

UMOVE GUIDE

FOR INTERNATIONAL STUDENTS

Admission, registration and enrolment

All international students who want to have a university academic exchange at the University of Cartagena must follow these steps.

1) Nomination

First of all, your University has to send us an e-mail with your Nomination and the necessary information about you, together with your e-mail address, as it is going to be the way we will contact you. If you don't receive any information from us, please contact your university to check whether they have sent us your nomination or not. Because of the importance of the nomination process, make sure that your University sent it properly. If you find any problems during the process, your home University must inform us about this immediately.

After your nomination by your home university, we will contact you by our new system, called UMove. At this stage you will receive a link of the **online Application Form**.

2) Online application process in Umove

If you have already received our welcome e-mail, you have to follow the steps using the link that you can find in the welcome e-mail within the following deadlines:

NOMINATION DEADLINE:

Fall semester (Semester 1 and full year): before 15th May

Spring semester (Semester 2): before 30th October

APPLICATION DEADLINE:

Fall semester (Semester 1 and full year): before 15th June

Spring semester (Semester 2): before 15th November

These deadlines refer to the online application process, not for making the Learning Agreement. However, please don't leave your application for the last opportunity, because you will might have problems/questions which you will not be able to solve by yourself and you might have to contact us.

Please, take care that you fill in your registration form with the right data, specially password or ID number, because you will be identified by this number from now on. Pay attention to the instructions that you will receive by e-mail.

You will need to upload in our system UMOVE the following documents in order 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. If you do not have a certificate of foreign language, we accept a certificate from your home university, from the corresponding Language Department of your university, which will indicate your level of English or Spanish (depending the language in which you are going to follow the lectures here).
- **Fill in the information about your stay from your Umove**

After you get access to UMove you need to upload:

- your **VALID** passport or ID card and
- your **VALID** EU health insurance (in English)
- a Civil liability and accident insurance (in English)
- **VALID** European Health Card OR Private Insurance Health Card Health Insurance Policy in ENGLISH (which covers for the medical expenses)
- Accident and Civil Liability Insurance Policy in ENGLISH (which covers any accident you may have during your stay)
- Student's commitment (you can download it here: <https://international.upct.es/downloadFile/P6OG357Ok1>)

If you are **not member of the EU** you have to upload a **private health, accident and civil liability insurance** to the insurance part in UMove. Please do not forget to organize your **visa** in time, because you will have to upload that document too.

3) Letter of Acceptance

To get Letter of Acceptance you only have access to UMove and:

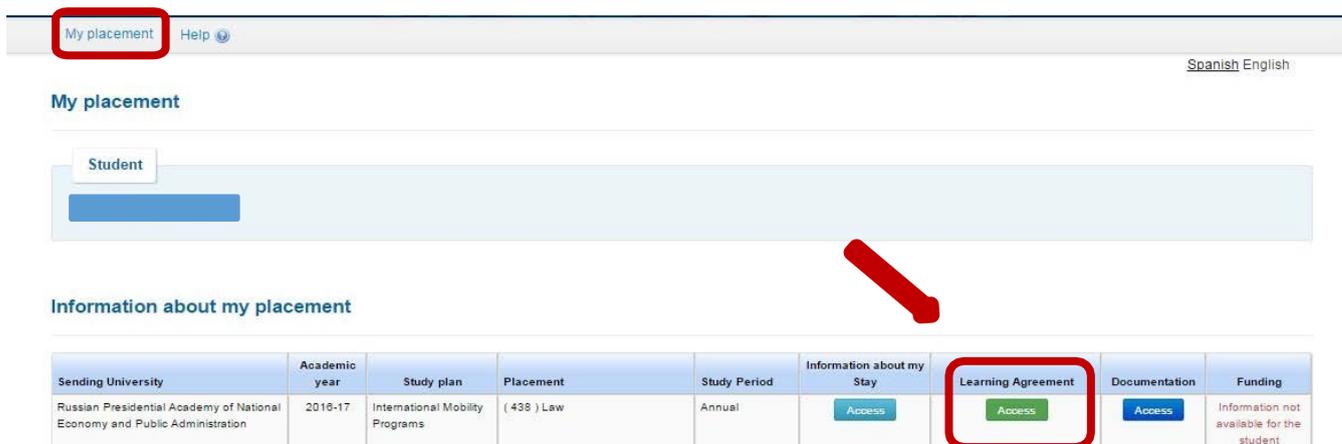
- **fill in the information concerning of your stay** (it is important to know that these are estimated arrival and departure dates)
- **upload B1 language certificate of Spanish or English.**
- **Upload the student's commitment signed**

