

ANNEX II

PROCEDURES AT CONSORTIUM UNIVERSITIES (UMA, UCA, UHU)
INCOMING STUDENTS 2024/2025

UNIVERSIDAD DE HUELVA

All the administrative procedures related with this call can be found on the following links:

<https://www.uhu.es/english/>

<https://www.uhu.es/internacionalizacion/consorcios-e/transfroneu>

1. **NOMINATION**

Nomination platform

The sending institution should send an official nomination to drinter02@sc.uhu.es, specifying the contact and academic details of the students.

Nomination deadline:

15/11/2024 for Second Semester 2024/2025

2. **DOCUMENTATION (TO BE UPLOAD BY HOST UNIVERSITIES COORDINATORS)**

When nominating students for mobility periods at the University of Huelva, partners should provide the items listed below. The University of Huelva Accounts Department will not manage funding for any participant until our International Office has sent the call and results (list of applicants indicating those who have obtained the grant). The call and the list of applicants, (successful and waiting list) must be shown to have been published and disseminated at the partner university.

- Link to the published call on the partner university website (the call must include the Project number, details on the selection procedure, deadlines for handing in applications and Erasmus funding).
- Link to where TransFrontEu Consortium priorities have been published on partner university website (unless included in text of call).
- Link to the application document or online form (unless included in the call).
- Link to where the list of applicants, both successful and runners-up has been published at the partner university.
- Documents proving that students are enrolled in an official study programme at the partner university.

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| Código Seguro De Verificación | 4F68-7774-7961P684F-3772 | Estado | Fecha y hora |  |
| Firmado Por | Maria Zaida Diaz Cabiale - Vicerrectora de Internacionalización | Firmado | 02/10/2024 09:25:57 | |
| Observaciones | | Página | 17/18 | |
| Url De Verificación | https://prod-gonce-verifirma.uma.es/verifirma/code/4F68-7774-7961P684F-3772 | | | |
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- Full names of the successful candidates, email addresses and as soon as possible, their passport numbers.

3. RESULTS (RESOLUTION)

UHU will publish the provisional and definitive lists of selected and excluded candidates on the Consortium website: www.transfronteu.com and UHU website: <https://www.uhu.es/internacionalizacion/consorcios-e/transfroneu>

4. SELECTED STUDENTS

After checking the admissibility criteria, UHU will send the nominated students an information package via email.

Students will have to complete a Pre-Register form in our mobility programme UMove.

All documents will be done through UMove (letters of Acceptance, Learning Agreements, etc.).

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