



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY

Servicio de Relaciones Internacionales- International Office

Edificio ELDI. Calle Ángel, 32, 30202 Cartagena

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relint@upct.es

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

www.upct.es

MIA Study Programme Guide (Ibero-American Mobility)

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CONTEXT INFORMATION

Spain

Spain is located in southwestern Europe and is divided into 17 autonomous communities and 2 autonomous cities in North Africa, each with its own cultures, traditions, and languages.

Region of Murcia

The Region of Murcia, located in southeastern Spain, is known for the diversity of its landscapes, which include coastal areas, mountains, and fertile plains. The region has a strong agricultural tradition and produces a significant share of Spain's fruit and vegetables, especially citrus fruits. Murcia's historical importance is reflected in its ancient ruins, Moorish-influenced architecture, and vibrant cultural traditions. The region enjoys a Mediterranean climate, characterized by hot summers and mild winters, making it an attractive destination for both tourists and residents.

Cartagena

Cartagena is a port city known for its rich maritime history and important archaeological sites. Founded by the Carthaginians in the 3rd century BC, the city combines Roman, Byzantine, and Islamic influences. It is also an important naval base and a key commercial hub.

Polytechnic University of Cartagena (UPCT) and EUT+

The UPCT was founded in 1998 and specializes in Engineering, Architecture, Business Sciences. Since its foundation, it has developed partnerships with more than 300 European universities. The university is committed to providing high-quality education and fostering international collaboration, making it an attractive option for Erasmus students and staff. The campus is equipped with modern facilities and is located close to the city center, allowing easy access to local services and cultural experiences.

Since 2019, UPCT has been a member of the European university alliance EUT+ and is recognized as one of the leading technological consortia in the EU.



LOCATION AND TRANSPORT

Arrival in Cartagena

By plane	- Murcia International Airport, 30 km from Cartagena - Alicante Airport, 96 km from Cartagena - From both airports there are buses, taxis, and car rental services available to reach Cartagena. - From Adolfo Suárez Madrid-Barajas International Airport there are several options to reach Cartagena.
By bus	- Buses from the airport (Madrid-Barajas Terminal 4) or from Madrid city (Estación Sur Bus Station). - Buses from Murcia Bus Station
By train	- Trains from Atocha Station (Madrid) to Cartagena. - Trains from Murcia del Carmen (Murcia)



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UPCT ON TOUR





Important websites for transport in Spain

Timetables and prices	
Trains	RENFE
Bus	ALSA Interbus

How to get to UPCT

Public transport in Cartagena

Local buses: Once in Cartagena, you can use the local bus network to reach UPCT.

Buses run very frequently from the main areas of the city to the university. Tickets and bus cards can be purchased directly from the driver on the bus. A single ticket costs €1.20 without a card and €0.30 with a transport card.

More information at: <https://www.transportesurbanoscartagena.es/>

On foot: UPCT is within walking distance of many areas of the city.

By bicycle: Cartagena is a bike-friendly city, making cycling a great option for getting to class if you prefer a more active means of transport.

Check the following website: [Mapas: Universidad Politécnica de Cartagena](#)



STAYING IN CARTAGENA

Accommodation

How much does it cost to live in Cartagena?

The cost of living in Cartagena is more affordable compared to other university cities in Spain. The price of a room in a shared flat usually ranges between **€200 and €350 per month**, depending on the location, size, and conditions of the accommodation.

The most common accommodation options among international students are **shared flats**, **university residences**, and, temporarily, **hostels** during the first days of their stay.

Type of accommodation	Contact and web site
Student Residence: MiCampus Cartagena	Tel: (+34) 628 181 451 Email: cartagena@micampusliving.com Adresse : Sor Francisca Armendáriz 6, 30202 Cartagena, España. Website: D Residencia universitaria en Cartagena micampus (micampusresidencias.com)
Idealista	Website: idealista — Casas y pisos, alquiler y venta. Anuncios gratis
Milanuncios	Website: Pisos compartidos en Cartagena. Compartir piso Milanuncios
Fotocasa	Website : https://www.fotocasa.es/es/
LOOP INN Hostel: Another recommended option is to stay in a hotel or hostel during your first days while looking for permanent accommodation. UPCT collaborates with LOOP INN Hostel Cartagena to offer suitable accommodation in these cases.	Website: Loop INN Hostel Cartagena - Reserva tu habitación ideal (loopinnhostels.com)



Food

- You can find a meal for around €10–€15, especially if you choose small local restaurants or tapas bars. Mid-range restaurants usually cost between €18 and €30 per person, drinks included. Dinner at higher-end or specialty restaurants can range from €50 or more per person for a multi-course menu.
For grocery shopping, weekly basic food supplies for one person cost between €30 and €60, and local markets offer fresh products at reasonable prices. One of the cheapest options is the university cafeteria.

Cafeteria and Dining Facilities

Cafeterias are available across the different campuses where you can have lunch and take a break during the week:

- Higher Technical School of Telecommunications Engineering ([ETSIT](#))
- Faculty of Business and Economics and School of Architecture ([CIM](#))
- Higher Technical School of Agricultural Engineering ([ETSIA](#))
- Higher Technical School of Industrial Engineering ([ETSII](#))

Approximate price: €4 – €6.20 (Monday to Friday between 13:00 and 14:30)

Weather

Cartagena has a Mediterranean climate and is one of the sunniest cities in Spain with more than 300 days of sunshine a year. Summers are hot, with an average temperature of 25°C with no rain during the season, and mild winters with an average temperature of 10°C, cold nights, and some rainy days.



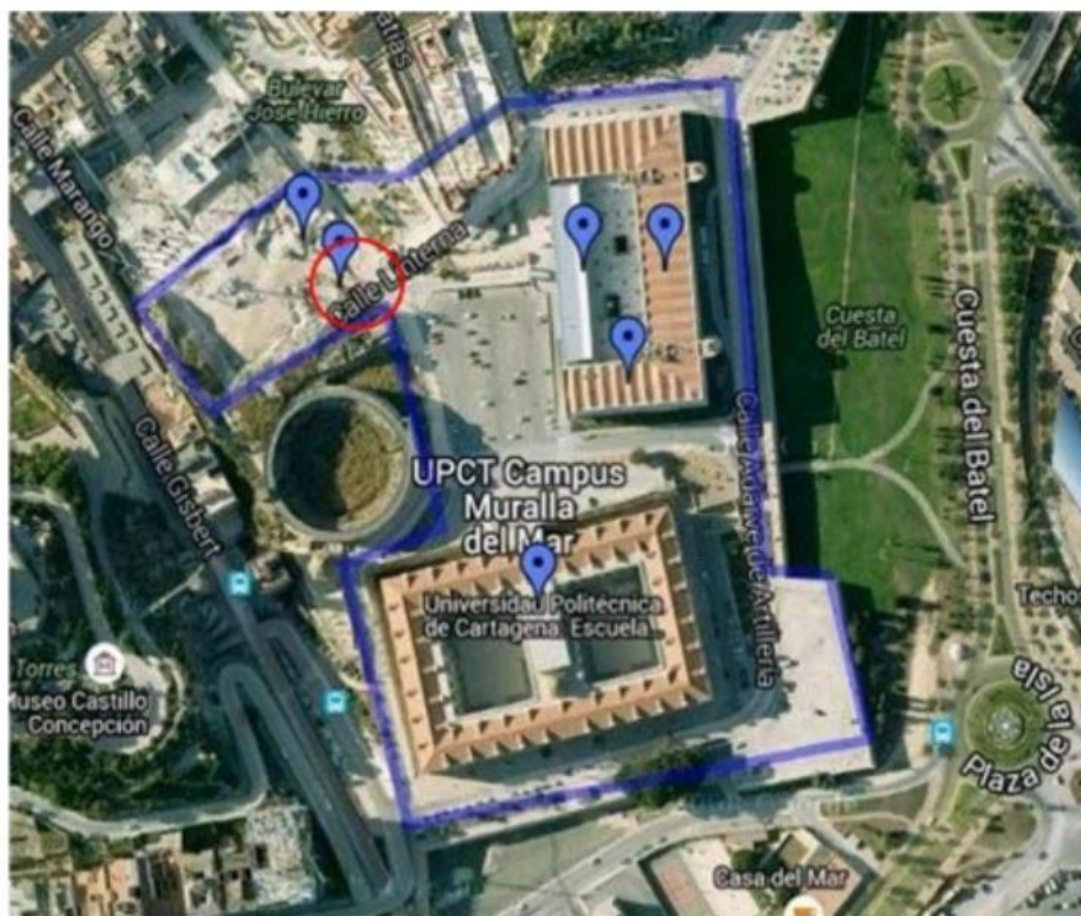
INTERNATIONAL RELATIONS OFFICE AND LANGUAGE SERVICES

International Relations Office Directory

The International Relations Office is the administrative unit of UPCT responsible for managing internationalization and cooperation initiatives. It organizes and supports the international mobility of students, professors, and administrative staff, providing information and assistance throughout all processes.