4) How to make your Learning Agreement in UMove? (Before the mobility)

Please, you don't have to send your Learning Agreement by e-mail to the International Office. **You have to follow the steps of the different notifications in UMove.**

After you get your Letter of Acceptance digitally signed by UPCT you will be able to see your Offered subjects in UMove and start doing your Learning Agreement.

You have to access to **"My placement"** and then to click on **"Access"** in the **"Learning Agreement"** cell, here you can do your Learning Agreement.



My placement Help Spanish English

My placement

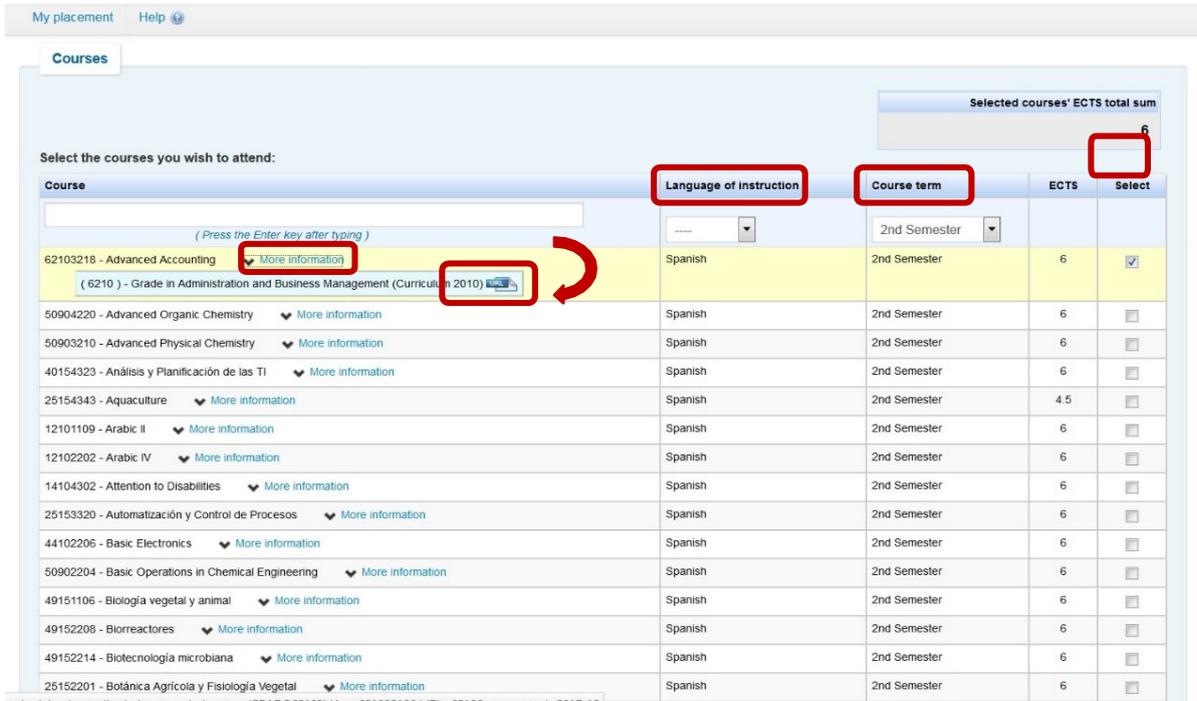
Student

Information about my placement

Sending University	Academic year	Study plan	Placement	Study Period	Information about my Stay	Learning Agreement	Documentation	Funding
Russian Presidential Academy of National Economy and Public Administration	2016-17	International Mobility Programs	(438) Law	Annual	Access	Access	Access	Information not available for the student.

