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:

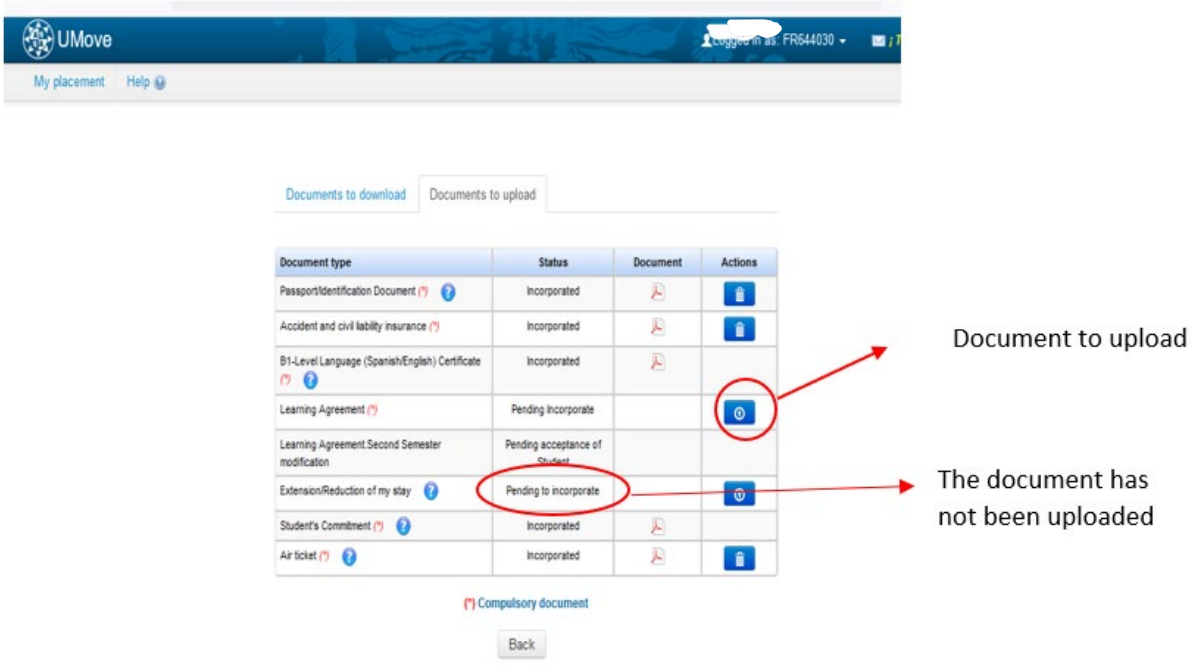
UPLOAD A DOCUMENT

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”.



DOWNLOAD A DOCUMENT

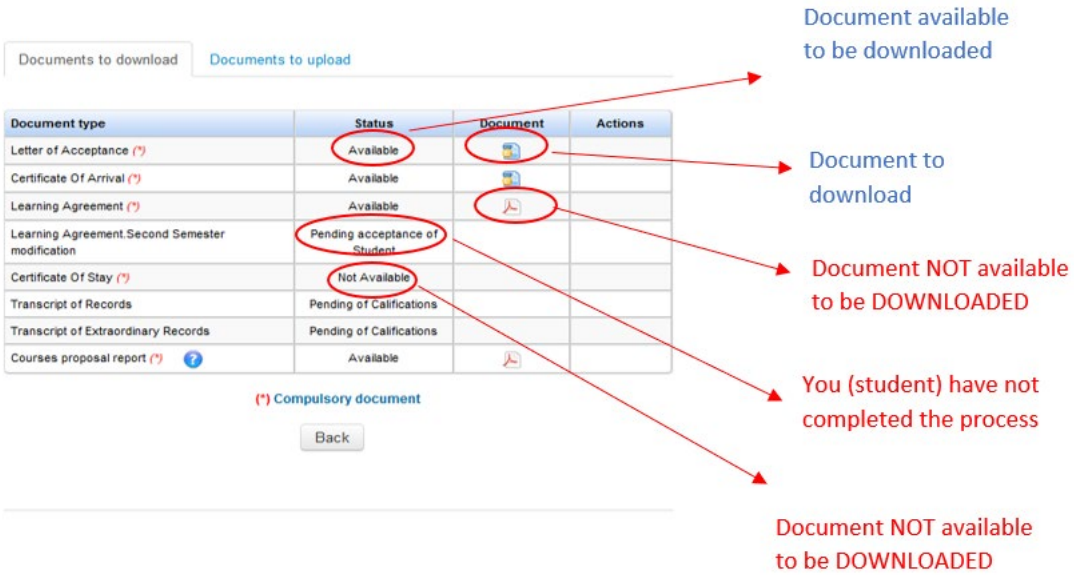
Access to your UMOVE and go to:

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.



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.