Contact us:

Punto de bienvenida
ELDI – Edificio Este – 1ª planta.
Calle del Ángel, s/n
30202 Cartagena (Murcia)
relint@upct.es
+34 968325922 / +34 968177776





International Relations Service

- ***Vice-Rector for Internationalization, Promotion and European University***
Manuel Ródenas – vicint@upct.es
- ***Secretary of the Vice-Rector for Internationalization, Promotion and European University***
Mercedes Martínez Escudero – mercedes.escudero@upct.es
- ***Coordinator of the International Office and European University***
Joaquín Roca – jroca.gonzalez@upct.es
- ***Coordinator of External Projection and International Cooperation***
José María Molina – josemaria.molina@upct.es
- ***Head of the International Office***
Beatriz Marín – bea.marin@upct.es

Incoming mobility team

- ***E+ KA131 Study Programme***
Carina Tardy – carina.tardy@upct.es
- ***MIA Programme, E+ KA131 Traineeships and Staff***
Anna Gargiulo – anna.gargiulo@upct.es

Outgoing mobility team

- ***E+ KA131 Study and Staff Programme***
Tati Portela – tati.portela@upct.es
- ***E+ KA171 Study and Staff Programme***
David Moral – david.moral@upct.es
Salomé Vidal – salome.vidal@upct.es

Welcome point

- ***Reception Contact***
Cristina Galindo – cristina.galindo@upct.es



➤ **Front Desk Contact**

Carina Tardy – carina.tardy@upct.es

More information on the official website: [Relaciones Internacionales. Universidad Politécnica de Cartagena](https://relaciones.internacionales.upct.es/)

Language Service

The UPCT Language Service depends on the Vice-Rectorate for Internationalization, Promotion and European University. Since 2000, it has offered a flexible range of language courses adapted to the specific needs of students, academic staff, researchers, and administrative personnel.

Through the Language Service, UPCT demonstrates its international spirit and its participation in academic mobility projects within and outside the European Union.

The Language Service offers several languages: Spanish, English, French, Italian, Portuguese, German, Chinese, and Japanese.

Contact us:

Edificio ELDI – 3ª planta
C/Ángel - Campus Muralla del
Mar - 30202 Cartagena
968177764 / 968327091
servicio.idiomas@upct.es
spanish@upct.es

Languages service Coordinator

Juana Maria Belchí – juanam.belchi@upct.es

Find out more information on the official [website](https://relaciones.internacionales.upct.es/)



IMPORTANT AND USEFUL INFORMATION

Healthcare

Non-EU citizen: If you are a non-EU citizen or reside outside the European Union, the European Economic Area, or Switzerland, you must take out health insurance in your home country or with a Spanish company before your arrival.

Emergency contact and directory

Hospitals within the Spanish Social Security network provide emergency medical care regardless of the patient's nationality or health insurance coverage. In case of emergency, call 112.

Health centers and hospitals in Cartagena:

Hospital General Universitario Santa María del Rosell

Address: HYPERLINK
"<https://maps.app.goo.gl/udkTXNepmQdT1TD7>"
[P.º Alfonso XIII, 61, 30203 Cartagena, Murcia](#)

Phone: 968325000

Hospital Ribera Virgen de la Caridad

Address: [C. Jorge Juan, 30, 30204 Cartagena, Murcia](#)

Phone: 968506666

International Office contact: 00 34 968 325971/22

Beatriz Marín: (+34) 968 32 59 70

Police Stations

Address: [C. Menéndez y Pelayo, 6, 30204 Cartagena, Murcia](#)
Phone: 968320722

Cartagena Local Police – Citizen Assistance and Lost Property

Address: P.º Alfonso XIII, 20, 30201 Cartagena, Murcia

Phone: 968128971



MEDIA AND EVENTS

Social Media:

Twitter: [Universidad Politécnica de Cartagena | UPCT \(@UPCToficial\) / X](#)

Instagram: [Univ. Politécnica de Cartagena \(@upctoficial\)](#) • [Instagram photos and videos](#)

Facebook: [UPCT Universidad Politécnica de Cartagena | Cartagena | Facebook](#)

Find out here about all university events:

- [Eventos - Universidad Politécnica de Cartagena \(upct.es\)](#)

Cartagena City Council website:

Here you will find information about culture, festivals and traditions, services, transport, leisure activities, etc.. [Tu Ciudad | Ayuntamiento de Cartagena](#)

Here you will find tourist information about Murcia and Cartagena.. [Cartagena: Web oficial turismo Región de Murcia \(turismoregiondemurcia.es\)](#)

ESN – Erasmus Student Network

ESN is an international non-profit association made up of student volunteers who support mobility students, such as participants in the Erasmus programme, throughout their experience abroad. In Cartagena, ESN helps international students integrate into university and social life by organizing cultural, sports, and leisure activities, trips, language exchanges, and events that encourage interaction between local and international students. Its main objective is to promote integration, cultural exchange, and the international dimension of the university experience, following the motto “Students Helping Students.”



Contact information:

Instagram: <https://www.instagram.com/esncartagena?igsh=MXg3ZWWhsM3B5YXptdA=>

≡

Facebook: <https://www.facebook.com/groups/1262578068582246/>

TikTok: https://www.tiktok.com/@esncartagena?_r=1&t=ZN-93V4BRn8FN5

Plugs



Spanish electrical socket (Type C & F)



Suggestion: Bring a charging adapter

WI-FI

All UPCT buildings have a common WI-FI network (OPEN-UPCT eduroam), which you can access with your personal university credentials



INCOMING STUDENT PROCESS

Once you have been accepted, you will receive a notification from the UMOVE platform (if there are any issues, it is recommended to check the spam folder) and an email with a brief explanation of the steps to follow in order to complete your application.

First phase: PRE-REGISTRATION AND REGISTRATION

STEP 1: PRE-REGISTRATION IN UMOVE

You will receive an email like the following with instructions on how to access UMOVE so that you can begin the pre-registration process on the platform.



A new screen will open (see the image below), where you will need to enter the following information:

- Gender
- Type of document (passport)
- Document number (passport number)
- Date of birth



Personal Data

Required fields are marked with *

* First Name:

* Surname:

Second Surname:

* Gender:

* Document Type:

* Document Number: (Insert your Identity Number or your Passport)

* Date of Birth:

IMPORTANT: Make sure to enter the correct passport number.

STEP 2: REGISTRATION IN THE VIRTUAL CAMPUS

Estimado \${persona}: ¡Felicidades! Te has registrado correctamente en nuestro sistema y serás bienvenido a la Universidad Politécnica de Cartagena el próximo curso \${cursoaca}. A partir de este momento todas las gestiones relativas a tu movilidad deberás hacerlas desde el **CAMPUS VIRTUAL**, la intranet de la Universidad Politécnica de Cartagena. Puedes acceder desde la página principal de la web de la UPCT o, directamente en esta dirección: <https://uxportal.upct.es>

Tus credenciales de acceso son:

- Usuario: \${usuario}
- Contraseña: \${password}

Además, tu usuario y contraseña son únicos y te servirán para acceder a todos los recursos informáticos de la UPCT durante tu estancia en nuestra Universidad. Por tanto, debes guardar este documento para no olvidarlos.

Por favor, accede al **CAMPUS VIRTUAL**, apartado de OTROS SERVICIOS > UMOVE. Aquí encontrarás todos los trámites necesarios para venir a la Universidad Politécnica de Cartagena, así como el catálogo de asignaturas que tienes disponibles.

El siguiente paso será rellenar en tu apartado de los datos de tu estancia (el resto de datos que necesitamos). A partir de entonces podrás obtener tu Carta de Aceptación.

Posteriormente tendrás que realizar la elección de asignaturas y la preparar tu Contrato de Estudios, para lo que tendrás que seguir las instrucciones que encontrarás en la opción de Ayuda de la aplicación.