The process to make your Learning Agreement starts with the selection of the courses. When you access to the Learning Agreement field, click **“Edit”** to start editing the learning agreement. The deadline to select courses is in the UMove: tool indicated in **“My placement”** in UMove.

The complete offer of subjects is shown below. You can filter by **“Language of instruction”** or by **“Course term”**. You can **ONLY** select the courses at UPCT which were included in your Learning Agreement. Once you have selected the courses, a counter will show you the total of credits and it will control the maximum amount of credits that you can include in the Learning Agreement.



My placement Help

Courses

Select the courses you wish to attend:

Selected courses' ECTS total sum: 6

Course	Language of instruction	Course term	ECTS	Select
62103218 - Advanced Accounting (6210) - Grade in Administration and Business Management (Curriculum 2010)	Spanish	2nd Semester	6	<input checked="" type="checkbox"/>
50904220 - Advanced Organic Chemistry	Spanish	2nd Semester	6	<input type="checkbox"/>
50903210 - Advanced Physical Chemistry	Spanish	2nd Semester	6	<input type="checkbox"/>
40154323 - Análisis y Planificación de las TI	Spanish	2nd Semester	6	<input type="checkbox"/>
25154343 - Aquaculture	Spanish	2nd Semester	4.5	<input type="checkbox"/>
12101109 - Arabic II	Spanish	2nd Semester	6	<input type="checkbox"/>
12102202 - Arabic IV	Spanish	2nd Semester	6	<input type="checkbox"/>
14104302 - Attention to Disabilities	Spanish	2nd Semester	6	<input type="checkbox"/>
25153320 - Automatización y Control de Procesos	Spanish	2nd Semester	6	<input type="checkbox"/>
44102206 - Basic Electronics	Spanish	2nd Semester	6	<input type="checkbox"/>
50902204 - Basic Operations in Chemical Engineering	Spanish	2nd Semester	6	<input type="checkbox"/>
49151106 - Biología vegetal y animal	Spanish	2nd Semester	6	<input type="checkbox"/>
49152208 - Biorreactores	Spanish	2nd Semester	6	<input type="checkbox"/>
49152214 - Biotecnología microbiana	Spanish	2nd Semester	6	<input type="checkbox"/>
25152201 - Botánica Agrícola y Fisiología Vegetal	Spanish	2nd Semester	6	<input type="checkbox"/>

If you click on the **“More information”** button on each course, a link with more detailed information about the course will be displayed.

Continue completing the form and click on the different buttons to **“Edit”**, **“Delete”** or **“Add”** other courses. When you are done introducing all the courses click on **“Save”**. Once you have saved the data, click **“Close”** to continue, and then click **“Finish and send your proposal to your UPCT Coordinator”**.



Selected courses' ECTS validation

Required fields are marked with *

Home University course

Course code	Course name	ECTS (Ex. 9.9)
* HOME1	* Home Course	* 6

Buttons: Add, Save, Close

It is important that from this stage any communication between you and your coordinator has to be done through UMove, through the button “Communication with UPCT coordinator”.

Communications with UPCT Coordinator

Learning Agreement

Original Learning

UPCT course		Home University course	
Course	ECTS	Course	ECTS
12101216 - Classical tradition in Spanish Literature: Reception of rhetorics and poetics	6	HOME1 - Asignatura origen 1	6
49151106 - Biología vegetal y animal	6	HOME2 - Asignatura origen 2	5
62103218 - Advanced Accounting	6	HOME3 - Asignatura origen 3	6
Selected courses' ECTS total sum =	18	Selected courses' ECTS total sum =	17

Courses accepted by the student on
 • 08/06/2017 (Original Learning).

IMPORTANT:

You must use the option “**Communications with your UPCT coordinator**” to communicate with him and ask him about courses, options, and any doubt you might have. Your coordinator can then, accept your communications or suggest some changes. If he suggests you to **modify** your LA, you will be able to do it **IF YOU HAVE NOT CLICKED ON THE BUTTON “FINISH AND SEND PROPOSAL TO YOUR COORDINATOR”** (This should be the last step you have to do).

