

ERASMUS STUDENT'S GUIDE AT THE UPCT

Congratulations! You have been luckily selected and you are now going to spend some time in Cartagena and in our University. We will be delighted to welcome you and help you in whatever you need.

In this short sum up, you will find all the information you need to do your application easily, as well as the links to the documents you have to fill in, depending on each situation. We hope this will help you. See you soon!!

INDEX

1.	I HAVE RECEIVED MY NOMINATION EMAIL FROM UMOVE. AND NOW, WHAT'S NEXT?	3
2.	ACADEMIC CALENDAR 2021-2022:	3
3.	SCHEDULE OF COURSES.....	4
4.	ONLINE COURSES:	4
5.	UMOVE GUIDE FOR INTERNATIONAL STUDENTS.....	4
6.	ONLINE APPLICATION PROCESS IN UMOVE	4
7.	LETTER OF ACCEPTANCE.....	5
8.	FILL IN MY LEARNING AGREEMENT IN UMOVE:	5
9.	SPANISH LANGUAGE COURSES.....	13
10.	BROKEN COFFEE.....	13
11.	HOW TO ENROL FOR THE COURSES SELECTED IN MY LEARNING AGREEMENT?	14
3.	ACCESS TO THE AULA VIRTUAL.....	15
4.	UPLOAD MY LEARNING AGREEMENT?	15
5.	MODIFY MY LEARNING AGREEMENT IN UMOVE.....	15
6.	EXTEND MY MOBILITY PERIOD.....	16
7.	GET MY CONFIRMATION OF ARRIVAL:	16
8.	HOW TO CHANGE FROM ONE GROUP TO ANOTHER FOR THE SAME COURSE	17
9.	WHAT DO I HAVE TO DO IF A COURSE HAS NO VACANCIES?	17
10.	GET MY TRANSCRIPT OF RECORDS:	17
11.	GET MY CERTIFICATE OF ATTENDANCE:	18
12.	EVALUATION QUESTIONNAIRES	19
13.	PROCEDURES FOR VISAS/STAYS:.....	19
14.	OTHER USEFUL INFORMATION AND LINKS:.....	19

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 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**

Other **compulsory documents to upload** in UMOVE

- 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

Note:

The **extension / reduction of stay document** should **only** be uploaded if you decide to extend or reduce your stay:

<https://drive.google.com/file/d/1KNbL12Czyx66RGNvFktQZNd3OVMSE8CQ/view?usp=sharing>

The **travel document** is **not compulsory** for European students.

2. ACADEMIC CALENDAR 2021-2022:

https://drive.google.com/file/d/13pUg1du88_iu5rj39ZXXsOQ2cSEnhKzU/view?usp=sharing

General academic calendar 2021-22		
Semesters	Fall semester	Spring semester
Lecture periods	06/09/2021-23/12/2021	31/01/2022-03/06/2022
Final exam periods	Ordinary period: January 10/01/2022-26/01/2022 Extraordinary period: 04/07/2022-20/07/2022	Ordinary period: June 02/06/2022-21/06/2022 Extraordinary period: 04/07/2022-20/07/2022

We **STRONGLY RECOMMEND** you to read carefully this guide below, which will help you in order to have any problem with **UMOVE** and the **Enrolment** at the UPCT.

IMPORTANT: the enrolment at the UPCT will be done through UMOVE, once your Learning Agreement is **approved** by you and your UPCT academic coordinator. For the enrolment, you will also receive notifications through you UMOVE.

3. SCHEDULE OF COURSES

Please check the corresponding schools' websites.

4. ONLINE COURSES:

For more information about the online courses please click on the link: <https://online.upct.es/students>

5. UMOVE GUIDE FOR INTERNATIONAL STUDENTS

<https://international.upct.es/downloadFile/r2bM5Lmb4x>

6. 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.*

7. 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 (issued in English)
- **Upload the student's commitment signed**