¡Recuerda! Todos los trámites los irás encontrando en esta aplicación.

¡Bienvenido a la Universidad Politécnica de Cartagena!

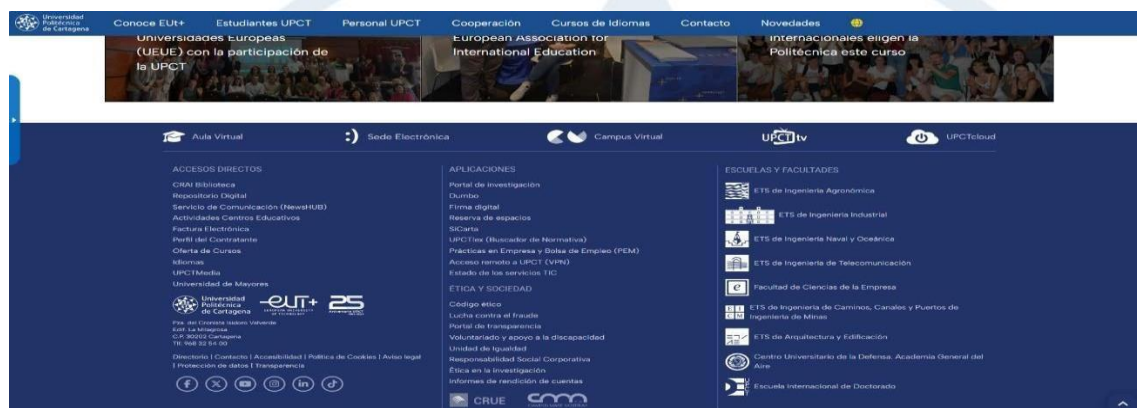
Accede al **CAMPUS VIRTUAL** (<https://campusvirtual.upct.es/portal/>)

You will receive a second email, this time with a username and password to access the UPCT Virtual Campus. From now on, the only way to access UMOVE is to log in to the **VIRTUAL CAMPUS** using the provided credentials.

CAMPUS VIRTUAL

How to access Campus Virtual?

Scroll down to the bottom of the UPCT main website and click on “Virtual Campus”.

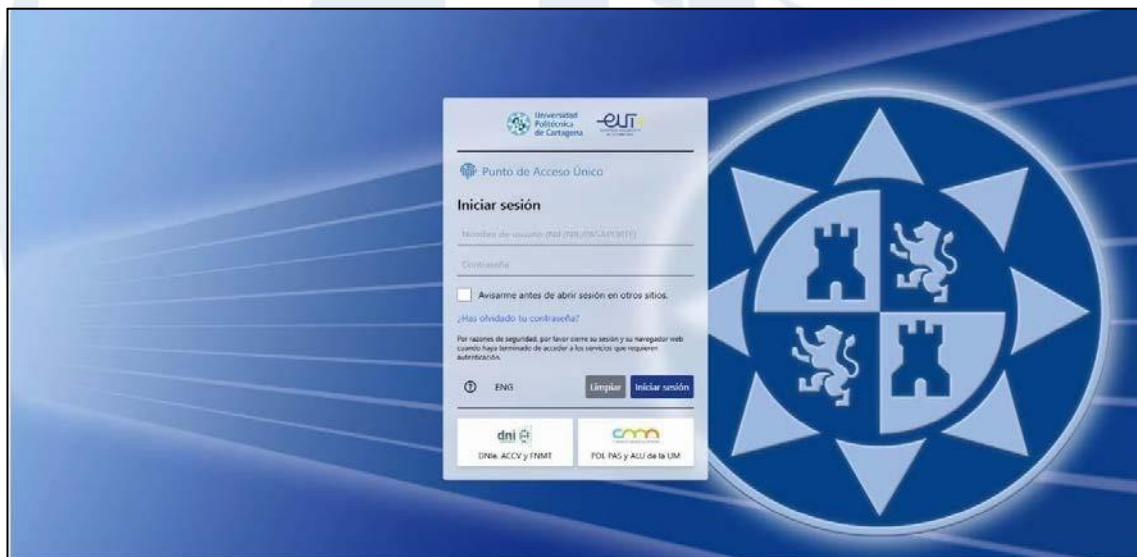




Click on “Student”.



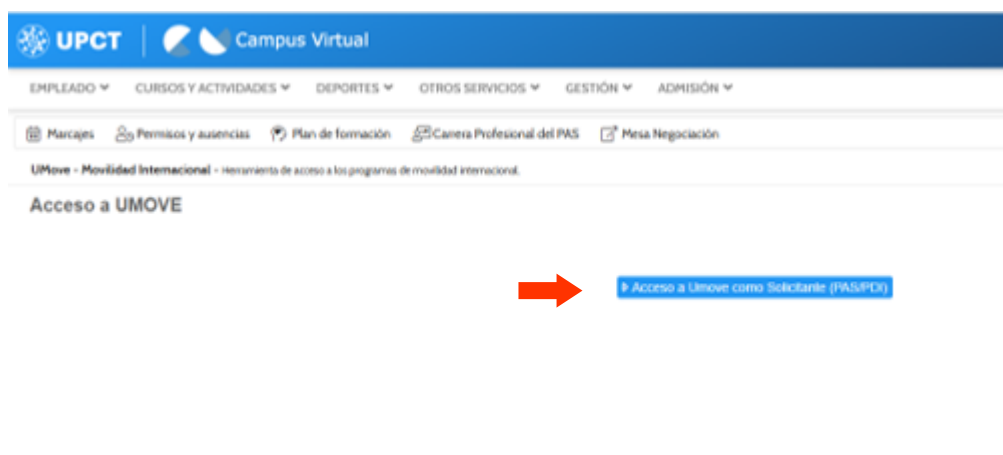
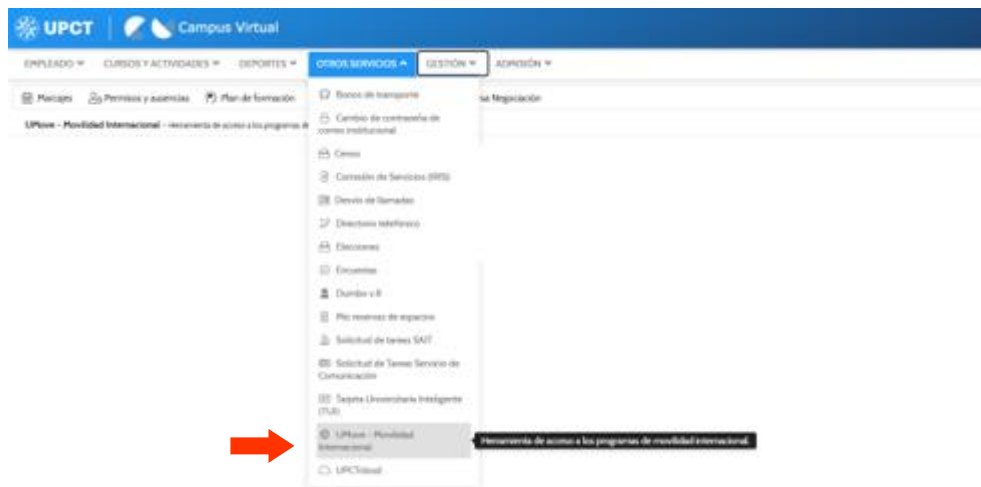
Log in using your student credentials.



Access the Campus Virtual.