You will receive an e-mail saying that you have a message on your UMove inbox.

Period to fill in your Learning Agreement: 01/04/2017 - 30/06/2017

Learning Agreement

Original Learning

UPCT course		Home University course	
Course	ECTS	Course	ECTS
12101216 - Classical tradition in Spanish Literature: Reception of rhetorics and poetics	6	HOME1 - Home Course 1	6
49151106 - Biología vegetal y animal	6	HOME2 - Home Course 2	5
62103218 - Advanced Accounting	6	HOME3 - Home Course 3	6
Selected courses' ECTS total sum =	18	Selected courses' ECTS total sum =	17

Edit

Finish and send your proposal to your UPCT Coordinator

Back

This screen will appear and you have to send your Learning Agreement proposal to your UPCT coordinator. Together with your proposal you must send a message to your coordinator, asking for his/her acceptance of the proposal. Click on “**Accept**” to continue.

You are about to send your proposal to the UPCT Coordinator

Required fields are marked with *

Send your proposal only if you are sure of the selection

* Message to UPCT Coordinator

Dear Mr. Martínez, this is my learning agreement Proposal to be accepted

Accept Cancel

ATTENTION: When you accept, the window takes a few seconds to be reloaded.

The proposed LA will be shown as well as the date of its acceptance, and you will have access to the communication with your Coordinator section.

Once you send your proposal to your coordinator, you will not be able to modify your LA, as this means that both your coordinator and you have previously had any communication concerning your LA. **You proposal has to be send only when both you and your coordinator agree about the courses you will follow.**

Access your UMove Inbox to check the content of the message (click on the message to read it, it will appear below).

UMove

My placement **Help**

Logged in as: [User] **You have 15 new messages!**

Spanish English

My placement

Student

Information about my placement

Sending University	Academic year	Study plan	Placement	Study Period	Information about my Stay	Learning Agreement	Documentation	Funding
UNIVERSITÄT FÜR BODENKULTUR WIEN	2017-18	International Mobility Programs	(30607) Natural sciences, mathematics and statistics	2 ^o Semester	Access	Access	Access	Information not available for the student.

Ads management

Inbox

Date of entry	Subject	Reading date
25/05/2017 13:02	Aceptación definitiva de las asignaturas por parte del Coordinador de la UAL	25/05/2017 13:10

Click on the message to read

Aceptación definitiva de las asignaturas por parte del Coordinador de la UAL

ENGLISH VERSION BELOW

Estimado Alumno,

Tus **asignaturas** han sido **aceptadas** por tu coordinador de la UAL **TOMAS LORENZANA DE LA VARGA**. Si eres estudiante de los programas ERASMUS+, SICUE o PIMA debes subir el Contrato de Estudios a la plataforma para la firma de tu coordinador UAL, si perteneces a otro programa, deberás subirlo si es un requisito de tu Universidad.

Gracias.

ENGLISH VERSION

Dear student,

Your **subjects** have been **accepted** by your UAL Coordinator **TOMAS LORENZANA DE LA VARGA**. Exchange students under ERASMUS+, SICUE or PIMA programmes must upload the Learning Agreement to the UMove platform. Other programmes' exchange students have to upload it only if it's required by your home university.

Thanks.

When your coordinator accepts the LA proposal the date of acceptance by your UPCT coordinator will be shown. After this, the document will be available to sign. The generated document is the Official Learning Agreement Model. **WE URGE YOU TO USE THIS MODEL** as far as possible, to facilitate the process. Nonetheless, if it is compulsory for you to use the model provided by your university you can do so.

