

## ERASMUS STUDENTS' GUIDE AT THE UPCT

Congratulations! You have been selected to study at our university. We will be delighted to welcome you to Cartagena and help you in whatever you need.

In this short sum up, you can find all the information you need to do your application easily.

We hope this will help you.

See you soon!

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## 1. I HAVE RECEIVED MY NOMINATION EMAIL FROM UMOVE. AND NOW, WHAT'S NEXT?

Once nominated, you will receive further information about the admission procedure.

You will need to upload in our system UMOVE the following documents to get your **acceptance letter**:

- **B1 Language certificate requirement** (English or Spanish **depending on the language of instruction of the courses chosen**) written in English. In case you do not have a certificate of foreign language, we accept a certificate from the Language Department of your home university stating your knowledge either of English or Spanish
- Fill in the information about your stay from your Umove.

Other **compulsory documents to upload** in Umove (all documents must be valid and in force):

### ALL STUDENTS:

- Your passport or ID card.
- Student's commitment duly filled in and signed.
- A civil liability and accident insurance (in English) or a certificate from your home university (in English) which certifies that you are covered abroad for any accident or damage that may occur during your mobility.

### EUROPEAN STUDENTS:

- Your EU health insurance (in English) which covers you for any medical need abroad during your stay.
- European Health Card or Private Insurance Health Card.
- **Note:** The **travel document** is **not compulsory** for European students.

### NOT EUROPEAN STUDENTS:

- Health Insurance Policy in English which covers for the medical expenses.
- Visa. Don't forget to process your visa on time as you will need to upload it to Umove.

## 2. LETTER OF ACCEPTANCE

To get your **letter of acceptance** you must access U and:

- **Fill in the information concerning your stay** (these are estimated arrival and departure dates).
- **Upload B1 language certificate** of Spanish or English (issued in English).
- **Upload the signed student's commitment.**

### 3. HOW TO UPLOAD/DOWNLOAD A DOCUMENT IN UMOVE:

#### UPLOAD A DOCUMENT

Access to your UMOVE and go to:

**My placement / Documentation / Documents to upload**

You will then be able to upload the corresponding document (check that the document in the table below has the symbol 

Once the document is uploaded, a pdf symbol will appear in the column “Document”, and the status will then appear as “Incorporated”.



Documents to download Documents to upload

Document type	Status	Document	Actions
Passport/Identification Document (*)	Incorporated		
Accident and civil liability insurance (*)	Incorporated		
B1-Level Language (Spanish/English) Certificate (*)	Incorporated		
Learning Agreement (*)	Pending Incorporate		
Learning Agreement Second Semester modification	Pending acceptance of Student		
Extension/Reduction of my stay	Pending to incorporate		
Student's Commitment (*)	Incorporated		
Air ticket (*)	Incorporated		

(\*) Compulsory document

Back

Document to upload

The document has not been uploaded

#### DOWNLOAD A DOCUMENT

Access to your UMOVE and go to:

**My placement / Documentation / Documents to download**

The documents ready to be downloaded have the symbol  in the column “Document”.

In the column “Status”, you can find the explanation of the situation of each document.

**IMPORTANT:** the document with a pdf symbol  CANNOT BE DOWNLOADED. Only the documents with the symbol  can be downloaded.

Documents to download
Documents to upload

Document type	Status	Document	Actions
Letter of Acceptance (*)	Available		
Certificate Of Arrival (*)	Available		
Learning Agreement (*)	Available		
Learning Agreement Second Semester modification	Pending acceptance of Student		
Certificate Of Stay (*)	Not Available		
Transcript of Records	Pending of Califications		
Transcript of Extraordinary Records	Pending of Califications		
Courses proposal report (*)	Available		

(\*) Compulsory document

Document available to be downloaded

Document to download

Document NOT available to be DOWNLOADED

You (student) have not completed the process

Document NOT available to be DOWNLOADED

## 4. ONLINE LEARNING AGREEMENT (OLA)

### 4.1 What is it and what is it for?

The OLA is an essential document in which your home university and the UPCT formally agree on the study program that you will undertake during your stay with us. This agreement details the courses you will take here and the academic credits (ECTS) that will be transferred to your home university, ensuring that your studies abroad are recognized once you return.

This essential document can only be done at your university’s platform (not from Umove). For this reason, it is **COMPULSORY** that you ask your home university to enable you to do your OLA (it does not depend on Umove nor the UPCT, but on your home university).

