



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 possibilit	: y ⊿
ιυ g ο	Con I follow a source which does not appear among the sources I can follow	4
0.	can rionow a course which does not appear among the courses r 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 trough 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:

One 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):

<form> • • • • • • • • • • • • • • • • • • •</form>	Image: Book of the series of the	[CV] UMove - Movilia ×	😵 UMove - Universidad 🗵 🧕 documen	t.seam 🛛 🗙 📓 UMove - Universida 🗵 🛪	+					- 0			
<page-header><page-header><page-header><page-header><page-header><page-header><image/><image/><image/></page-header></page-header></page-header></page-header></page-header></page-header>	Congright UAL 200	→ C' û	🖲 🖨 https://umove. ual.es /mobi	lityUPCT/paginasCV/alumno/MiDocu	umentacionList.seam	?codigoAdj=	38977&pAdjud	icacion=38977 🗉	120% 🗵 🕁	II\ 🗉 🛎			
<page-header> With With With With With With With With</page-header>	ersprone magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnetic magnet		🛞 UMove			2 Cone	ctado como: 161076	6300862 - 🔤 ; Tio	nes 7 avisos sin leer l				
<text></text>	<text></text>		Mi Plaza Ayuda 😡										
	The set of th								Español Inglés				
	Transmission Acciment Transmission <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>												
Torumento para bargeorga Contentes para hancporte	Tatas Decompose Decompose Decompose Decompose Decompose Pediate da Acertación Decompose Decompose Decompose												
	Entrant Decommention Disponible Image: Commention			Documentos para Descargar	umentos para incorporar								
Christe de souplación (?) Christevilo de langela (?) Christevilo (?) Chris	Disponible Image: Comparison of the co			Tipo de documento	Estado	Documento	Acciones						
Centrada de Lagada (°) Deponde Sol Image: Centrada de Lagada (°) Centrada de cataletas línicial (°) Deponde Ver documento firmado Maddiación del Controlo (°) cuatimentos Pendente sol Image: Centrada de Lagada (°) Centrada de Lagada (°) No Dioponde Image: Centrada de Lagada (°) Image: Centrada de Lagada (°) Centrada de Lagada (°) No Dioponde Image: Centrada de Lagada (°) Image: Centrada de Lagada (°) Image: Centrada de Lagada (°) Centrada de Lagada de Lagada (°) No Dioponde Image: Centrada de Lagada (°) Image: Centrada (°)	Disposible Wer documento firmado No fusponible Image: Comparison of the comparison of			Carta de aceptación (7)	Disponible	3							
Octatată de statulor Inicial (*) Disponble Ver documento firmado Medificación del Contrato (2º custimentes) No Eleponble Image: Custimentes of the custime	Disposible Ver documento firmado No Disposible Image: Comparison of the compari			Certificado de Llegada (7)	Disponible	<u></u>							
Modificación del Contrato (er cuatamento) No Disponible Image: Contrato (er cuatamento) Modificación del Contrato (er cuatamento) No Disponible Image: Contrato (er cuatamento) Crieficado de Edificacións No Disponible Image: Contrato (er cuatamento) Crieficado de Edificacións No Disponible Image: Contrato (er cuatamento) Orien de asignaturas (?) Disponible Image: Contrato (er cuatamento) Crieficado de cultacianos conscatas No Disponible Image: Contrato (er cuatamento) Crieficado de cultacianos conscatas No Disponible Image: Contrato (er cuatamento) Crieficado de cultacianos conscatas No Disponible Image: Contrato (er cuatamento) Crieficado de cultacianos conscatas No Disponible Image: Contrato (er cuatamento) Volver Volver Image: Contrato (er cuatamento) Image: Contrato (er cuatamento)	No Disponde Image: Control of Contro			Contrato de estudios Inicial (7)	Disponible	Ver dog	umento firmado						
Modificación del Controlo (2° cuanteristrite) Pendenteristrica (1) Pendenteristrica (1) Pendenteristrica (1) Centricado de Estaciola (2) No Disponible Incentricado de Canterio (2) Incentricado de Canterio (2) Centricado de calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis Incentricado de Calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis Incentricado de Calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis Incentricado de Calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis Incentricado de Calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis Incentricado de Calificaciones conscritatis extraordinatis No Disponible Incentricado de Calificaciones conscritatis extraordinatis Incentricado de Calificaciones conscritatis extraordinatis <t< td=""><td>Pendente de Acertación del Certariante Ne Disponible Image: Certariante Medicación de Certariante Disponible Disponible Image: Certariante Medicación de Certariante Notice</td><td></td><td></td><td>Modificación del Contrato (1er cuatrimestre)</td><td>No Disponible</td><td></td><td></td><td></td><td></td><td></td></t<>	Pendente de Acertación del Certariante Ne Disponible Image: Certariante Medicación de Certariante Disponible Disponible Image: Certariante Medicación de Certariante Notice			Modificación del Contrato (1er cuatrimestre)	No Disponible								
Centricatio de calificaciones No Eusponble Image: Calificaciones Centricatio de calificaciones conscatarás No Eusponble Image: Calificaciones conscatarás Centricatio de calificaciones conscatarás No Eusponble Image: Calificaciones conscatarás Centricatio de calificaciones conscatarás No Eusponble Image: Calificaciones conscatarás Centricatio de calificaciones conscatarás No Eusponble Image: Calificaciones conscatarás Centricatio de calificaciones conscatarás No Eusponble Image: Calificaciones conscatarás	No Enspondie No Enspondie No Enspondie No Enspondie No Enspondie Convertie Cologenatie Cologenat			Modificación del Contrato (2º cuatrimestre)	Pendiente de Aceptación del Coordinador								
Certificatio de cultificaciones No Europoble A Orden de asignaturas (*) Disponible A Carlicatado de cultificaciones comocataria entraordinaria No Europoble A	No Greponite			Certificado de Estancia (*)	No Disponible								
Other de asignations (*) Disponible Image: Comparison of the comparison of th	Disposible Disposible No Disposible summers obligatoris Volver			Certificado de calificaciones	No Disponible								
Confridad de calificaciones convicatoria extraordinaria (*) Documento obligatorio Volver 	No Disponible cumento obligatorio Volver Copyright UAL 2015			Oferta de asignaturas (*)	Disponible	1							
(*) Decumento obligatorio Volver © Copyright UAL 2015 🛞 🏠 Energies	Volver Volver © Copyright UAL 2015			Certificado de calificaciones convocatoria extraordinaria	No Disponible								
Volver	Volver			n	Documento obligatorio								
© Copyright UAL 2015 🛞 🔐 Copyright	Copyright UAL 2015				Volver								
© Copyright UAL 2015 🛞 Linearchine Compared	© Copyright UAL 2015												
© Copyright UAL 2015 🚳 Reserved	Copyright UAL 2015												
© Copyright UAL 2015 🚳 Recommendation	© Copyright UAL 2015 The Content of Control												
	with the sectory of t						© Copyrig	ht UAL 2015 🛛 🚳	Universidad Politécnica				
									- ue cartagena				

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, int 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 <u>incoming@upct.es</u>

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 so that we can process if 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 correspondeing group, **DEPENDING on the free places available.**

<u>Remember</u> 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.