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BEFORE ARRIVAL IN UPCT

STEP 1

PRE-REGISTRATION IN UMOVE – First email

You will receive an email with instructions to access UMove and begin your pre-registration process in the platform, where details such as the following will have to be entered:

- Gender
- Document type (Passport)
- Document number (Passport number)
- Date of birth

IMPORTANT: Make sure you type the right Passport number.

The screenshot shows a web form titled 'Personal Data' with a light blue background. At the top, a yellow banner states 'Required fields are marked with *'. The form contains the following fields:

- * First Name:** A text input field with the placeholder 'Nombre'.
- * Surname:** A text input field with the placeholder 'Apellido1'.
- Second Surname:** An empty text input field.
- * Gender:** A dropdown menu with the option '— Select —'.
- * Document Type:** A dropdown menu with the option '— Select —'.
- * Document Number:** A text input field with a note '(Insert your Identity Number or your Passport)' to its right.
- * Date of Birth:** A date picker field with a calendar icon.

A green 'Save' button is located at the bottom right of the form.

STEP 2

REGISTRATION IN CAMPUS VIRTUAL – Second email

You will receive a second email, this time with a login and a password to access UPCT Campus Virtual.

From this moment on, the only way to enter UMove is by accessing Campus Virtual with the provided credentials.

CAMPUS VIRTUAL:

<https://campusvirtual.upct.es/uportal/>

ENGLISH VERSION

Dear Exchange student,

Congratulations! You have been successfully registered in our system and you will be welcome to join the University of Almeria next year 2014-15. From now on all the steps concerning your mobility must be done on line. You will have to access in CAMPUS VIRTUAL through our main website, or either clicking this link: <http://cvirtual.ual.es>

Your login credentials are:

- User name: bg703
- Password: 3k5ggy7k

You will need this user name and password to access to all the UAL computing resources during your stay. For this reason, we strongly recommend you not to lose this document.

*Please, access your CAMPUS VIRTUAL: section **ALUMNO** > **MIS ESTUDIOS** > **MOVILIDAD**. Here you can find all the available procedures to come to the UAL.*

The next step is to fill in all your personal data in the MOVILIDAD section (CAMPUS VIRTUAL), so that you can get your Letter of Acceptance.

Welcome to the University of Almeria!

Go to [CAMPUS VIRTUAL!](#)