As requested by the EU, the procedure to follow to do your learning agreement is as follows:

1. **Talk to your university to find out how to make an Online Learning Agreement in their platform.**
2. **If your university cannot provide you with a tool or instructions on how to do it, please tell them to contact us as we must be informed of this.**

#### 4.2 Most common errors

An OLA with errors will automatically be returned by the system for corrections. To minimize errors, and therefore the number of times your contract is returned risking missing the submission deadline, pay special attention to the following messages that your system will give you:

1. You have not filled in all the necessary information. If any information is missing, a request will be sent indicating which information is incorrect or missing.
2. The proposal of your learning agreement is outside the established period. You missed the deadline.
3. The codes of the courses are not in your academic offer. You have chosen a course (or some) that is not included in your academic offer.
4. The semester period you have indicated for the course is not the period you will be studying with us. For example, you are coming for the first semester and the course will only be taught in the second semester. (The periods of courses taught in the UPCT are available in your academic offer).
5. You have included in your proposal credits outside the limits set by UPCT depending on the stay.

- Limits of credits per stay

**Stays of one term:**

Minimum 6 ECTS and Maximum 36 ECTS.

**Annual stays:**

Minimum 14 ECTS and Maximum 70 ECTS.

**IMPORTANT:** You do not have to upload the OLA to Umove. Once is completed the system will send it to us automatically.

### 4.3 How to enroll for the courses selected in my OLA

You will receive an e-mail in your UMOVE inbox with the registration link and a guide which will help you to complete your registration at our university.

Keep in mind that:

- When searching the courses to select these ONLY can be searched using the subject codes. You must leave the “Faculty” and “Syllabus” fields empty.
- When you select one subject you will see double number of credits per subject. Do not worry about it. At the end of the procedure, you will see the right number of credits.
- Even though at the moment of doing your learning agreement you already know that you will change it in the future, you still have to register for all the courses included in your learning agreement.

### 4.4 Acceptance, Modification and signature of your OLA

#### **ACCEPTANCE:**

Once your OLA is filled in and we have received it, your UPCT academic coordinator will sign it within a few days, and it will be automatically enabled in your Umove profile.

#### **MODIFICATION:**

##### **How many modifications can I do?**

Only **ONE** modification per semester is allowed.

For those students staying the whole year, they will have one period for modifications of semester 1, and another period for modifications of semester 2. Be aware that for each semester, the only changes accepted are those concerning the courses of each semester.

##### **When can I do them?**

The modifications of your OLA can only be done once you are in Cartagena, and once you have filled in the form with the date of arrival to the UPCT. This means that **no modification can be done prior to your arrival at the university.**

Once the information has been processed (a few days later), you will be able to modify it.

In case you want to modify your OLA (add or delete any subject), a specific period will be opened to do so. You will receive a notification through Umove informing you of this.