Asignaturas seleccionadas en el Contrato

Contrato Inicial

Contrato (PDF) 

Asignaturas de la UPCT			Asignaturas de la Universidad origen	
Asignatura	Temporalidad	Créditos	Asignatura	Créditos
203103006 - INNOVACIONES EN HORTICULTURA	2C	4	00088 - CHIMICA	8
518101002 - QUÍMICA	A	7.5	72679 - FITOPATIE DA STRESS AMBIENTALI	4
518102008 - HIDRÁULICA	2C	6	08304 - [INGEGNERIA AGRARIA (C.I.) -] IDRAULICA AGRARIA	4
518103011 - GESTIÓN Y POLÍTICA MEDIOAMBIENTAL	2C	3	29823 - MICROBIOLOGIA APPLICATA ALLE PRODUZIONI VEGETALI	4
518109019 - TECNOLOGÍAS EMERGENTES DE PROCESADO Y CONTROL EN LA INDUSTRIA ALIMENTARIA	2C	4.5	84587 - PROTEZIONE DALLE MALATTIE DELLE COLTURE BIOLOGICHE	4
Suma de Créditos de Asignaturas seleccionadas =		25.0	Suma de Créditos de Asignaturas seleccionadas =	
			24	

Las asignaturas han sido aceptadas por parte del Alumno con Fecha

- 27/11/2019 (inicial).

Las asignaturas han sido aceptadas por el Coordinador de la UPCT con Fecha

- 28/11/2019 (inicial).

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from **30/09/2016** till

Table A: Study programme abroad

HOST INSTITUTION		
Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Number of ECTS
12101216	La Tradición Clásica en la Literatura Española: la Recepción de la Retórica y Poética	6
49151106	Biología Vegetal y Animal	6
62103218	Contabilidad Avanzada	6
Total:		18

Web link to the course catalogue at the receiving institution describing the learning outcomes:

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad

REPLACED COMPONENTS AT HOME INSTITUTION		
Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Number of ECTS
HOME1	Asignatura origen 1	6
HOME2	Asignatura origen 2	5
HOME3	Asignatura origen 3	6
Total:		17

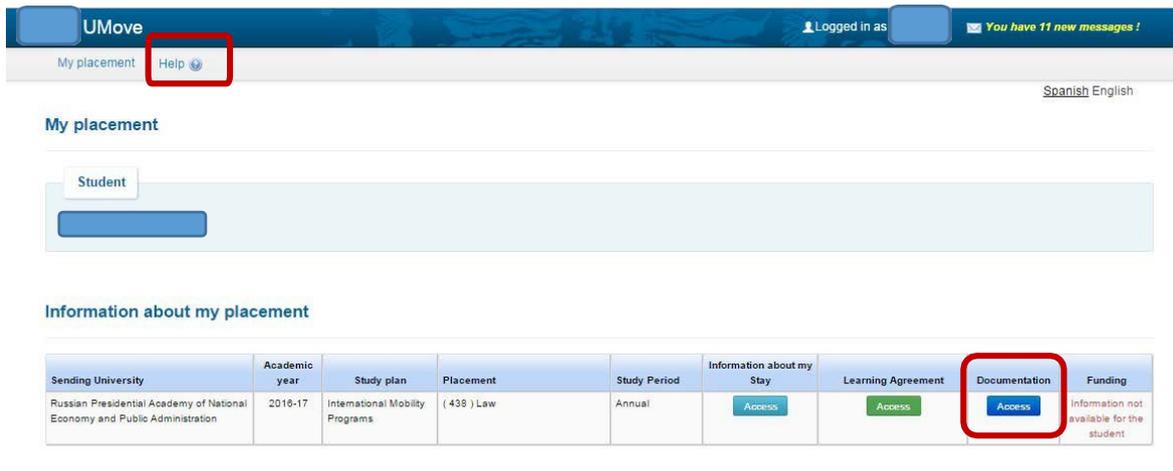
Language competence of the student

The level of language competence in that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

It is very important that after you get the acceptance from your UPCT coordinator **first you have to sign digitally your LA (see help button in UMove) and then your home coordinator and the last one will be the UPCT Coordinator.**

Once the Learning Agreement is signed by you digitally you have to download it from UMove and print it out so your home university can sign it too. After your university signed the document by hand you have to scan and upload it to UMove so your UPCT coordinator can sign it digitally and finish the process.



UMove

My placement | Help

Logged in as | You have 11 new messages!

