## ANNEX II. MODEL SUPPORTING MEMORANDUM

**(To be submitted before 15 July 2026).**

To be submitted via the UJA Electronic Headquarters

(<https://sede.ujaen.es/publico/sobre-la-sede/registro-electronico>) through the option General Application Form

(Addressed to the Vice-rectorate for Internationalisation).

|  |  |
| --- | --- |
| **Title and code of the proposal**  |   |
| **proposal**  |   |
| **Coordinator (name and**  |   |
| **surname)**  |   |
| **Email and telephone**  |   |
| **Department and centre**  |   |
| **Teaching position**  |   |
| **UJA subject(s) and degree(s) in which the proposal will be implemented.**  |   |
| **(Attach a single file with the application detailing the following sections).** **1. Report justifying the activities, with attention to the following sections: a) Objectives achieved**. b) Degree to which the activities have been achieved. c) Problems encountered, if any, in the achievement of the objectives and in the implementation of the expenditure. **2. Simplified list of expenditure incurred.** |