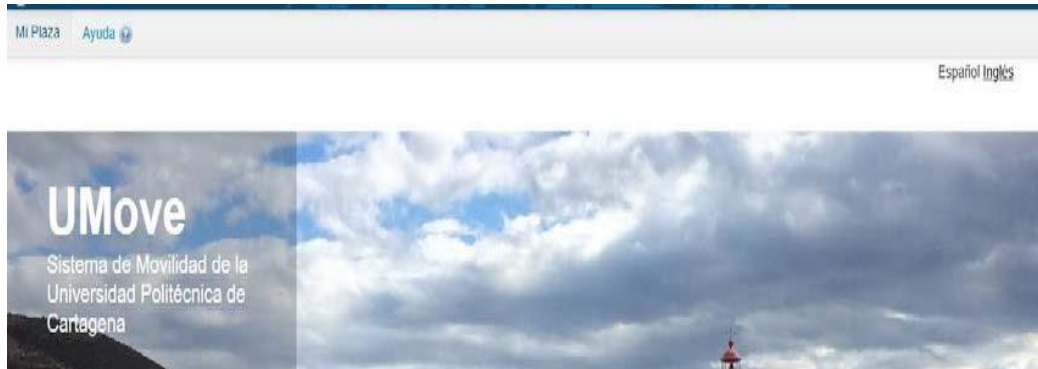
How to access UMove, after logging in to Campus Virtual





STEP 3: COMPLETE THE INFORMATION IN UMOVE

1. Click on «Mi plaza»



2. Access the section «Datos de mi estancia»

UMove - Universidad Politécnica de Cartagena Conectado como: N14897011

Mi Plaza Ayuda Español Inglés

Mi Plaza

Alumno

ELENA ROCHA URIBE - N14897011

Solicitudes Aceptadas

Universidad origen	Curso	Plan de estudios	Plaza	Idioma plaza	Período Estudio	Datos de mi estancia	Contrato de Estudios	Documentación	Financiación
UNIVERSIDAD AUTÓNOMA DE SAN LUIS DE POTOSÍ	2024-25	PROGRAMA DE MOVILIDAD INTERNACIONAL	(3566) Ingeniería y profesiones afines sin mayor definición	Sin requisitos de idioma	Anual	Acceso	Acceso	Acceso	Información no disponible para el estudiante



3. Fill in the fields marked with * and click on «guardar»



Datos de mi estancia

Los campos obligatorios están marcados con *

Detalle Estancia

* Período Estudio:	Anual	
Duración Prevista:	6 Meses	
* Fecha prevista llegada:	31/12/2024	(Use el icono de calendario para introducir la fecha)
* Fecha prevista fin:	30/06/2025	(Use el icono de calendario para introducir la fecha)
Días de Interrupción:		
Necesita adaptación por discapacidad:	☐	
Refugiado:	☐	
Número de días de viaje de más:		
Gastos de viaje elevados:	☐	
Apoyo a la inclusión:	☐	

Datos del Coordinador de la Universidad Politécnica de Cartagena

Nombre/Apellidos:	
Email:	@

Datos del Coordinador Académico de la Universidad Origen (Profesor)

* Nombre:	
* Apellidos:	
* Email:	@



Datos del Idioma

Nivel de español: -- Sin nivel -- (Use la lista de valores para indicar su nivel de español)

Nivel acreditado oficialmente: ☐

Nombre del Certificado
oficial:

Otros datos

* Fecha de nacimiento:

* Nacionalidad:

Si tienes Visado obligatorio es necesario que selecciones la Oficina Consular correspondiente:

País:

Oficina Consular:

1.- De conformidad con la Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales, le informamos que sus datos personales, serán incorporados a un fichero titularidad de LA UNIVERSIDAD POLITÉCNICA DE CARTAGENA con el objeto de gestionar las becas de movilidad internacional de los estudiantes y personal de La Universidad o de personal o estudiantes de otras Universidades o instituciones que vienen a la Universidad Politécnica de Cartagena a través de los distintos programas de cooperación y movilidad internacional.
2.- La Universidad Politécnica de Cartagena informa que no cederá o comunicará los datos personales almacenados en sus ficheros a terceros, salvo en los supuestos legalmente establecidos o cuando fuere necesario para la prestación del servicio.
3.- En cualquier momento puede ejercitar los derechos de acceso, rectificación, cancelación u oposición respecto de sus datos personales, enviando un escrito, acompañado de una fotocopia de su DNI, o documento acreditativo equivalente a: UNIVERSIDAD POLITÉCNICA DE CARTAGENA - Secretaría General de La Universidad Politécnica de Cartagena. Pza. del Cronista Isidro Valverde, Edif. La Milagrosa, CP 30202 Cartagena.

Guardar

Volver

STEP 4: UPLOAD THE DOCUMENTS TO UMOVE

Click on «Mi plaza» as shown in STEP 3 and click on «Documentación».

UMove

Conectado como: [usuario] | Tienes 11 avisos sin leer!

Mi Plaza | Ayuda

Español | Inglés

Mi Plaza

Alumno

Solicitudes Aceptadas

Universidad origen	Curso	Plan de estudios	Plaza	Período Estudio	Datos de mi estancia	Contacto de Estudios	Documentación	Financiación
Russian Presidential Academy of National Economy and Public Administration	2016-17	Programas de Movilidad Internacional	(436) Derecho	Anual	Acceso	Acceso	Acceso	Información no disponible para el estudiante

Aviso legal | Política de Privacidad | Política de Accesibilidad

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Instituto de movilidad

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

All these documents must be uploaded before the start of your mobility:



- Accident and civil liability insurance
- Health insurance (not the card, but your policy)
- Passport
- Language certificate
- Other Documents 1 (here the Student Agreement that was sent to you by email)

Documentos para Descargar

Documentos para Incorporar

Tipo de documento	Estado	Documento	Acciones
Pasaporte/Documento de identidad (*)	Incorporado		
Seguro de accidente y responsabilidad civil (*)	Incorporado		
Contrato de estudios Inicial incorporado (*)	Disponible		
Modificación Contrato de Estudios (1er cuatrimestre) incorporado	Pendiente de Aceptación del Alumno		
Modificación Contrato de Estudios (2º cuatrimestre) incorporado	Pendiente de Incorporar		
Compromiso de Becario (*)	Incorporado		

(*) Documento obligatorio

Volver



STEP 5: ISSUANCE OF THE LETTER OF ACCEPTANCE

Once you have uploaded the required documents, your letter of acceptance (invitation letter) will be issued and signed. When it is ready, you will be able to download it from “Documents to download.”

Documentos para Descargar

Documentos para Incorporar

Tipo de documento	Estado	Documento	Acciones
Carta de aceptación (*)	Disponible		
Certificado de Llegada (*)	Disponible		
Contrato de estudios Inicial (*)	Disponible		
Modificación del Contrato (1er cuatrimestre)	Pendiente de Aceptación del Alumno		
Modificación del Contrato (2º cuatrimestre)	Disponible		
Certificado de Estancia (*)	No Disponible		
Certificado de calificaciones	Tiene Actas pendientes		
Certificado de calificaciones convocatoria extraordinaria	Tiene Actas pendientes		

(*) Documento obligatorio

Volver

Second Phase: LEARNING AGREEMENT

At the same time, you will need to choose the courses you wish to take at our university. Below, you can find the schools where mobility can be carried out, as well as the International Relations and Mobility Coordinators for each faculty at UPCT.

Please note the following:

- **First semester (C1):** September – January
- **Second semester (C2):** February – June
- **Full academic year (A):** September – June

Table 1

School / Faculty	Field of Study	Academic Coordinator	EMAIL
Higher Technical School of Industrial Engineering (ETSII)	GRADO / MÁSTER ETSII	Prof. Ramón Pamies	ramon.pamies@upct.es
Higher Technical School of Telecommunications Engineering (ETSIT)	GRADO / MÁSTER ETSIT	Prof. Juan Francisco Zapata	juan.zapata@upct.es
Higher Technical School of Naval and Oceanic Engineering (ETSINO)	GRADO / MÁSTER ETSINO	Prof. Carlos Mascaraque	carlos.mascaraque@upct.es
Higher Technical School of Civil Engineering, Mining Engineering and Architecture (EICIM)	GRADO / MÁSTER EICIM	Prof. Juan Tomás García	juan.gbermejo@upct.es
Higher Technical School of Architecture and Building Engineering (ETSAE)	GRADO / MÁSTER ETSAE	Prof. Macarena Salcedo	macarena.salcedo@upct.es
Higher Technical School of Agricultural Engineering (ETSIA)	GRADO / MÁSTER ETSIA	Prof. Alberto Garre	alberto.garre@upct.es
Faculty of Business and Tourism Sciences (FCE)	GRADO / MÁSTER FCE	Prof. Natalia Carbajosa	natalia.carbajosa@upct.es

Table 2

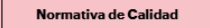
    			
 Estudios de Grado		Field of study	Timings, Classrooms
Doble Grado en Administración y Dirección de Empresas y Turismo Coordinado por: Juan Francisco Sánchez García		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Grado en Administración y Dirección de Empresas - Plan 2009 Coordinado por: Juan Francisco Sánchez García		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Grado en Administración y Dirección de Empresas - Plan 2024 Coordinado por: Juan Francisco Sánchez García		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Grado en Turismo - Plan 2018 Coordinado por: Andrés Artal Tur		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Grado en Turismo - Plan 2024 Coordinado por: Andrés Artal Tur		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa

Table 3

 Estudios de Máster		Field of Study	Timings, Classrooms
Máster Universitario en Administración y Dirección de Empresas (MBA) Coordinado por: Ángel Rafael Martínez Lorente		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Máster Universitario en Dirección de Entidades de la Economía Social Coordinado por: Narciso Arcas Lario		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Máster Universitario en Gestión y Dirección de Empresas e Instituciones Turísticas - Plan 2024 Coordinado por: José Miguel Navarro Azorín		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Máster Interuniversitario en Contabilidad y Finanzas Corporativas (COFIC) Coordinado por: Francisco Javier Sánchez Vidal		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa
Máster Interuniversitario en Orientación e Intermediación Laboral Coordinado por: Natalia Carbajosa Palmero		Plan de Estudios - Exámenes - TFE -	Profesores - Horarios, Coordinación y Aulas - Prácticas en Empresa



In the following links, you can find the academic offer for each Faculty and field of study:

- Bachelor's Degrees: <https://estudios.upct.es/grados/grados-centro>
- Master's Degrees: <https://estudios.upct.es/masteres/master-centro>

Choosing your subjects:

1. Go to “My Placement” in UMOVE.
2. Access “Learning Agreement” and click on “Access”.
3. Check the available degree programmes under “Degree Programmes Associated with the Mobility”.
4. Click on “Edit” to select your courses.
5. Follow the instructions provided in the help section.
6. To review any suggested changes from your UPCT coordinator or to propose alternative courses, use the section “View Communications with UPCT Coordinator”.
7. Once you have finished, click on “Finish and Send to Coordinator” to complete and continue the Learning Agreement process.

Once your Learning Agreement has been approved by your coordinator, **you must upload it to UMOVE with both your signature and the signature of your home university** in the section MY PLACEMENT / DOCUMENTATION / DOCUMENTS TO UPLOAD, so that it can then be signed by your UPCT academic coordinator. Make sure the document has been signed by both parties before uploading it.



Third phase: AUTOMATRICULA

- Course enrolment is necessary to complete your registration as an official UPCT student and to gain access to the academic resources for each course. We recommend accessing the Self-Enrolment tool directly after logging into the UPCT Virtual Campus.
- To search for courses, you must use only the course code, without applying any other filters on the screen.
- You must enroll in the courses included in your Learning Agreement.
- During this period, you will not be allowed to enroll in courses that are not included in your Learning Agreement.
- Fields marked in red are mandatory. You must complete them in order to continue.
- The box titled “VERY IMPORTANT ON THIS PAGE” at the beginning of each step briefly and clearly explains what you need to do. Please read it before entering any information.
- Do not use characters other than letters and numbers to avoid issues with the application.

In this guide, you will find detailed information and examples of the steps required to access all our platforms.



START OF YOUR STAY

We kindly ask you that, once you arrive in Cartagena, you confirm your exact arrival date (which must be a working day, not a public holiday) by completing the form we will send you by email or by visiting the International Relations Office, located in the ELDI building.

DURING YOUR STAY

Changes to your Learning Agreement:

If you experience issues with your Learning Agreement due to timetable clashes, it will be possible to modify it if you have confirmed your arrival.

Steps to follow:

1. Check the course timetables on the relevant website and modify your Learning Agreement accordingly.
2. Download and sign the modified Learning Agreement, signed both by the student and the home university.
3. Upload it to the UMOVE platform.
4. Re-do your self-enrolment (only when you receive the notification by email).

THE LEARNING AGREEMENT CAN ONLY BE MODIFIED ONCE

IMPORTANT: In the self-enrolment system, you must apply the same changes you have made to your Learning Agreement in UMOVE (i.e., add or remove the same courses).

END OF YOUR STAY

At the end of your stay at UPCT, it is very important that you inform the International Relations Office of your final departure date. Without this procedure, we will not be able to issue the documents you will need to certify your stay with us.

OTHER SERVICES OF THE VIRTUAL CAMPUS

UPCT Cloud

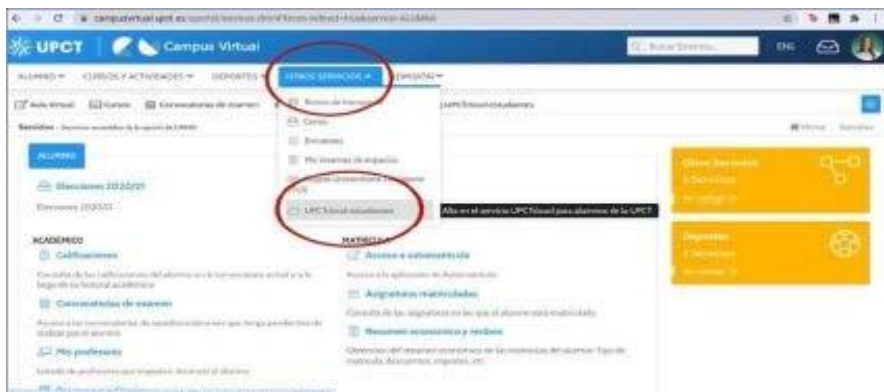
How to create a UPCT Cloud account?

It is very important to have your UPCT Cloud email account activated in the Virtual Campus in order to receive official communications from the University. Through this account, you will be redirected to professors, your faculty administration, university services, etc. If you wish, you can also forward it to your usual email address.

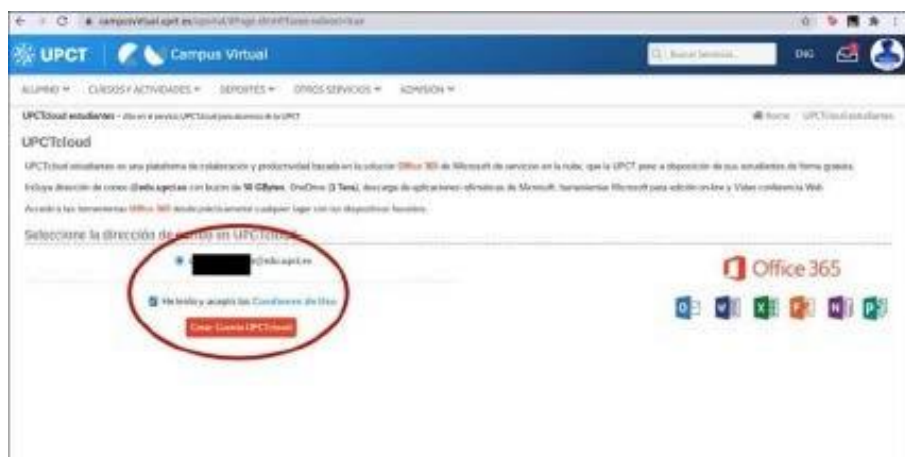
STEP 1: Access the Virtual Campus.



STEP 2: In the tab 'Other services', select 'UPCT Cloud estudiantes'



Step 3: Select your UPCT Cloud email address, accept the terms and conditions and Click on ‘Create UPCT Cloud Account’.



Step 4: Access to UPCT Cloud and start sending and receiving mails with your UPCT Cloud mail id.



Choosing a profile picture in the Virtual Campus

It is necessary to have a profile picture in the Virtual Campus in order to successfully complete certain procedures. You can choose one that properly identifies you by following these steps:

STEP 1: Click on the image in the upper right corner and select “Personal data”.



STEP 2: Click on the profile picture icon, change it to a personal photo, and click “Close” after uploading the image.