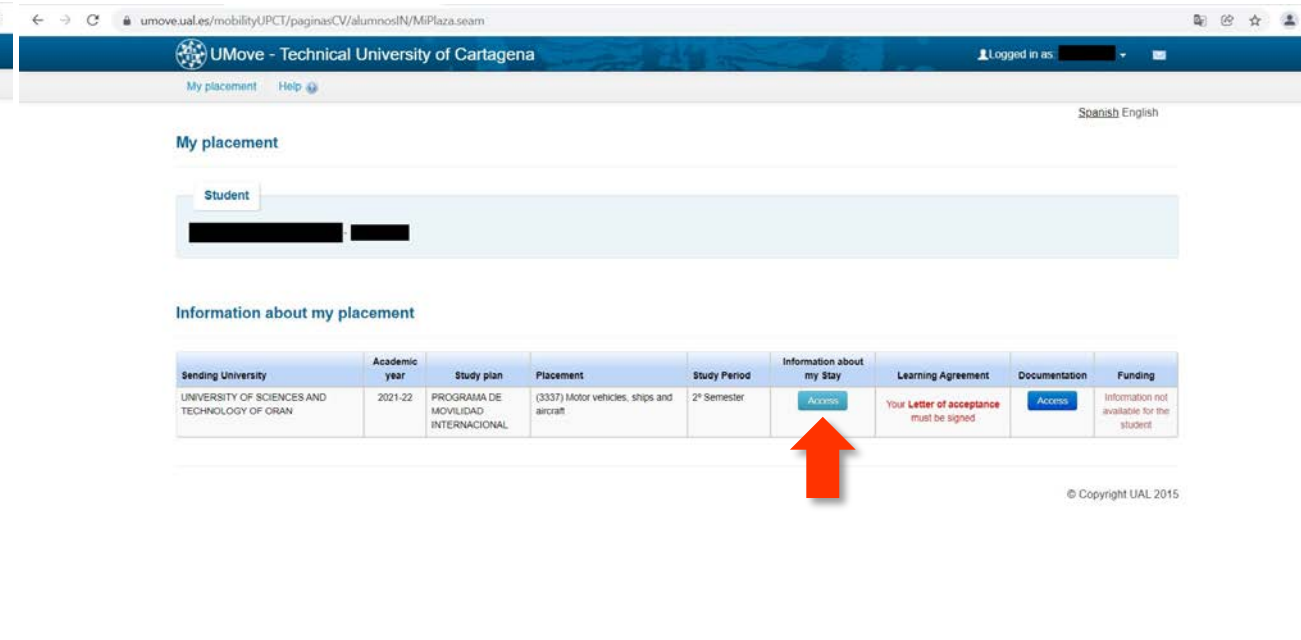
STEP 3

COMPLETE DETAILS IN UMOVE – How to edit the “Information about my stay” section



1

Click “My placement”



2

Access “Information about my stay”

STEP 3

COMPLETE DETAILS IN UMOVE – How to edit the “Information about my stay” section

3

Fill in the required data (marked with *) and click “save”

IMPORTANT:

You do not need a bank account at this point. You will have to fill this in once you are in UPCT and have opened a **Spanish bank account**

Click “Needs adaptations for disability **ONLY** if you have a disability

The screenshot displays the 'Information about my stay' section of the UMOVE web application. The form is divided into several sections:

- Detail about my Stay:** Includes fields for * Study Period (2nd Semester), Expected Duration (5 Months), * Estimated arrival date (01/02/2022), * Estimated departure date (01/07/2022), and a checkbox for Needs adaptations for disability (checked).
- Data about the receiving University Coordinator:** Includes Name/Surname and E-mail fields.
- Data about the sending University Academic Coordinator (Professor):** Includes * Name, * Surname, and * E-mail fields.
- Language Information:** Includes Spanish level (dropdown), Language level officially certificated (checkbox), and Name of the official certificate (text field).
- Other data:** Includes * Date of birth, * Nationality, Country, Consular Office, Number of bank account, * Study cycle (Second cycle), and * Number of completed higher education study years (4).

A red arrow points to the 'Save' button at the bottom right of the form. Below the form, there is a disclaimer text regarding data protection.

STEP 4

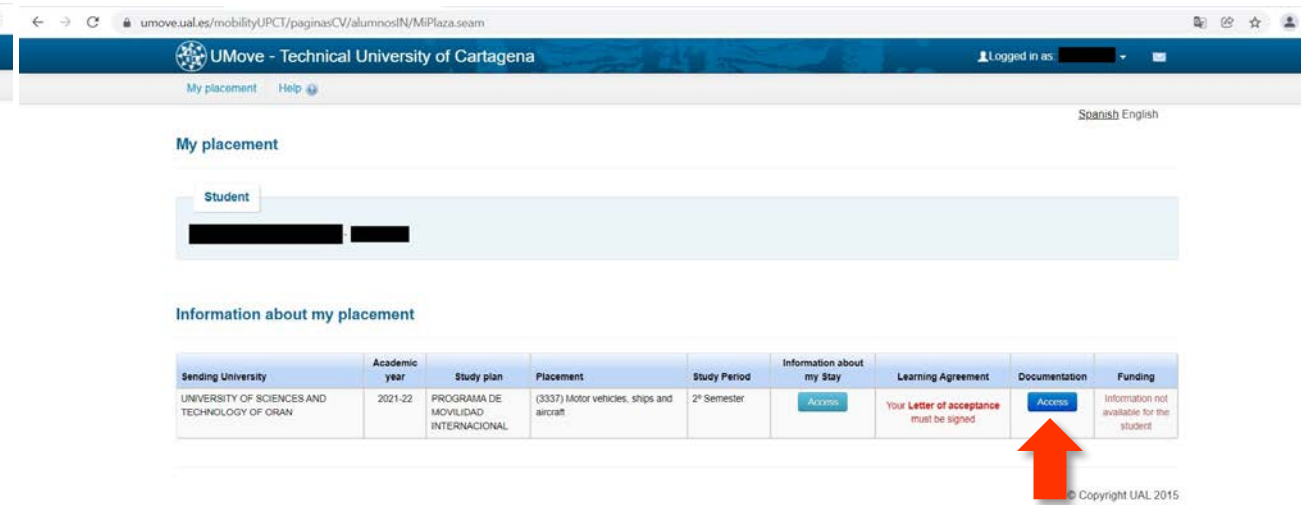
UPLOAD DOCUMENTS IN UMOVE

Now it is time to upload the required documents to obtain your Letter of Acceptance. Here is how to do it:



1

Click "My placement"



