

## FREQUENTLY ASKED QUESTIONS (FAQ)

### INDEX

1. When I upload my LA (during the mobility), one or some of my subjects are missing .....	2
2. What should I do to have my LA signed by my UPCT coordinator: .....	2
3. I edited my LA, my UPCT coordinator approved it, and I still can't self-register. Why? .....	2
4. Signed document or Approved document: differences .....	2
5. How to get my LA signed by my UPCT coordinator? .....	3
6. How to remove one subject from my LA? .....	3
7. Do I have to fill in a learning agreement for my school and for the UPCT.? Is there a possibility to get it signed by the UPCT and my home institution? .....	4
8. Can I follow a course which does not appear among the courses I can follow .....	4
9. How to change from one group to another for the same course .....	4
10. What do i have to do if a course has no vacancies? .....	5

## 1. When I upload my LA (during the mobility), one or some of my subjects are missing

When I upload my Learning Agreement (during the mobility), not all the subjects that I am attending or that I chose in the first place on my initial student contract appear.

This is because what you are uploading, is only during the mobility, that means the changes that you made by adding or removing subjects. This is normal. If you want to see all our subjects that you chose in the initial student contract, you must upload the initial student contract (before the mobility).

Remember that you can upload your initial LA through UMOVE (before the mobility), and the editing (during the mobility). Are different files.

## 2. What should I do to have my LA signed by my UPCT coordinator:

Once your UPCT coordinator has approved your Learning Agreement and you self-registered through the link sent in UMOVE, you have to upload in UMOVE, in the section **Documents /documents to upload/**, your Learning Agreement signed by yourself (**it is mandatory that you signed it first**). Once you uploaded it, the international relations service will check it and send it to your UPCT coordinator for them to digitally sign it. Once the document is signed by your UPCT coordinator, you will receive a notification on UMOVE, telling you that a new document is available.

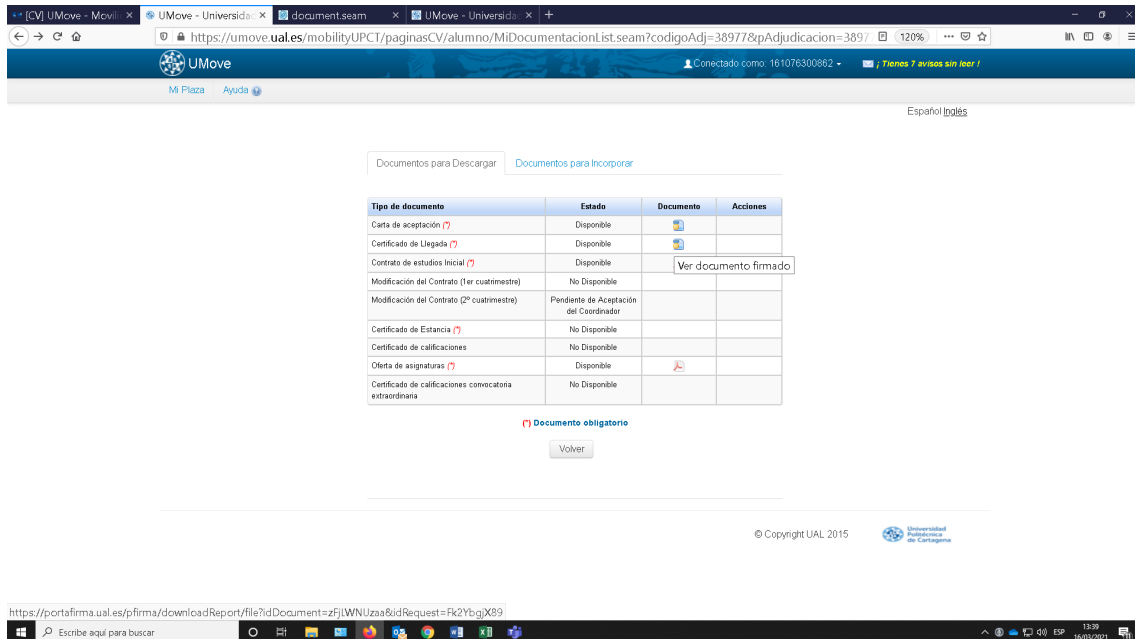
**You must sign your LA, without your signature, we cannot send it to your UPCT coordinator.** If you didn't sign the LA that you uploaded, it will be removed from UMOVE and you will have to download it again and upload once you have signed it.