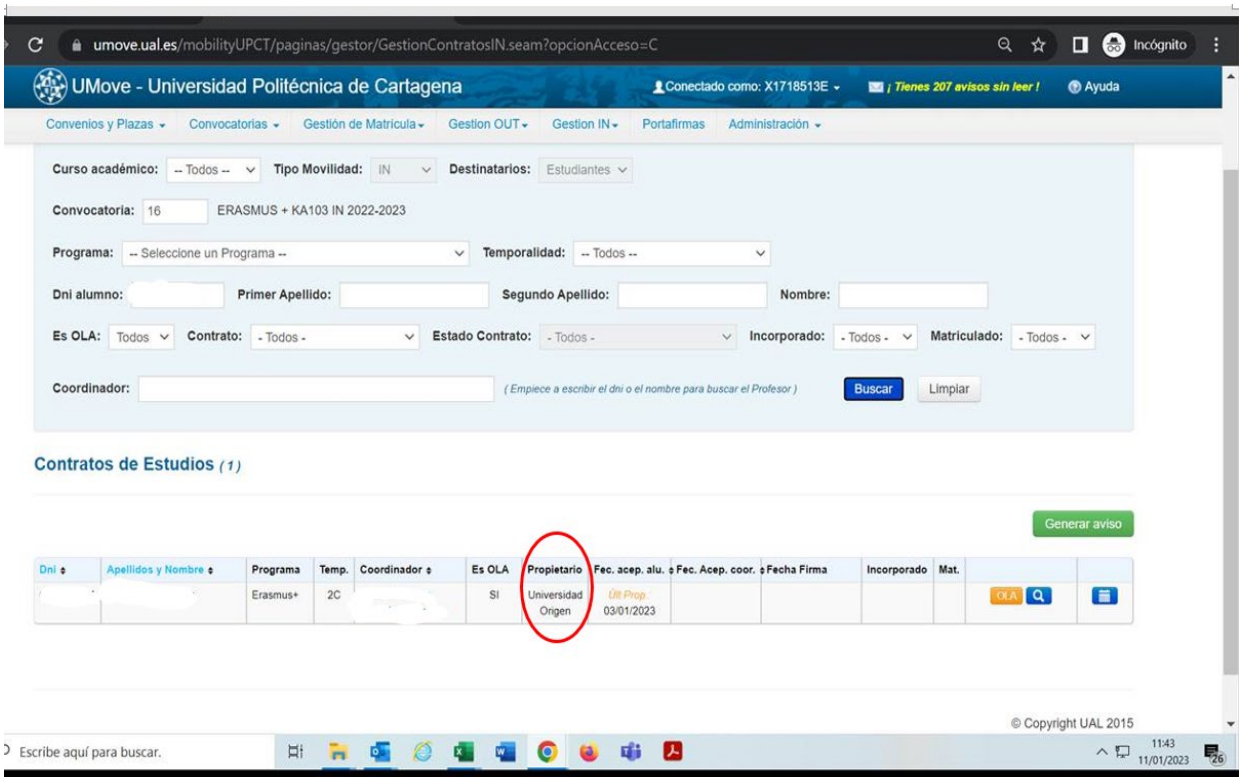
SIGNATURE:

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.



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.

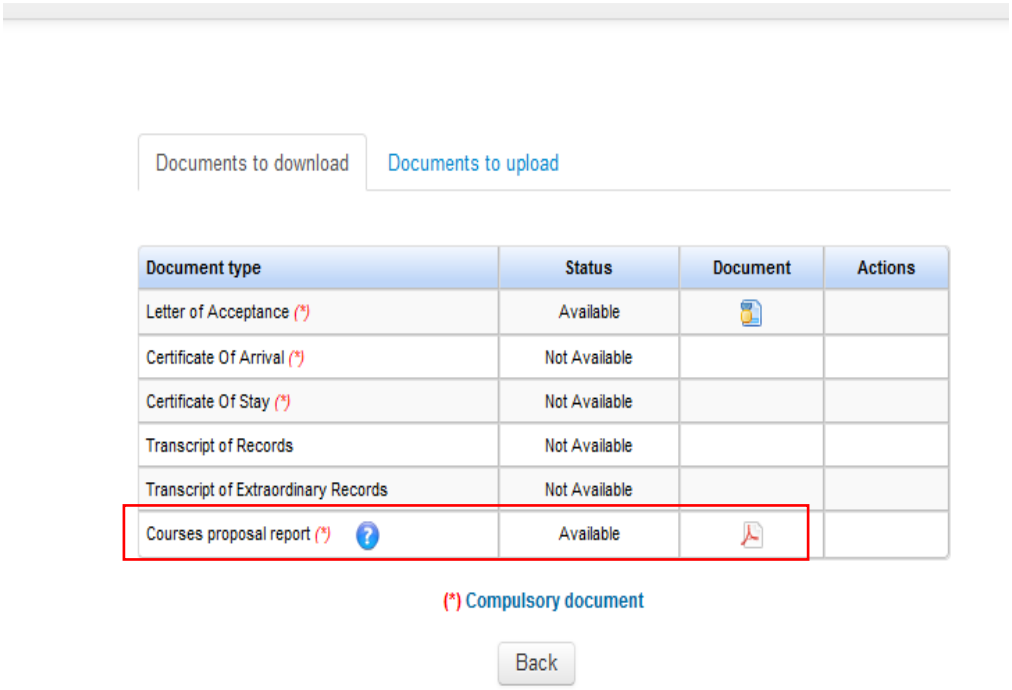
After you get your letter of acceptance digitally signed by UPCT you will be able to see your academic offer in Umove and start doing your Learning Agreement.

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.



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. EXTEND MY MOBILITY PERIOD

If you wish to extend your mobility period you will have to fill in and upload to Umove the document Request of Extension, available in the link below:

https://international.upct.es/downloadFile/81yNP9pbGk

Deadlines:

Before 1st February: if you wish to extend your mobility after Semester 1.

Before 1st April: if you wish to extend your mobility after Semester 2.

The Request of extension must be signed by both, your home university academic coordinator and your UPCT academic coordinator, (not the International Office). Once signed, please upload it in Umove, and inform our International Office (incoming@upct.es) that you have uploaded it.

9. 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.

10. 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.

11. EVALUATION QUESTIONAIRES

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.

12. FACTSHEETS

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