2

Access "Documentation"

STEP 4

UPLOAD DOCUMENTS IN UMOVE

3

Go to “Documents to upload” and Upload the requested documents

IMPORTANT:

In order to get your Letter of Acceptance you must upload the following:

- Accident and Civil Liability Insurance *
- Health Insurance (not your card, but your policy) *
- Passport *
- Language Certificate *
- Other Documents 1 (for Student's Commitment that was sent to you by email) *
- Air Ticket *

Application for the force Majeure and Addendum to the Grant Agreement are **ONLY** requested if major changes happen during your stay. Do not sign them unless there are major changes

umove.uaf.es/mobilityUPCT/paginasCV/alumno/MiDocumentacionList.seam?codigoAdj=44286&pAdjudicacion=44286

UMove

Logged in as: [User Name]

My placement Help

Spanish English

ATTENTION! To sign documents you will have to enter a key Initial configuration

Documents to download Documents to upload

Document type	Status	Document	Actions
Accident and civil liability insurance (?)	Incorporated	[Icon]	
Health insurance (?)	Incorporated	[Icon]	
Learning Agreement (?)	Available	[Icon]	
Passport/Identification Document (?)	Incorporated	[Icon]	
(?)	Pending to incorporate		[Icon]
Learning Agreement First Semester modification	Pending acceptance of Student		
Learning Agreement Second Semester modification	Not Available		
B1-Level Language (Spanish/English) Certificate (?)	Incorporated	[Icon]	
Application for the force Majeure	Pending to incorporate		[Icon]
Other Documents 1	Incorporated	[Icon]	
Air ticket (?)	Pending to incorporate		[Icon]

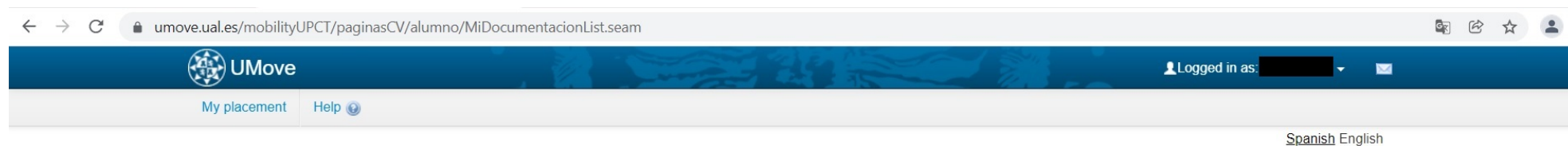
(*) Compulsory document

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STEP 5

ISSUING OF ACCEPTANCE LETTER

Once you have uploaded the necessary documents, your Letter of Acceptance (Invitation Letter) will be issued and signed. When ready, it will be available in “Documents to download”:



ATTENTION! To sign documents in UMove you will have to enter a **key**. Initial configuration

Documents to download

Documents to upload

Document type	Status	Document	Actions
Letter of Acceptance (*)	Available		
Courses proposal report (*)	Available		
Learning Agreement (*)	Available		
Certificate Of Arrival (*)	Not Available		
Certificate Of Stay (*)	Not Available		
Addendum to the Grant Agreement (*)	Pending to fill in the bank account number in your stay		
Learning Agreement.First Semester modification	Not Available		
Learning Agreement.Second Semester modification	Pending acceptance of Student		
Transcript of Records	Not Available		
Transcript of Extraordinary Records	Not Available		

(*) Compulsory document

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IMPORTANT

GO GET YOUR VISA

Now that you have your Letter of Acceptance, it is time to get your visa. We recommend contacting the nearest Embassy/Consulate of Spain before you get your Letter of Acceptance to better understand which documents will be required from you and get an appointment with them in advance. Note it may take some time to get an appointment, so the sooner you contact them, the better.

<https://www.exteriores.gob.es/es/EmbajadasConsulados/Paginas/index.aspx>

STEP 6

MAKING OF LEARNING AGREEMENT – Editing your Learning Agreement

Before your arrival to UPCT, you must complete your Learning Agreement. In this document you will state which courses/activities you wish to carry out in UPCT during your stay and their equivalent in your Home Institution.

To access it in UMove, you must click “Learning Agreement”, and follow the steps in the following guide: http://cvirtual.ual.es/descargas/manualesUsuario/mobility/ManualAlumnoEN_IN.pdf (*you can also find the guide by clicking “Help”)

If you need to discuss which courses you can select, please contact your Academic Coordinator in UPCT (contacts provided in your nomination email sent by our International Office).