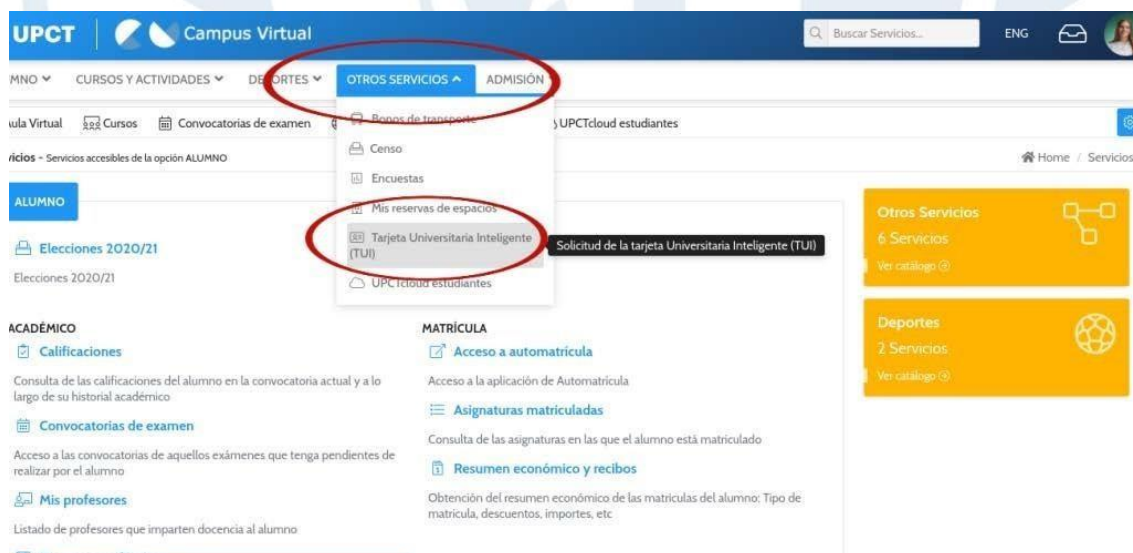


Smart University Card

As a member of the UPCT university community, you must have a Smart University Card for your identification and to access the services integrated within it.

STEP 1: After logging into the Virtual Campus, go to the “Other services” tab and select “Smart University Card”.

STEP 2: Make sure you have a profile picture and request the card following the procedure established by Banco Santander.



Students can also activate their **Virtual Smart University Card (TUI)** through the UPCT app.

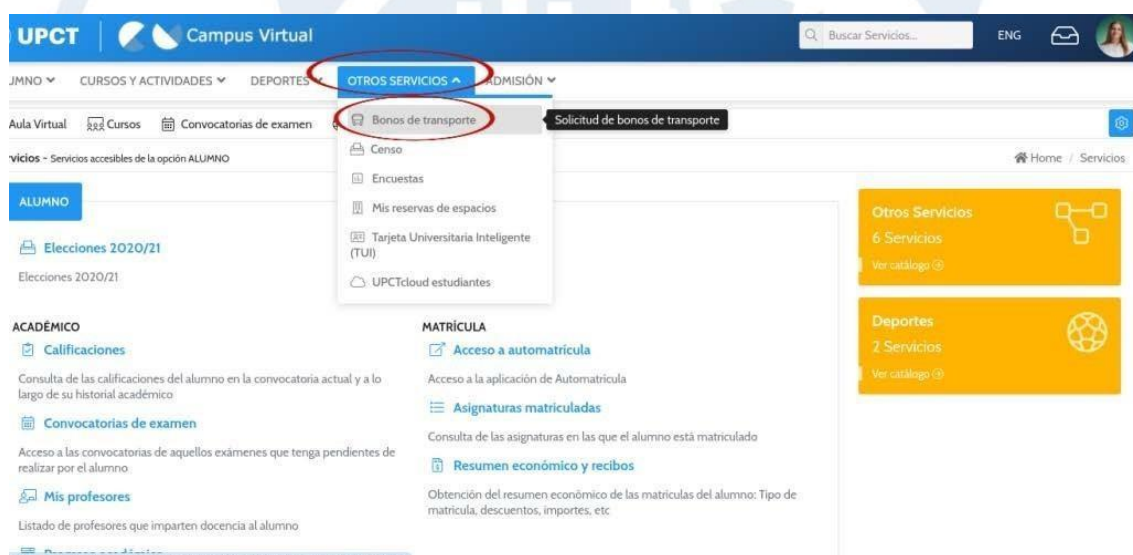
This digital university card offers numerous benefits, including digital identification, library book reservations, and exclusive commercial discounts.



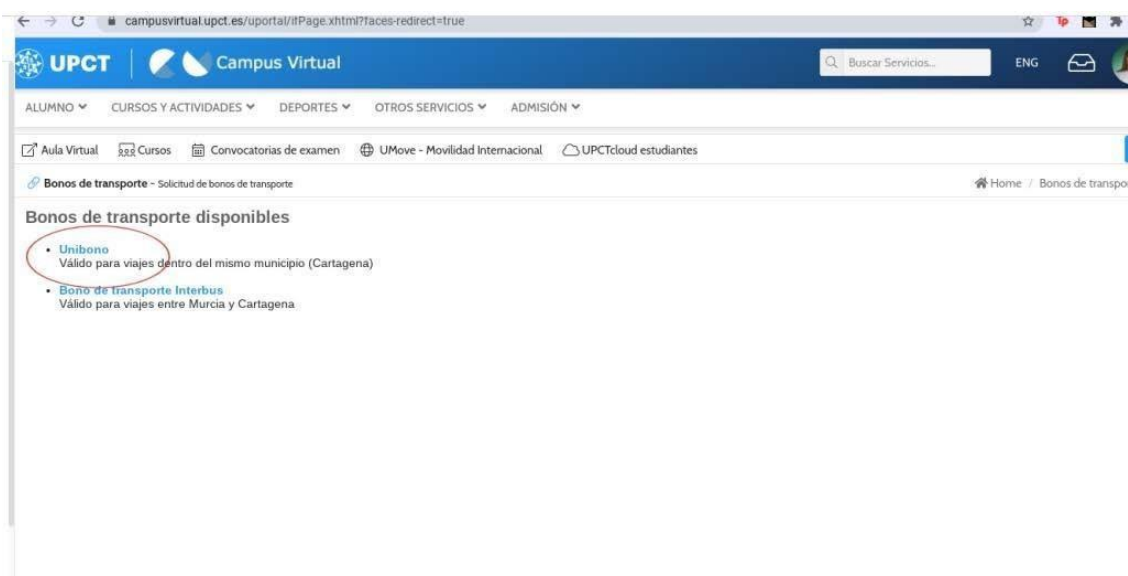
Transport passes

There are two transport pass options available. The **Unibono** is valid for journeys within the same municipality (Cartagena), while the **Interbus transport pass** is valid for trips between Murcia and Cartagena. Choose the one you prefer by following the steps below.

STEP 1: After logging into the Virtual Campus, go to the “Other services” tab and select “Transport passes”.



STEP 2: If you wish, select “Unibono”.





STEP 3: Fill in the required information.

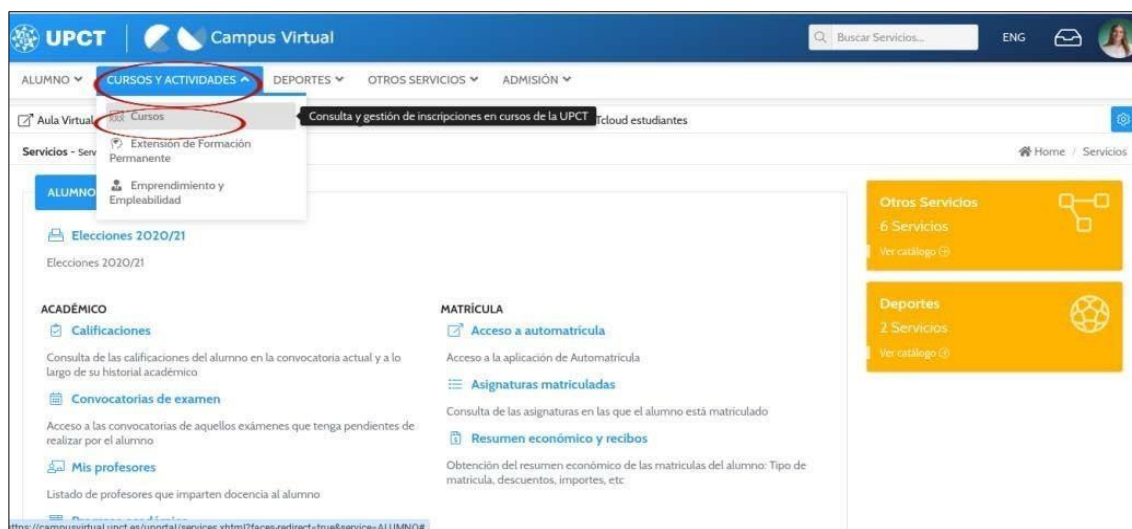
STEP 4: If you wish, select “Interbus transport pass”

STEP 5: Confirm your details and submit the application.

