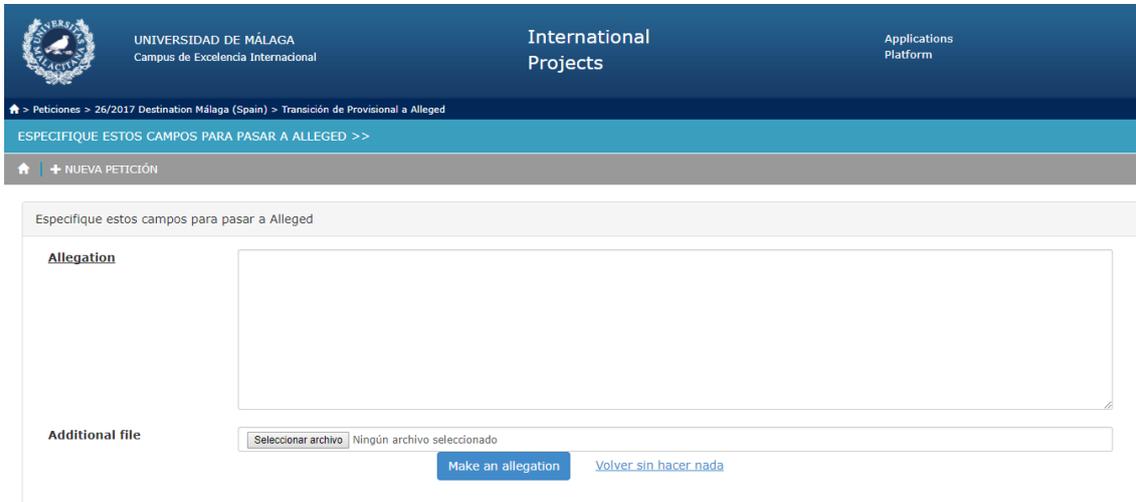
If you wish to make a claim, you can do it before the deadline of the administrative claim period indicated in the call, by clicking on the following link:

https://di.uma.es/intprojects/intprojects/workflow/transicion_estado/peticion/26/29/

Please do not hesitate to contact us for any problem.

Sincerely,
International Relations Office
University of Malaga

In case you need to make allegations to the provisional list, the given link will direct you to the following form, where you can provide the information or documentation you deem appropriate.



The screenshot shows the 'International Projects Applications Platform' interface. At the top, there is a navigation bar with the University of Malaga logo and the text 'UNIVERSIDAD DE MÁLAGA Campus de Excelencia Internacional'. Below this, a breadcrumb trail reads 'Peticiones > 26/2017 Destination Málaga (Spain) > Transición de Provisional a Alleged'. A prominent blue banner contains the text 'ESPECIFIQUE ESTOS CAMPOS PARA PASAR A ALLEGED >>'. Below the banner, a grey bar shows a home icon and '+ NUEVA PETICIÓN'. The main content area is titled 'Especifique estos campos para pasar a Alleged' and contains two sections: 'Allegation', which is a large empty text box, and 'Additional file', which includes a file selection button labeled 'Seleccionar archivo' and the text 'Ningún archivo seleccionado'. At the bottom of the form are two buttons: 'Make an allegation' and 'Volver sin hacer nada'.

Once completed the process, you will be informed through another email of the publication of the **definitive** list of results. Please, do not forget to check your anti-spam system (spam folder), since our platform automatic sending tool of messages could be considered as such.

25/2017 completed

The Final eligible candidates list has been published (ref. 25/2017) for the project International Credit Mobility (KA107). This result still needs to be assessed by the academic coordinators.

Click on the following link to access to the list:

<https://www.uma.es/relaciones-internacionales/>.

Please do not hesitate to contact us for any problem.

Sincerely,
International Relations Office
University of Malaga