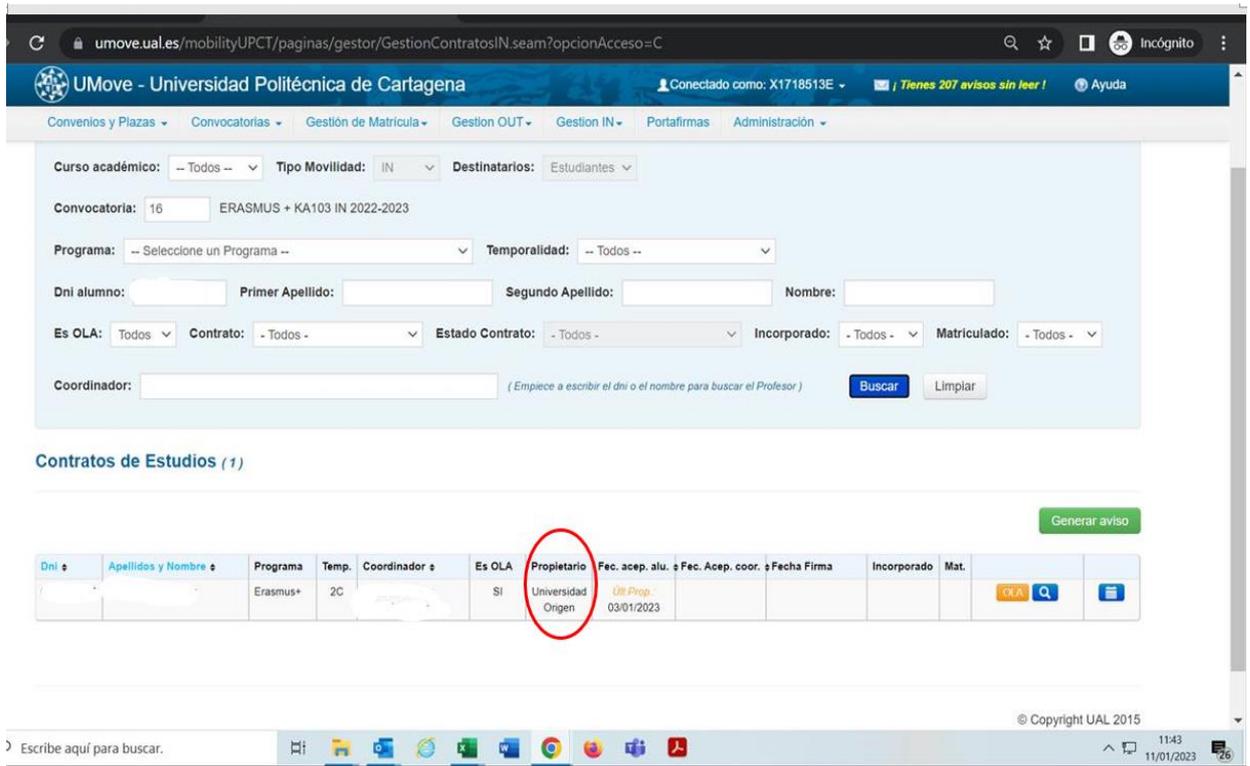
### **SIGNATURE:**

The changes must have your signature and the signature of your academic coordinator at the UPCT. To modify your learning agreement, it is **compulsory** to fill in previously the **real date of your arrival** to the UPCT.

#### 4.5 Problems and solutions of the OLA

If you receive the information that your OLA is rejected by us, you must look for the owner of your OLA. If the owner is your home university (see screenshot below), it means that we have not received anything. For some reason, you did not finish your OLA procedure at your home university's platform and, consequently, the UPCT coordinator cannot accept a document that it is not been received. Please, take note that we cannot solve your problem since we do not have access to your home university platform. Contact them to help you with the process.

If you find yourself in this situation, check again the most common errors in this guide and make sure you did not make any of those mistakes.



Umove - Universidad Politécnica de Cartagena

Convenios y Plazas | Convocatorias | Gestión de Matricula | Gestion OUT | Gestion IN | Portafirmas | Administración

Curso académico: -- Todos -- | Tipo Movilidad: IN | Destinatarios: Estudiantes

Convocatoria: 16 ERASMUS + KA103 IN 2022-2023

Programa: -- Seleccione un Programa -- | Temporalidad: -- Todos --

Dni alumno: | Primer Apellido: | Segundo Apellido: | Nombre: |

Es OLA: Todos | Contrato: - Todos - | Estado Contrato: - Todos - | Incorporado: - Todos - | Matriculado: - Todos -

Coordinador: | (Empiece a escribir el dni o el nombre para buscar el Profesor) | Buscar | Limpiar

Contratos de Estudios (1)

Generar aviso

Dni	Apellidos y Nombre	Programa	Temp.	Coordinador	Es OLA	Propietario	Fec. acep. alu.	Fec. Acep. coord.	Fecha Firma	Incorporado	Mat.
		Erasmus+	2C		SI	Universidad Origen	03/01/2023				

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#### 4.6 If your home University does not use the OLA.

If your home university does not use the OLA system, they must inform us, since we must enable the procedure in Umove for you to do your learning agreement directly on our platform.

Once we have done it, please follow the steps indicated in the notifications you receive through Umove.

Be aware that we cannot accept any document by email, so please do not send us your learning agreement or any document, instead follow the steps indicated to upload everything to Umove.

After you get your letter of acceptance digitally signed by UPCT you will be able to see your academic offer in Umove and start doing your Learning Agreement.

## 5. COURSES FOR INTERNATIONAL STUDENTS

The list of courses taught in English is available on our website: [COURSES IN ENGLISH](#)

The list of courses available to choose is in your Umove, in the Courses proposal report: Documentation / Documents to download.

**NOTE:** remember that you can only select courses which are included in the list of courses in your Umove profile. Check which ones are available: My placement / Documentation / List of courses.

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Documents to download
Documents to upload

Document type	Status	Document	Actions
Letter of Acceptance (*)	Available		
Certificate Of Arrival (*)	Not Available		
Certificate Of Stay (*)	Not Available		
Transcript of Records	Not Available		
Transcript of Extraordinary Records	Not Available		
Courses proposal report (*) 	Available		

(\*) Compulsory document

## 6. GET MY CONFIRMATION OF ARRIVAL

During the first weeks of each semester, you will receive a message in Umove indicating you have to fill in a Google form with the date of your arrival. Be aware that this date must be a working day, nor weekend or holiday. Please, fill out this form only once!