## 3. I edited my LA, my UPCT coordinator approved it, and I still can't self-register. Why?

Once your LA has been approved by your UPCT coordinator in UMOVE, you must wait till you receive a new notification in UMOVE with a new link where you can self-register. **As long as you did not receive this new link, you will not be able to self-register to these new subjects.**

## 4. Signed document or Approved document: differences

The documents that are not signed are in PDF, while the signed ones have the following format (see the following image):



Tipo de documento	Estado	Documento	Acciones
Carta de aceptación	Disponible		
Certificado de Llegada	Disponible		
Contrato de estudios Inicial	Disponible		Ver documento firmado
Modificación del Contrato (1er cuatrimestre)	No Disponible		
Modificación del Contrato (2º cuatrimestre)	Pendiente de Aceptación del Coordinador		
Certificado de Estancia	No Disponible		
Certificado de calificaciones	No Disponible		
Oleña de asignaturas	Disponible		
Certificado de calificaciones convocatoria extraordinaria	No Disponible		

Documento obligatorio

Volver

## 5. How to get my LA signed by my UPCT coordinator?

Here are the steps to follow:

1. The student does their LA and automatically sent it to their UPCT coordinator through UMOVE.
2. The coordinator approves it (or not), but DO NOT sign it.
3. The student must sign the approved LA, get it signed by their home university coordinator
4. The student must then add it on UMOVE, in the section “documentos a incorporar” (once the LA has been signed by both the student and the home university coordinator).
5. RRII checks that the LA and the signatures are correct and then, send it to the UPCT coordinator through UMOVE for them to sign it digitally. This is the last step of the approval procedure and signing of the LA.

## 6. How to remove one subject from my LA?

Once you have removed one subject from your LA in UMOVE, you also have to cancel your enrollment in this subject, you can do this through the self-register link that you received in UMOVE.

That means, whether you are going to enroll in a course or you want to eliminate a course, it is mandatory that you enter the self-enrollment to make the changes effective.

## 7. Do I have to fill in a learning agreement for my school and for the UPCT.? Is there a possibility to get it signed by the UPCT and my home institution?

Once your acceptance letter is signed you can start to fill in your learning agreement in Umove (you cannot start your LA before you are accepted) . **All the application process has to be done through our system UMOVE.**

Once you have filled in you learning agreement (**don't forget to press the green button "Finish and send to coordinator"**), it will be sent to your UPCT academic coordinator for its approval . Once approved, you will later receive a message which will inform you that you can **register for the courses selected** on your learning agreement. You will register for those courses through a **link to the "Automatricula"** which will be sent to you automatically though Umove.

After having sent your LA to your UPCT coordinator for its of approval (not its signature), you **and your home university have to sign the LA** approved in UMOVE . Once your LA has both signatures, you must upload it in order to get your UPCT coordinator's signature. Once signed, you will have your LA with all the signatures needed (you will receive a notification informing you that you have a new document signed in Umove).

To upload your learning agreement please see the corresponding section “How to upload documents in Umove”.

## 8. Can I follow a course which does not appear among the courses I can follow .

In this case, you have to contact your UPCT coordinator telling him the course you wish to follow. Then if your UPCT coordinator agrees, he has to send us an email allowing you to follow that course to [incoming@upct.es](mailto:incoming@upct.es)

Once we receive this email from your UPCT coordinator, we will update the list of courses available for you.

## 9. How to change from one group to another for the same course

All the incoming students who will follow courses from the School of Business Studies (FCE) are registered in the English group. You will be able to see it in the Aula Virtual of your subjects.

If you wish to change to another group, please ask the professor of the new group you wish to follow to send an email allowing you to follow to his group to your coordinator, and the Vice Dean of International Relations of the School of Business studies (ask your coordinator to inform you about his email).

Once this email received, you will be informed once you will be changed to the corresponding group, **DEPENDING on the free places available.**

## 10. What do i have to do if a course has no vacancies?

If the course you wish to follow has no vacancies (because all the places are already full), you have to ask the professor of that course if he/she allows you to follow his course anyway. You will have to resend us this email with the professor's authorization to [incoming@upct.es](mailto:incoming@upct.es) so that we can process it and enable you to access to that course.

Remember that you will have to do the enrolment (Automatricula) in UMOVE in order to have access to that course. Until the Automatricula is done, you will not have access to the Aula Virtual.

If the course you wish to follow has no vacancies (because all the places are already full), you have to **ask the professor of that course if he/she allows you to follow his course anyway.** Please ask the professor of the new group you wish to follow to send an email allowing you to follow to his group to your coordinator, and the Vice Dean of International Relations of the School of Business studies (ask your coordinator to inform you about his email).

Once this email received, you will be informed once you will be changed to the corresponding group, **DEPENDING on the free places available.**

**Remember** that you will have to do the enrolment (AUTomatricula) in UMOVE in order to have access to that course. Until the Automatricula is done, you will not have access to the Aula Virtual.