1

The screenshot shows the UMove website for the Technical University of Cartagena. The user is logged in. A red arrow points to the 'Help' link in the top navigation bar. Below the 'My placement' section, there is a table titled 'Information about my placement' with the following data:

Sending University	Academic year	Study plan	Placement	Study Period	Information about my Stay	Learning Agreement	Documentation	Funding
PETROZAVODSK STATE UNIVERSITY	2021-22	PROGRAMA DE MOVILIDAD INTERNACIONAL	(3326) Business and administration, not further defined	2º Semester	Access	Access	Access	Access

A red arrow points to the 'Learning Agreement' column in the table.

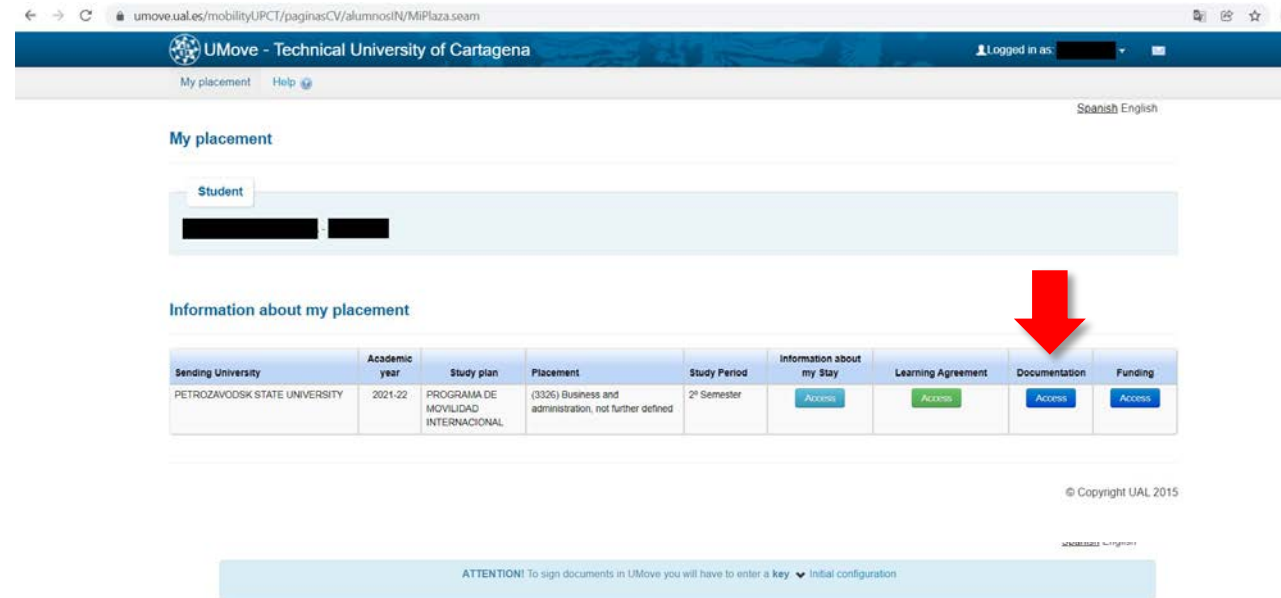
IMPORTANT: in the guide you will be asked to digitally sign your Learning Agreement. Ignore that section, as you will have to sign the document by hand as explained in the next pages

STEP 6

MAKING OF LEARNING AGREEMENT – Downloading your Learning Agreement

If you have followed all the instructions shown in the guide for the making of a Learning Agreement, your Coordinator in UPCT will accept it, and then it will be ready to be downloaded in “Documentation>Documents to download”.

2



umove.ual.es/mobilityUPCT/paginasCV/alumnos/N/MiPlaza.seam

UMove - Technical University of Cartagena

Logged in as: [redacted]

My placement Help

Spanish English

My placement

Student

[redacted]

Information about my placement

Sending University	Academic year	Study plan	Placement	Study Period	Information about my Stay	Learning Agreement	Documentation	Funding
PIETROZAVODSK STATE UNIVERSITY	2021-22	PROGRAMA DE MOVILIDAD INTERNACIONAL	(3326) Business and administration, not further defined	2º Semester	Access	Access	Access	Access

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ATTENTION! To sign documents in UMove you will have to enter a key Initial configuration