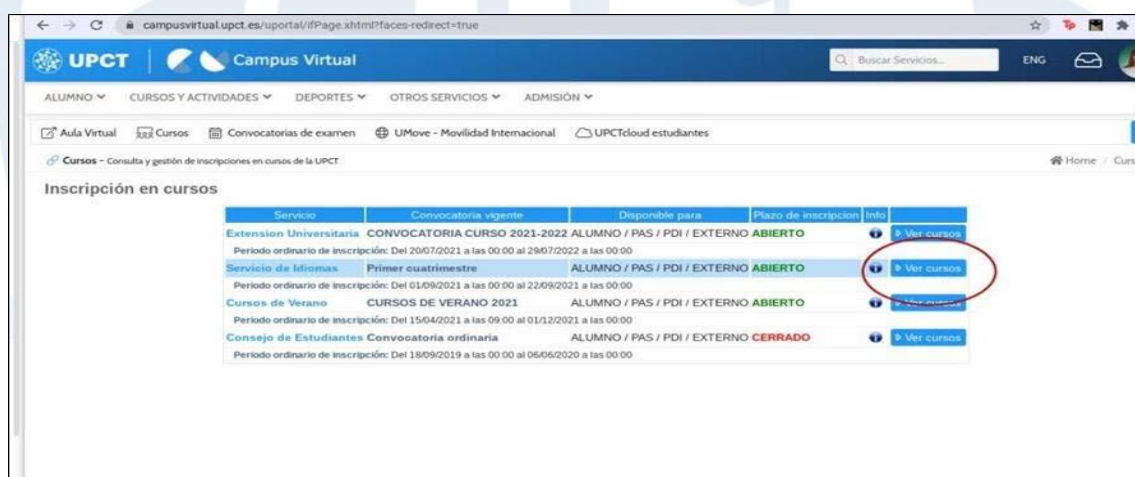
Choosing language courses in the Virtual Campus

If students wish to improve their language skills, they have the opportunity to do so. The university offers paid courses. These courses are provided through the UPCT Language Services.

STEP 1: In the “Courses and activities” tab, select “Courses”.



STEP 2: In the “Language Services” category, click on “View courses”.





STEP 3: Select “View all courses”.

UPCT Campus Virtual

ALUMNO CURSOS Y ACTIVIDADES DEPORTES OTROS SERVICIOS ADMISIÓN

Nombre: CERVILLOS, CRISTINA
Tipo de usuario: ALUMNO

Información importante:

- La asistencia es OBLIGATORIA. Se requerirá una asistencia de al menos el 80%, con un máximo de 5 faltas.

Cursos de inscripción normal
Tipo de acceso: Admisión por orden de inscripción

Mostrar todos los cursos

Nombre	Duración	Periodo insc.	Fecha realización	Máx	PL	Ops.
ALEMÁN A1.1. Turno 1	60 horas	15/09 a 15/10 20/09 a 22/12	36	SI		
ALEMÁN A1.1. Turno 2	60 horas	14/09 a 15/10 20/09 a 22/12	36	SI		
ALEMÁN A1.1. Turno 3	60 horas	14/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN A1.1. Turno 4	60 horas	14/09 a 15/10 20/09 a 22/12	36	SI		
ALEMÁN A1.1. Turno 5	60 horas	17/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN A1.2. Turno 1	60 horas	14/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN A1.2. Turno 2	60 horas	14/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN A1.3. Turno 2	60 horas	01/09 a 22/09 30/09 a 13/02	25	SI		
ALEMÁN A2.1. Turno 1	60 horas	14/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN A2.2. Turno 1	60 horas	14/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN B1.1. Turno 1	60 horas	14/09 a 15/10 20/09 a 07/01	35	SI		

STEP 4: Choose the course of your preference. By clicking the “i” button on the right, you can access detailed information about the course.

UPCT Campus Virtual

ALUMNO CURSOS Y ACTIVIDADES DEPORTES OTROS SERVICIOS ADMISIÓN

ALEMÁN A2.2. Turno 1	60 horas	14/09 a 15/10 20/09 a 22/12	35	SI		
ALEMÁN B1.1. Turno 1	60 horas	14/09 a 15/10 20/09 a 07/01	35	SI		
BOLSA DE IDIOMAS 1.5. Turno 1	36 horas	01/09 a 22/09 18/09 a 11/01	30	SI		
BOLSA DE IDIOMAS 2.0. Turno 1	50 horas	01/09 a 22/09 18/09 a 11/01	30	SI		
ESPAÑOL A1.1. Turno 1	60 horas	06/09 a 22/12 20/09 a 22/12	25	SI		
ESPAÑOL A1.2. Turno 1	60 horas	06/09 a 22/12 20/09 a 22/12	15	SI		
ESPAÑOL A2.1. Turno 1	60 horas	06/09 a 22/12 20/09 a 22/12	25	SI		
ESPAÑOL B1.1. Turno 1	60 horas	17/09 a 22/12 20/09 a 22/12	25	SI		
ESPAÑOL B2.1. Turno 1	60 horas	06/09 a 22/12 20/09 a 22/12	25	SI		
FRANCÉS A1. Turno 1	60 horas	06/09 a 30/09 20/09 a 22/12	15	SI		
INGLÉS B1.1. Turno 1	60 horas	17/09 a 18/10 20/09 a 22/12	20	SI		
INGLÉS B1.3. Turno 1	60 horas	17/09 a 20/09 20/09 a 22/12	15	SI		
INGLÉS B2.1. Turno 1	60 horas	17/09 a 10/10 04/10 a 22/12	20	SI		
INGLÉS B2.4. Turno 1	60 horas	17/09 a 20/10 20/09 a 22/12	20	SI		
ITALIANO A1. Turno 1	60 horas	06/09 a 24/09 20/09 a 22/12	14	SI		
JAPONÉS A1.1. Turno 1	30 horas	08/09 a 10/10 17/09 a 22/12	15	SI		
JAPONÉS A1.3. Turno 1	12 horas	15/09 a 10/10 17/09 a 22/12	15	SI		

Volver



The screenshot shows the 'Datos del curso' (Course Data) section of the UPCT Campus Virtual platform. The course is 'ESPAÑOL A2.1. Turno 1 (EA2 1)'. Key details include: Duration: 60 hours; Maximum places: 25; Minimum places: 5; Number of credits: 4.5 (1.5 ECTS); Schedule: LUNES 12-13-15H and MIÉRCOLES 13-15-14-30H; Installation: ONLINE; Professor: GIMÉNEZ DEVESE, CRISTINA; Period of inscription: 06/09/2021 to 22/12/2021; Period of realization: 20/09/2021 to 22/12/2021. The 'CONTENIDOS DEL CURSO A2.1' (Course Contents) section lists topics such as 'USO DE LA LENGUA', 'Revisión del presente de los verbos regulares e irregulares', 'Para y porque', 'Perifrasis tener que/ poder + INF.', 'El pretérito indefinido', 'Forma regular e irregular', 'Usos', 'Marcadores temporales', 'Oraciones interrogativas directas', 'Preposiciones a, de y en', 'El pretérito perfecto', 'Forma y usos', 'Marcadores temporales', 'Pronombres de OD y OI', and 'Contraste pretérito indefinido/ pretérito perfecto. Marcadores de frecuencia.'

STEP 5: Click on “New registration” and then on “Complete registration”.

The screenshot shows the registration page for the course. It includes a section for 'Observaciones' (Observations) and 'Tasas' (Fees). The 'Tasas' section shows a table with two rows: 'ALUMNO' (Student) with a fee of 45 € and 'EXTERNO' (External) with a fee of 125 €. A green button labeled 'Alta nueva inscripción' (New registration) is circled in red.