After that, in a few days you will receive your certificate of arrival. The document will appear in Umove (you will be notified) digitally signed and it will be available for downloading or printing at any time if needed.

## 7. GET MY ENROLLMENT CERTIFICATE

Your enrollment certificate is the only document that certifies the courses you are enrolled in, and you have been allowed to follow; therefore, this certificate and your OLA/LA must contain the same courses. Your OLA/LA includes the courses you **wish** to study, whereas **your enrollment certificate** includes the courses you **will officially follow at the UPCT**, and for which you will pass the exams and get recognition once back in your country.

Do not forget to check that the enrollment certificate contains all the courses you included in your OLA/LA.

Steps to follow to get it:

- Access to your Campus Virtual, and then go to:
- Student / Enrollment / Economic summary and receipts.
- Then, download the PDF file.

## 8. CERTIFICATE OF ATTENDANCE

Once your stay at the UPCT is over you must get your certificate of attendance. You will receive a notification in your Umove inbox. You must fill in the information required to confirm the date of your departure from the UPCT, which cannot be later than the date of the last exam you have done.

After we process the Google form, you will be able to download your certificate of attendance, digitally signed from Umove. Please, fill out this form only once!

Please, only fill in the form once you are sure of the date of your departure, at the end of your mobility.

## 9. TRANSCRIPT OF RECORDS

Consider that the certificate of attendance is compulsory to issue your TOR. However, even if you have obtained your certificate of attendance, your ToR will only be available once all the teachers have uploaded all the marks into our system, which may take some time.

Once your ToR is available, you will receive a notification in your Umove inbox.

We daily check our system to issue the ToR as quickly as possible, as we are aware that you need it urgently.

Meanwhile, **you can check your marks** from your Campus Virtual in: Campus Virtual / Académico / score.

The **ToR will be available approximately** as follows (although the dates can vary):

- Semester 1: in March
- Semester 2: in September

Once your ToR is available and signed, Umove sends it to your home university directly. You can download it from UMove.

We also remind you that the marks from the courses/activities, which you could not select from UMove (such as sports, broken coffee, etc.), will not be in your ToR, in Umove. For these activities, you will get a separate certificate.

## 10. EVALUATION QUESTIONNAIRES

At the end of your stay, you will have to fill an important document:

- ***Evaluation of your stay at the UPCT***

You can find it in the following link:

<https://forms.gle/tByX3DmxJwKfKLpW7>

This document is **compulsory** for all the students at the end of their stay.

## 11. FACTSHEETS

You can find the factsheets for all our studies in our webpage.

### UNIVERSIDAD POLITÉCNICA DE CARTAGENA Information sheet for Partner universities 2025/2026

NAME	
University name Address Postal code and country Official website	UNIVERSIDAD POLITÉCNICA DE CARTAGENA (UPCT) Plaza Cronista Isidoro Valverde, s/n – Edf. Rectorado 30202 Cartagena -Spain <a href="http://www.upct.es">www.upct.es</a> <a href="https://www.univ-tech.eu/">https://www.univ-tech.eu/</a>
ERASMUS code	<b>E MURCIA 04</b>
Name of Rector	Mathieu Kessler Neyer
Official name of international relations office Address Postal code  Head of office Phone E-mail	International Office ELDI – Edificio Este – 1ª Planta Calle del Ángel, s/n (al lado de la plaza de toros). 30202 – Cartagena  Beatriz Marín <a href="mailto:bea.marin@upct.es">bea.marin@upct.es</a>

Incoming mobility officer Phone Email	Carina Tardy + 34 868 07 1103 <a href="mailto:incoming@upct.es">incoming@upct.es</a>
Outgoing mobility officer Phone E-mail	Fraida Saura + 34 868 07 1004 <a href="mailto:fraida.saura@upct.es">fraida.saura@upct.es</a>
Website for incoming exchange students	<a href="https://international.upct.es/en/incoming">https://international.upct.es/en/incoming</a>

**General academic calendar 2025-2026**

<b>Semesters</b>	<b>Winter semester</b> September till end of January	<b>Summer semester</b> End of January till June
<b>Lecture Periods</b> Some master programs start later (check schedule)	09/09/2025 22/12/2025	02/02/2026 29/05/2026
<b>Final exam periods</b>	<b>Ordinary period</b> 7/01/2026 30/01/2026	<b>Ordinary period</b> 1/06/2026 22/06/2026
	<b>Extraordinary period</b> 29/06/2026 20/07/2026	<b>Extraordinary period</b> 29/06/2025 20/07/2025
<b>Holiday periods</b> (all dates included)	<b>Christmas</b> 23/12/2025-06/01/2026	<b>Easter</b> 27/03/2026 – 7/04/2026