Documents to download Documents to upload

Document type	Status	Document	Actions
Letter of Acceptance (*)	Available		
Courses proposal report (*)	Available		
Learning Agreement (*)	Available		
Certificate Of Arrival (*)	Not Available		
Certificate Of Stay (*)	Not Available		
Addendum to the Grant Agreement (*)	Pending to fill in the bank account number in your stay		
Learning Agreement First Semester modification	Not Available		
Learning Agreement Second Semester modification	Pending acceptance of Student		
Transcript of Records	Not Available		
Transcript of Extraordinary Records	Not Available		

(*) Compulsory document

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STEP 6

MAKING OF LEARNING AGREEMENT – Signing and uploading your Learning Agreement

Remember **you must sign** your Learning Agreement and **get it signed by your Home Coordinator**, too. Once signed, it must be **uploaded** onto UMove so that we can send it to its signing by your UPCT Coordinator (Documentation>Documents to download). Please **let us know** when you upload it so that we can speed up the signing process.

3

The screenshot shows the UMove website interface. At the top, the header includes the UMove logo and the text 'UMove - Technical University of Cartagena'. Below the header, the 'My placement' section is visible. Under the 'Student' tab, there is a table titled 'Information about my placement'. A red arrow points to the 'Learning Agreement' link in this table. Below the table, there is a section titled 'Documents to download' and 'Documents to upload'. The 'Documents to download' table lists various documents, including 'Learning Agreement', which is highlighted with a red arrow. The 'Learning Agreement' document is in 'Pending incorporate' status and has a blue circular icon with a white 'U' in the 'Actions' column.

Document type	Status	Document	Actions
Accident and civil liability insurance (?)	Incorporated		
Health insurance (?)	Incorporated		
Learning Agreement (?)	Pending incorporate		
Passport/Identification Document (?)	Incorporated		
Passport/Identification Document (?)	Pending to incorporate		
Learning Agreement First Semester modification	Not Available		
Learning Agreement Second Semester modification	Pending acceptance of Student		
B1 Level Language (Spanish/English) Certificate (?)	Incorporated		
Application for the force majeure	Pending to incorporate		
Air ticket (?)	Incorporated		

Compulsory document

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STEP 7

ENROLLING IN UPCT – Self-enrollment

Once your Learning Agreement is complete, UPCT will establish some dates for your self-enrollment. UMove will send you notifications that will grant you access to the self-enrollment website.

Below you will find some useful links that will show you how to proceed:

Self-enrollment instructions

<https://international.upct.es/downloadFile/VxbQMnlbYR>

Video tutorial on Erasmus Application Procedure at UPCT:

<https://www.youtube.com/watch?v=HleosWQcZdc>

Remember you will receive notifications on the opening of the enrollment process via UMove. Please make sure you **check your inbox** in UMove **frequently**.

IMPORTANT:

If you see your link to UPCT self-enrollment platform is not working, wait until the next morning to proceed, as the system may need refreshing.

After you enroll, you will be able to have access to all didactic materials in Aula Virtual, be in your Professors' list, etc.

It is essential if you want to open a bank account, attend classes, get their related didactic materials, sit exams, and obtain your Transcript of Records.

STEP 8

VISIT INTERNATIONAL OFFICE

You must come to UPCT International Office within the first days of your stay, but we strongly recommend doing it as soon as you arrive in Cartagena.

SOME TIPS:

- Make sure you **email us before you come** so that we can set an appointment and ensure we give you the needed time.
- If you come in a group, try to come all at once.
- We are located on the 3rd floor of the ELDI building:
<https://maps.app.goo.gl/jzDLwCT5VAXctaXn7>



STEP 9

OPEN A BANK ACCOUNT - ENTER IBAN IN UMOVE

In order to be transferred your scholarship, it is mandatory that you open a Spanish bank account

For that purpose, banks usually require the following documents:

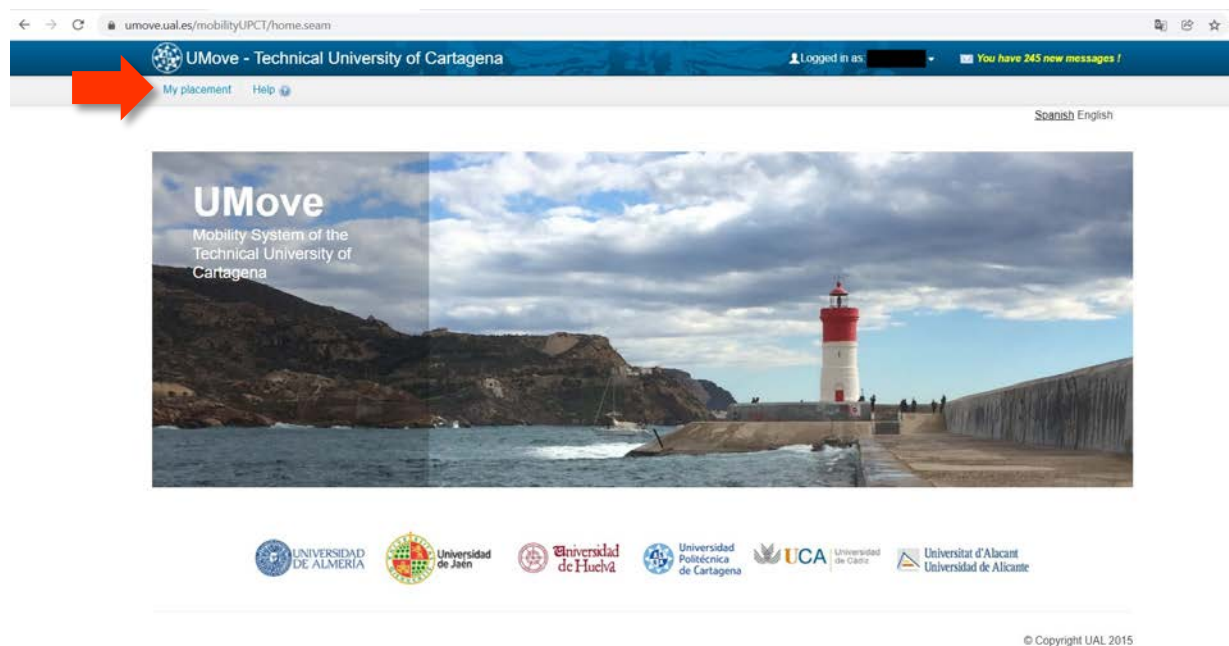
- Passport
- Enrollment slip (which you downloaded it after you completed your self-enrollment)
- Lease agreement/contract (accommodation)

Upon the opening of your account, you will be given an IBAN number, which is essential for the payment of your scholarship

STEP 9

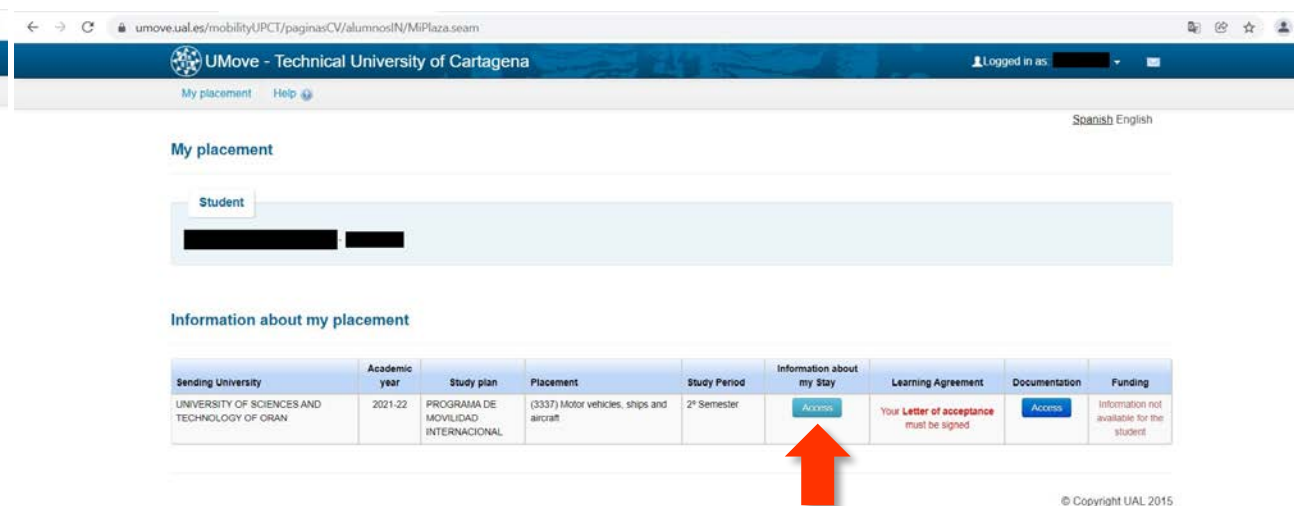
OPEN A BANK ACCOUNT - ENTER IBAN IN UMOVE