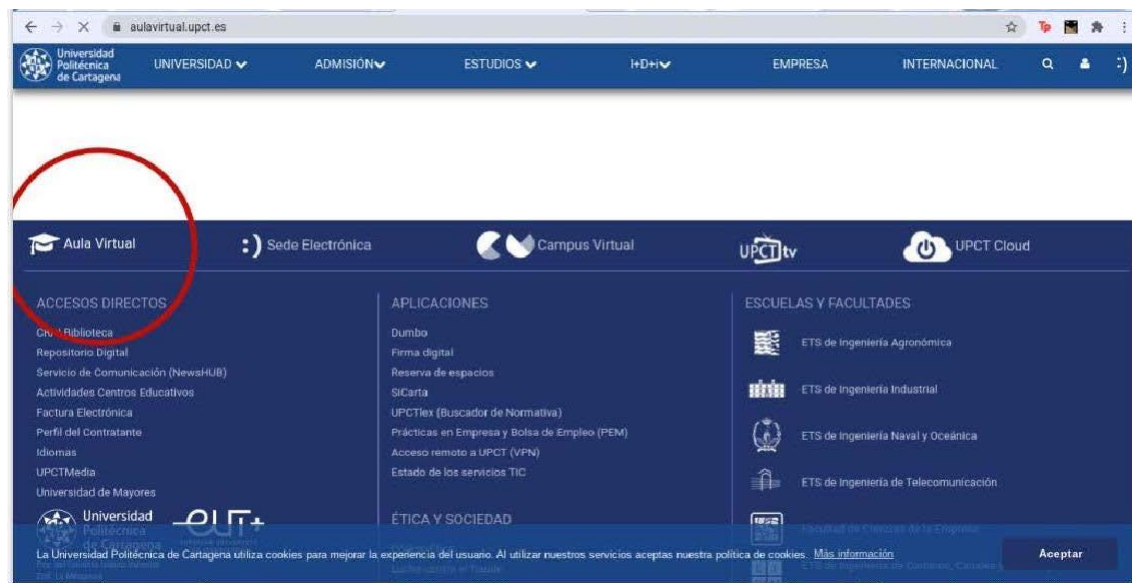
The screenshot shows the 'Solicitud de beca o descuento' (Scholarship or discount application) page. It includes a table with columns for 'Nombre' (Name), 'Tipo de ayuda' (Type of aid), 'Cuentía' (Amount), and 'Requisitos' (Requirements). The table lists various discount options, including 'DESCUENTO PARA CURSOS DE ALEMÁN DE ALUMNOS ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', 'DESCUENTO PARA ALUMNOS DE LA ETSII', and 'DESCUENTO PARA ALUMNOS DE LA ETSII'. A green button labeled 'Realizar inscripción' (Make registration) is circled in red.



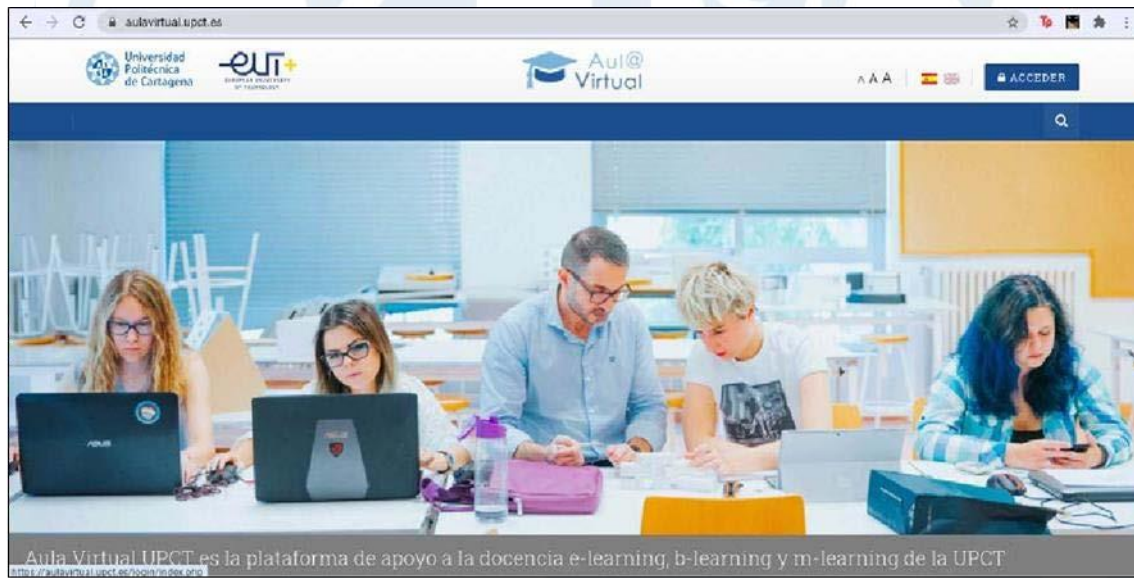
Virtual Classroom

How to access the Virtual Classroom

STEP 1: Go to the following link <https://www.upct.es/> and select “Virtual Classroom”.

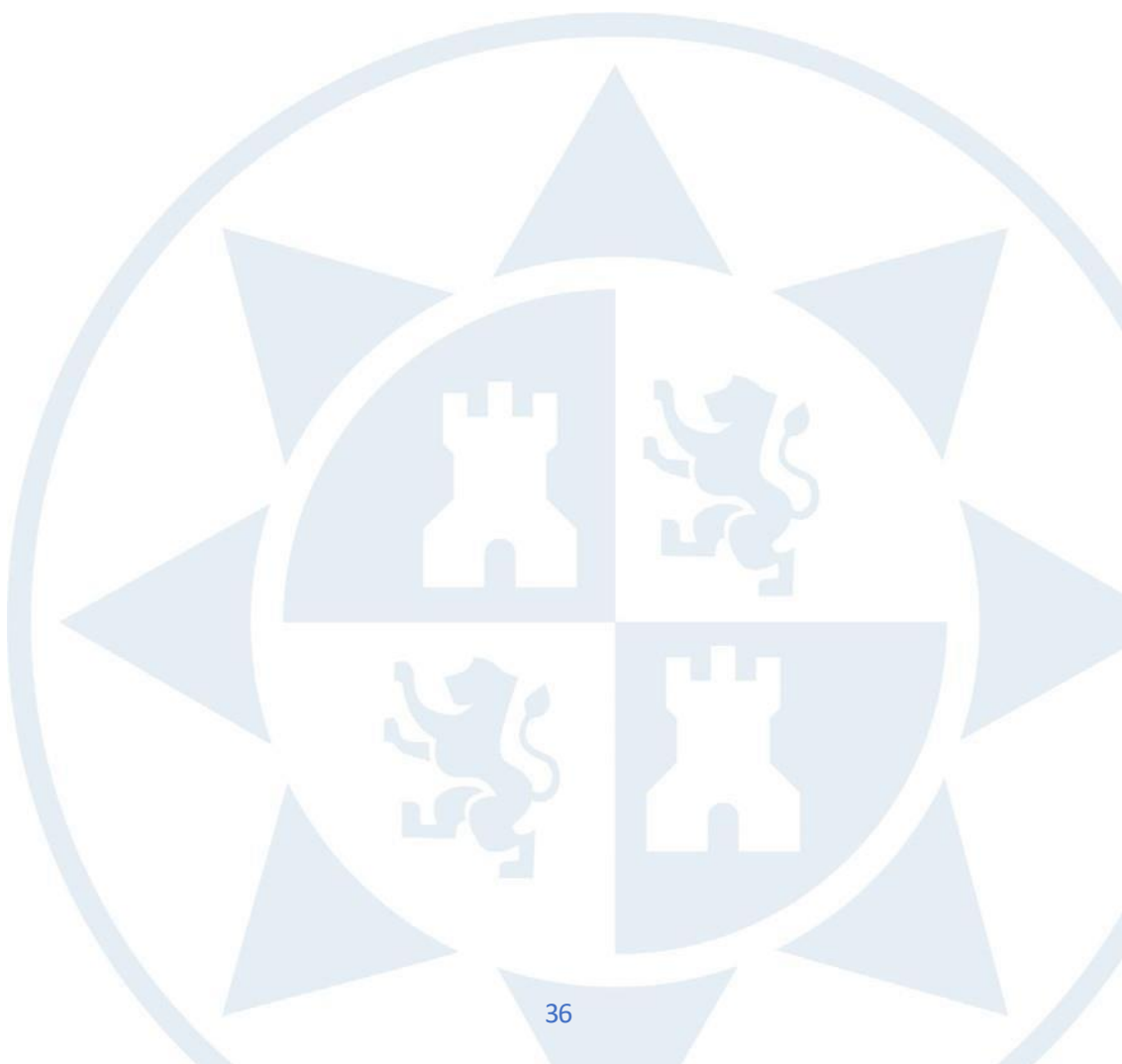


STEP 2: Enter your student credentials in the upper right corner and log in.





STEP 3: On this page, you will find further information related to language courses.





UPCT APP

The official app of the Polytechnic University of Cartagena, developed by Universia, allows students to stay up to date with all news and activities across the UPCT campuses. It provides information about events, updates, academic offers, and other relevant topics.

Users have access to all the academic resources they need in one easy, convenient, fast, and accessible place. They can also access useful tools such as the Virtual Classroom, Virtual Campus, Events, the Electronic Office, and UPCT Cloud tools, all within the app.