8. FILL IN MY LEARNING AGREEMENT IN UMOVE:

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

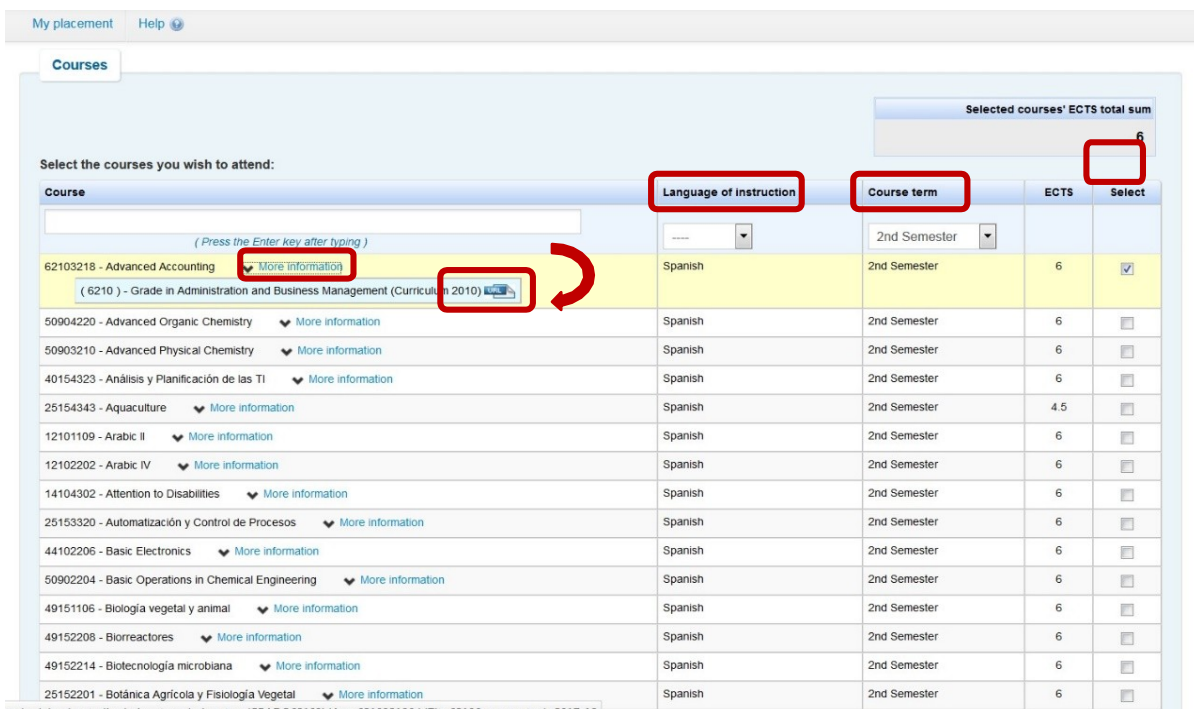
Information about my placement

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:

Course (Press the Enter key after typing.)

Language of instruction Course term ECTS Select

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

Selected courses' ECTS total sum: 6

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	<input type="button" value="Add"/>

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”**.

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 =		Selected courses' ECTS total sum =	
		18	
		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 =		Selected courses' ECTS total sum =	
		18	
		17	

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

My placement Help

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	2º 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 Logged in as You have 11 new messages!

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

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.

9. SPANISH LANGUAGE COURSES

If you wish to register for the Spanish language courses, you will have to include it later in your Learning agreement, as you will **first** have to do a **placement test after your arrival** to Cartagena (dates will be defined during the Welcome Day) in order to know in which group you will be. **If you have never studied Spanish before, you do not need to do the placement test.**

For more information about the Spanish Language courses, please contact Spanish@upct.es

10. BROKEN COFFEE

You will have the possibility to participate and obtain credits in a facultative activity 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

NOTE: In order to **add the Broken Coffee to your LA**, you have to **add it by hand to your LA**. It means that this will not be in UMOVE when you want to do your

LA (it cannot be selected directly from UMOVE as the rest of the courses). You will have to add it after your UPCT coordinator has accepted your LA in UMOVE.

IMPORTANT!

As the final number of credits obtained through the Broken Coffee will depend on the number of activities you have carried out, it can be possible that you get less credits than those indicated initially in your LA, if you have not taken part in all the activities required. You will only receive these credits at the end of your mobility, according to the number of activities you have attended.

11. HOW TO ENROL FOR THE COURSES SELECTED IN MY LEARNING AGREEMENT?

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!

In order to enrol for the courses which have been approved by your UPCT academic coordinator, please click on the following link

https://drive.google.com/file/d/1oCQZ9ojWIXzmag-Mtup_Zt7M2qf5TU2q/view?usp=sharing

Spanish language courses:

For more information about the Spanish Language courses, please contact spanish@upct.es

In order to enrol **for the Spanish** courses, you have to follow the steps below:

1. Do the placement test and wait for the results in order to know your group.
2. Select in your UMOVE the corresponding Spanish language group .

3. ACCESS TO THE AULA VIRTUAL

Once you have enrolled for the courses you wish to follow through the “Automatricula” (link sent to your UMOVE), **you should have access to the Aula Virtual** of those courses, and to the correct group.

This can take one day, but if there is any problem concerning the Aula Virtual, the first thing you need to do is check that you are correctly enrolled. **REMEMBER that you can only register for the courses which are on your LA.**

If you realised that you could not do the registration, please contact us at incoming@upct.es , so that we can solve it.