Once you get your IBAN, you must go to UMove and type it in the right section:



1

Click "My placement"



2

Access "Information about my stay"

STEP 9

OPEN A BANK ACCOUNT - ENTER IBAN IN UMOVE

Your IBAN must be typed in the “Number of bank account” box:

3

Enter your IBAN number
in UMove*

UMove - Technical University of Cartagena

Logged in as: [redacted]

My placement Help

Language information

Spanish level: -- None -- (Use the list of values to select your Spanish level)

Language level officially certificated: ☐

Name of the official certificate: [text box]

Other data

* Date of birth: [text box]

* Nationality: [dropdown menu]

If you have obligatory visa it is necessary that you select the Consular Office:

Country: [dropdown menu] Consular Office: [dropdown menu]

* **Number of bank account:** [text box] (International Bank Account Number of Spanish Account with format ES99999999999999999999)

* Study cycle: First cycle [dropdown menu]

* Number of completed higher education study years: 3 [text box]

1.- In accordance with Organic Law 15/1999 of 13 December on the Protection of Personal Data, we inform you that your personal data will be stored in a file owned by TECHNICAL

STEP 10

SIGNING OF GRANT AGREEMENT

After completing the previous steps, all the required information (IBAN, address, etc.) should be visible in your Grant Agreement. It is time to check and sign the document.

1

Go to “Documentation>Documents to download” and **open the PDF to make sure your IBAN is showing**

Documents to download Documents to upload

Document type	Status	Document	Actions
Letter of Acceptance (*)	Available		
Grant Agreement (KA107) (*)	To Sign		
Courses proposal report (*) ?	Available		
Learning Agreement (*)	Available		
Certificate Of Arrival (*)	Not Available		
Certificate Of Stay (*)	Not Available		
Addendum to the Grant Agreement (*)	Pending to fill in the bank account number in your stay		
Learning Agreement First Semester modification	Not Available		
Learning Agreement Second Semester modification	Pending acceptance of Student		
Transcript of Records	Not Available		
Transcript of Extraordinary Records	Not Available		

(*) Compulsory document

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My placement Help

Spanish English

ATTENTION! To sign documents in UMove you will have to enter a key. [Initial configuration](#)

If you do not already have it, press the following button to receive the configuration data in your email account: *****@g***t*co* *

[Send configuration](#)

If you need more information, click on [Help](#)

2

Get your digital signature settings and follow instructions

Note the instructions will be sent to the email address shown here *

Documents to download Documents to upload

Document type	Status	Document	Actions
Letter of Acceptance (*)	Available		
Grant Agreement (KA107) (*)	To Sign		Sign
Courses proposal report (*) ?	Available		
Learning Agreement (*)	Available		
Certificate Of Arrival (*)	Not Available		
Certificate Of Stay (*)	Not Available		
Addendum to the Grant Agreement (*)	Pending to fill in the		

STEP 10

SIGNING OF GRANT AGREEMENT

After completing the previous steps, all the required information (IBAN, address, etc.) should be visible in your Grant Agreement. It is time to check and sign the document.

3

Sign your Grant Agreement *

It will be then automatically sent to its signing by UPCT and, once signed, the payment order will be given

We strongly recommend emailing us when you sign your Grant Agreement to speed up the process

IMPORTANT:

When you email us, please include your home address so that we can share it with our colleagues at the Finance Department

Payments involve several Departments in UPCT. Therefore, some time must be allowed. It should not take longer than 10-15 days from the moment, provided there are no serious technical issues, all steps are followed and all necessary information is given at each moment.

Your scholarship is divided in 2 installments:

1st. Upon your arrival you will be paid 80% of your individual support + travel support (which will depend on the distance between your Home University and UPCT)

2nd. 30 days before you leave you will be paid 20% of your individual support after you send us a PDF of the EU survey

Documents to download		Documents to upload	
Document type	Status	Document	Actions
Letter of Acceptance (?)	Available		
Grant Agreement (KA107) (?)	To Sign		Sign *
Courses proposal report (?) ?	Available		
Learning Agreement (?)	Available		
Certificate Of Arrival (?)	Not Available		
Certificate Of Stay (?)	Not Available		
Addendum to the Grant Agreement (?)	Pending to fill in the bank account number in your stay		
Learning Agreement First Semester modification	Not Available		
Learning Agreement Second Semester modification	Pending acceptance of Student		
Transcript of Records	Not Available		
Transcript of Extraordinary Records	Not Available		

(?) Compulsory document

[Back](#)

STEP 11

APPOINTMENT WITH COORDINATOR

By now you must have talked to your Academic Coordinator in UPCT via email, but now it is time to go and see them in person. Specially if you want to make any changes in your Learning Agreement to add/delete courses. Remember that it is not necessary to see them if you want to add Spanish classes. You may add that course without consulting them.

