UNIOVI MOBILITY ONLINE

INGENIUM MULTILATERAL AGREEMENTS

HOW TO

STEP 1. How to register your nominated students

1) Click on the following link: **https://sies.uniovi.es/pae**

2) Enter your login details and click on "*Acceder*" (Login).

   To be requested to ingenium@uniovi.es if not available.

   User ID:

   Password:

   Do NOT forward these login details to your students
   Do NOT change your password!

3) Choose "*Curso Académico*" (Academic Course) 2025/2026.

4) And look for INGENIUM quota: "*Acuerdo*" (agreement) INGENIUM-XX/X; SMS-UNDER.

5) Fill out student data clicking on "*Crear nominación*" (create nomination).

6) Clicking on "send" you confirm your nomination.

7) When nominating more than one student, please repeat from step 4.

8) Nominator will get a confirmation email.

STEP 2 Application (by the student) Deadline: 15 June 2025

9) Once registered by nominators, **students will receive their own keys** to access the platform and must correctly complete their online registration to be accepted, filling out the information required and **uploading the following mandatory documentation before submission**:

   - **Identity document or passport.**

   - **European Health Insurance Card (EHIC)** or, if not possible, insurance policy covering the period of the stay.

   - **Learning agreement** (a model is attached), **filled out and signed by the coordinator of your institution and by the student.** A copy signed by the coordinator of the University of Oviedo will be sent to the student afterwards and uploaded in the online system. Note: EWP is not used for this purpose.