Spanish English

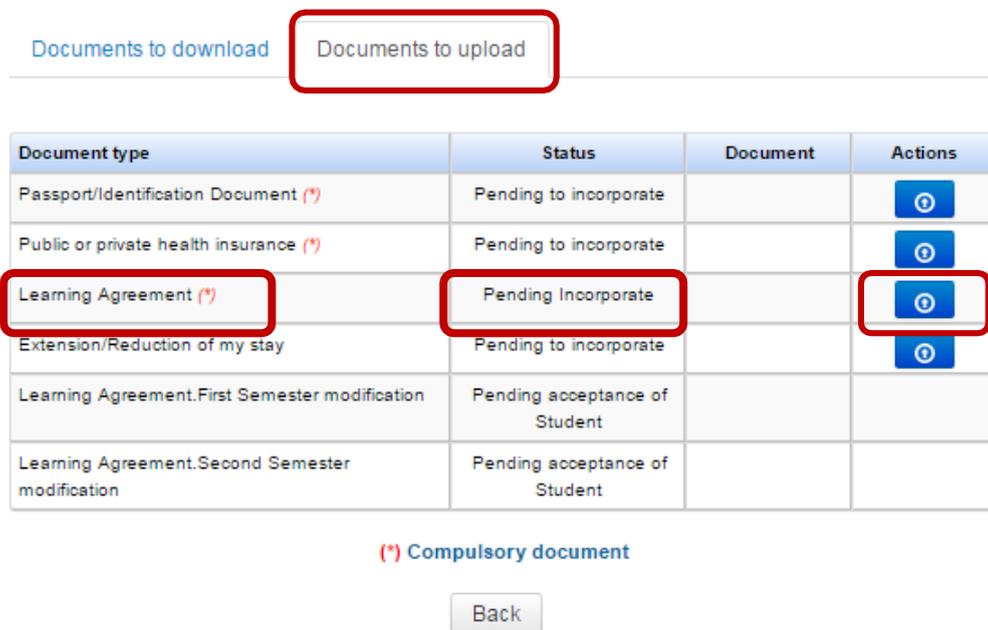
My placement

Student

Information about my placement

Sending University	Academic year	Study plan	Placement	Study Period	Information about my Stay	Learning Agreement	Documentation	Funding
Russian Presidential Academy of National Economy and Public Administration	2016-17	International Mobility Programs	(438) Law	Annual	Access	Access	Access	Information not available for the student.

You have to click on **“Documents to upload”**, and then on the blue button next to the document **“Learning Agreement,”** which will be shown as **‘Pending to incorporate’**.



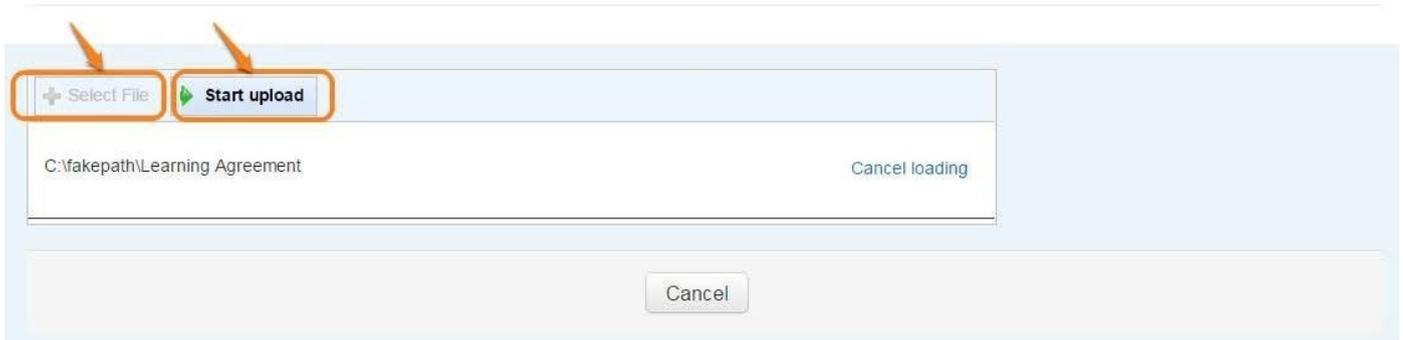
Documents to download | Documents to upload

Document type	Status	Document	Actions
Passport/Identification Document (*)	Pending to incorporate		
Public or private health insurance (*)	Pending to incorporate		
Learning Agreement (*)	Pending Incorporate		
Extension/Reduction of my stay	Pending to incorporate		
Learning Agreement.First Semester modification	Pending acceptance of Student		
Learning Agreement.Second Semester modification	Pending acceptance of Student		

(*) Compulsory document

Back

Click on **“Select File”** to search the document on your computer, and once you have it, click on **“Start upload”** to upload it to UMove.