**APPLICATION (FOR EXCHANGE STUDENTS)**

<b>Nomination deadline</b>	Fall semester: before 15th May Spring semester:
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	before 15 <sup>th</sup> October
<b>Application deadline</b>	Fall semester: before 15th June Spring semester: before 15 <sup>th</sup> November
Application method (e.g. link for website)	Applicants will be sent an email with instructions upon nomination from host institution.

Language requirements (please apply minimum test result accepted for exchange students)	Acceptable level of Spanish and English is required to attend courses successfully ( <b>B1 recommended</b> )
Other requirements: Work load (30 ECTS per semester)	Academic coordinators will determine the acceptance of students based on the adequacy of their learning agreement
<b>COURSES (FOR EXCHANGE STUDENTS)</b>	
Credit system & Credit load for a full-time student	ECTS -60 ECTS/Year

Scale system of grading	Grade scale: from 0 to 10 <i>Sobresaliente</i> plus a special mention= excellent-magna cum laude 9-10=excellent 7-8,9=very good 5-6,9=passed 0 - 4,9 = failed
Language of instruction: <b>Spanish</b> <b>Only some courses taught in English courses</b>	Subjects in English ( <b>only for some courses</b> ) for: -Agricultural Engineering -Business Studies -Industrial Engineering - Civil Engineering -Telecommunication Engineering -Architecture  <b>SUBJECTS TAUGHT IN ENGLISH:</b> <a href="https://international.upct.es/courses-in-english">https://international.upct.es/courses-in-english</a>
Website for course catalogue (and study plans) of English taught courses	<b>SUBJECTS IN ENGLISH:</b> <a href="https://international.upct.es/courses-in-english">https://international.upct.es/courses-in-english</a>
Possibility of Project work or special assignments for exchange students?	Yes

**ESTIMATED EXPENSES PER MONTH IN LOCAL CURRENCY**

**ACCOMMODATION**

Regarding accommodation, our University has a student residences All the necessary information can be found in <https://micampusresidencias.com/cartagena/>

Apart from the residence, students can also rent or share a flat/house in the private market. If students are interested or need private accommodation, they should search for a flat once they are in Cartagena.

In the following link you will find a list of flats to be shared, normally with other students. You can contact them directly : <http://www.cartagena.es/compartepiso/indexCompartir.asp>

In order to help student to find accommodation, the UPCT has created a new service, which includes a map of the city and some advice on how to look for a flat and how to be the perfect flat mate. All the information about this service on the following link: <http://bolsadepisosupct.org/>

Under the following web page your students can find a list of hostels and hotels where they can book to stay during the first days in our city, until they find permanent accommodation:  
<https://turismo.cartagena.es/alojamiento.asp>

The UPCT has also an agreement with The LOOP INN Hostel in Cartagena to offer the best accommodation to our students during their search for a permanent flat. In the attached presentation, you can find more information about this modern and practical building with great facilities that hosts students from all over the world. For more information click on <https://loopinnhostels.com/>

Finally, Erasmus students can benefit from the ERASMUSU group, specially conceived to help international students to settle into a new life abroad. They also offer information about flats around the city, which are trustworthy and adapted to students: [www.erasmusu.com](http://www.erasmusu.com)

**Other - Fill out and add information only if applicable**

Activities or services available to exchange students (e.g. buddy program, club, sports etc.)	Sports: <a href="http://serviciodeportes.upct.es/">http://serviciodeportes.upct.es/</a> Mentor Program for Incoming students
Academic expenses	Free
Accommodation (on-campus, private)	Residence hall: <a href="https://micampusresidencias.com/cartagena/">https://micampusresidencias.com/cartagena/</a> Offers on noticeboards around the campuses, <i>Informajoven</i> (Town hall service)
Food / meals	Between 4,5 and 5,5 €/ menu at University cafeteria
Personal expenses	In addition to rent, students usually need around 300 € per month to cover other costs including food, transport, etc. Expenses for study materials (books, photocopies, notes) depend on the programme and vary greatly.

Academic calendar 2025-2026

[CALENDARIO ACADÉMICO OFICIAL Y ADMINISTRATIVO DE LA UPCT  
PARA EL CURSO 2025/2026 - SEFYCU 3541248](#)

Updated date: 14-05-2025