STEP 12

CHANGE LEARNING AGREEMENT AND ENROLLMENT (IF NECESSARY)

Now that you have arrived in UPCT, you are allowed to make changes in your Learning Agreement. These changes can be motivated by schedule clash, new interests...

To make those changes, simply follow the same steps given for the making of a Learning Agreement. The only difference is that this time the document will be called “Learning Agreement.First Semester modification” or “Learning Agreement.Second Semester modification”, depending on your semester. (See Step 6)

When you are done with the changes in your Learning Agreement, you will also have to update your enrollment in our self-enrollment platform, just like we explained in Step 7.

STEP 13

FILLING IN EU SURVEY

One month before you leave UPCT, you will receive an email from the Erasmus+ and European Solidarity Corps with a link to a survey that you must fill in.

After filling it in, please download the PDF and send it to us.

By sending us the PDF that generates after completing your survey, you will trigger the payment of the last installment of your scholarship (the remaining 20% of your individual support). Please don't forget to send us that PDF!



Erasmus+ participant report

Translation provided in English

Dear XXXXXXXXXXXX

You recently took part in an Erasmus+ project. Now it's time to tell us what you think! It takes just 5-10 minutes to fill in your "participant report". This is a required part of your mobility activity placement, and your feedback is very valuable. Your sending organisation, the National Agencies and the European Commission use your answers to improve Erasmus+ for future participants.

You should submit the survey any time in the next 30 days. Click here to start:

<https://ec.europa.eu/eusurvey/runner/XXXXXXXXXXXXXX>

Please note that this survey is intended to be submitted only by you and you may not forward the above link to any other recipient. You may save a temporary draft and use the same hyperlink to get back to it. Once completed, you should submit the survey by clicking on the "Submit" button. Be aware that you will no longer be able to change it.

To help you fill in your survey, please find below your main mobility activity details:

Mobility activity type: XXXXXXXXXX

Planned dates of mobility activity: XX/XX/20XX - XX/XX/20XX

Country of mobility activity: XXXXX

Sending organisation:

Name: XXXXXXXXXXXXX

City: XXXXXXXXXXXXX

Country: XXXXXXXX

Receiving organisation:

Name: XXXXXXXXXXXXX

City: XXXXXXXXXXXXX

Country: XXXXXXXX

Should you wish to report on any sensitive issue which you do not want to disclose in this survey, you may want to contact the sending organisation or National Agency that has selected your project. In case any of the information presented above is not correct, please also contact your National Agency.

Contact details of Erasmus+ National Agencies can be found at

http://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_en

Your personal data is protected. If you have questions regarding data protection, please have a look at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

Many thanks for your time and for helping make the Erasmus+ programme better!
The Erasmus+ Programme Team

This is a system generated message from EU Survey. Please do not reply. If you encounter any difficulties in filling the survey, please contact your beneficiary organisation: UNIVERSIDAD POLITECNICA DE CARTAGENA

CNS (Corporate Notification System)

[You can change your notification preferences here.](#)

STEP 14

TRANSCRIPT OF RECORDS AND CERTIFICATE OF STAY

Your Transcript of Records and Certificate of Stay will be automatically generated and available for their downloading in UMove:

- Transcript of Records will be ready once all exams are over and Professors have uploaded the results.
- Certificate of Attendance will be ready once your stay is over and you give us your mobility end date. Please don't forget to contact our International Office to let us know the exact date so that it shows in the document.

A FEW THINGS TO CONSIDER

Visas may take some time to obtain. Embassies and Consular Offices are usually overwhelmed with visa applications, and sometimes getting an appointment is complicated. Please make sure you request an appointment at the Embassy and do the needful to get our Acceptance Letter to avoid unnecessary delays and stress.

Enrolling before arriving in Cartagena is always preferred, but we know it's not always an option. Second best option is enrolling as soon as possible after your arrival.

Open a Spanish bank account soon, and enter your IBAN number in UMove.

Just remember that the sooner you do the above, the sooner you will be paid.

Take some time to read carefully and understand the conditions of your health insurance so that you are ready when the time comes and you know exactly where to go if you become ill, what to bring with you to the doctor, etc.