The document will be added to your documentation and it will be available to download once your UPCT coordinator has signed it.

5) Certificate of Arrival

During the first weeks of each semester you will receive a message in UMove that you have to fill out a Google form about your arrival. You have to give the real date of your arrival, but be aware that the date has to be a working day. (It cannot be on weekend!)

After you fill out the Google form you have to wait a few days to receive your Certificate of Arrival. The document will appear in UMove digitally signed and you can download and print it out any time when you need it.

Nonetheless, if it is compulsory for you to use the model provided by your university you can do so. You can get the needed signature at the same place: ELDI building, at the Welcome Point, first floor.

CERTIFICATE OF ARRIVAL Erasmus+ 2019-20

Name of the host Institution: UNIVERSITY OF CARTAGENA

ERASMUS CODE: **E MURCIA04**

IT IS HEREBY CERTIFIED THAT THE STUDENT:

Mr./Ms.

Identity number

from the:

ERASMUS CODE:

has arrived at the University of CARTAGENA on the 16/09/2019.

Estimated date of departure: 12/02/2020

Name of the signatory:

Function:

6) How to register as student at the UPCT?

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.

Good to know that:

- when you select the subjects (5th step in the registration guide) you can search **ONLY with the subject codes**. You have to leave the “Faculty” and “Syllabus” fields empty. If you do it differently you might not find all the subjects you’ll need.
- When you select one subject you will see double amount of credits per subject. It is normal, you do not have to worry about that, because at the end of the procedure you will see the right amount of credits.
- If you know that you will change your LA in the future you still have to register to all of the courses included in your Learning Agreement!

Also you can find the guide for the registration here:

<https://drive.google.com/file/d/1POIWJ3Jo2xEO5JVlkqaZsmI5gKehDy4e/view?usp=sharing>

7) How to change your Learning Agreement? (During the mobility)

You will have to follow the same procedure to make the changes as you made your initial LA in the period established for this purpose.

Important!

- **If you do not have your Confirmation of Arrival signed in UMove you will not be able to change your Learning Agreement!**
- **You can change your Learning Agreement ONLY ONCE! Therefore, before you make any changes make sure you make the right decision.**
- **After you changed your LA you have to REGISTER again in the UPCT but now only for the new subjects! After the period of changes you will receive a new registration link which you can use to register the changes.**

8) Language courses

Offered courses: Spanish, English, French, Italian, German, Chinese

ECTS credit points: 1.5 (except for the official accreditation courses that are not provided with credit points)

Spanish courses timetable: <https://www.upct.es/servicioidiomas/es/cursos/horario>

9) Broken coffee

You will have the possibility to participate and obtain credits in a facultative course called Broken coffee. You can receive the following credits according to how many hours you were participating.

- 1 ECTS: 25 h
- 1.5 ECTS: 38 h
- 2 ECTS: 50 h

Important!

You cannot put this course to your Before Mobility part in your Learning Agreement, just after your mobility to the After Mobility part in your Learning Agreement. It means that this will not be in UMove when you want to do your LA. You can receive these credits only after the mobility.

If you have any question about your mobility you can write to incoming@upct.es.

Sources

<http://cms.ual.es/idc/groups/public/@vic/@vinternacional/documents/documento/instructionslearningag.pdf>

<http://cms.ual.es/UAL/en/comunidad/estudiantes/internacionales/admision/index.htm>

https://www.upct.es/relaciones_internacionales/prog/docs/Erasmus-19-20/ManualAlumno11.pdf