If you did correctly the registration and after 2 days, you still do not have access to the AULA virtual, please contact aula.virtual@upct.es

4. UPLOAD MY LEARNING AGREEMENT?

<https://drive.google.com/file/d/1NVKMxxyegZ2aQCG3FLa-A-jR1L8xB0Xs/view?usp=sharing>

5. MODIFY MY LEARNING AGREEMENT IN UMOVE

The changes of your LA should have your signature and the signature of your academic coordinator at the UPCT. In order to modify your Learning agreement, it is **COMPULSORY** to **fill in previously** the real date of your arrival to the UPCT, through the following link:

<https://forms.gle/vR3Ec13LdhidG4Er7>

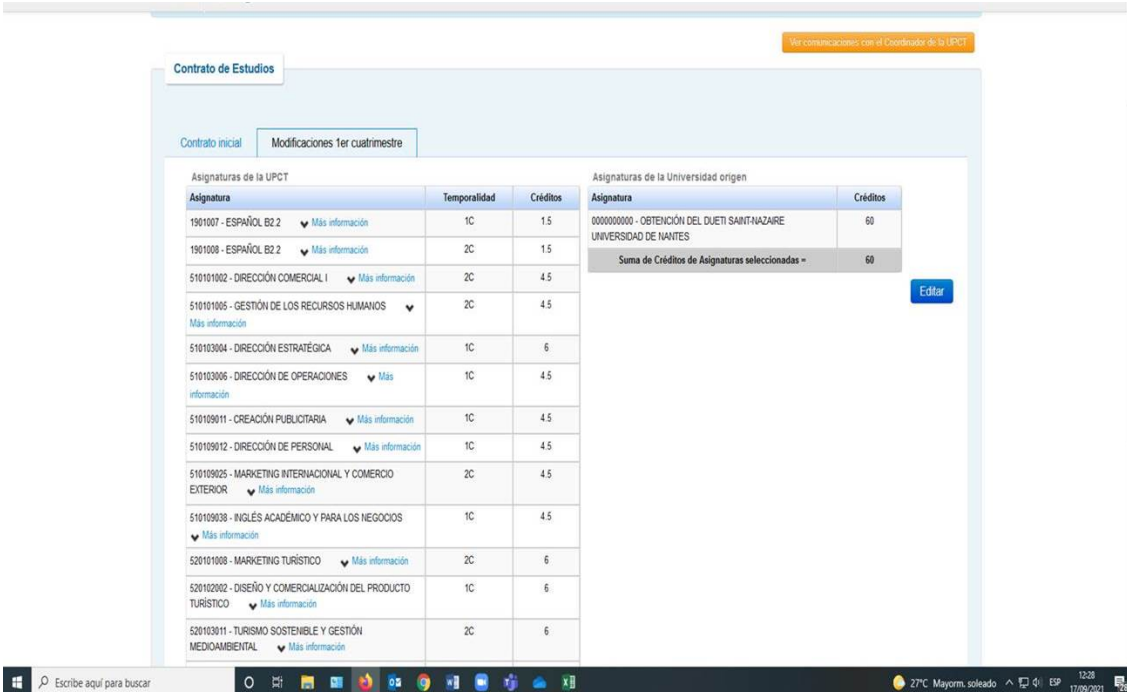
NOTE: the modifications of the learning agreement can only be done once you are in Cartagena, and once you have filled in the form with the date of arrival to the UPCT. **This means that NO MODIFICATION CAN BE DONE PRIOR TO YOUR ARRIVAL AT THE UNIVERSITY.**

Once the information processed (a few days later), you will be able to edit your LA and modify it.

There will be a specific period open in case you wish to modify your LA (add or delete any subject). You will receive a notification through UMOVE once this period is open.

Once the period for modification is open, you have to follow the same steps than when you filled in your LA.

In order to modify your LA, go to your UMOVE / MY PLACEMENT / LEARNING AGREEMENT and click on "Edit".



Contrato de Estudios

Contrato inicial | Modificaciones 1er cuatrimestre

Asignaturas de la UPCT

Asignatura	Temporalidad	Créditos
1901007 - ESPAÑOL B2 2	1C	1.5
1901008 - ESPAÑOL B2 2	2C	1.5
510101002 - DIRECCIÓN COMERCIAL I	2C	4.5
510101005 - GESTIÓN DE LOS RECURSOS HUMANOS	2C	4.5
510103004 - DIRECCIÓN ESTRATÉGICA	1C	6
510103006 - DIRECCIÓN DE OPERACIONES	1C	4.5
510109011 - CREACIÓN PUBLICITARIA	1C	4.5
510109012 - DIRECCIÓN DE PERSONAL	1C	4.5
510109025 - MARKETING INTERNACIONAL Y COMERCIO EXTERIOR	2C	4.5
510109038 - INGLÉS ACADÉMICO Y PARA LOS NEGOCIOS	1C	4.5
520101008 - MARKETING TURÍSTICO	2C	6
520102002 - DISEÑO Y COMERCIALIZACIÓN DEL PRODUCTO TURÍSTICO	1C	6
520103011 - TURISMO SOSTENIBLE Y GESTIÓN MEDIOAMBIENTAL	2C	6

Asignaturas de la Universidad origen

Asignatura	Créditos
000000000 - OBTENCIÓN DEL DUETI SAINT-AZAIRE UNIVERSIDAD DE NANTES	60
Suma de Créditos de Asignaturas seleccionadas =	60

Editar

Please, don't forget to click on "Finish and send to coordinator" and choose your subjects. Please follow the steps indicated in the Help button.

6. EXTEND MY MOBILITY PERIOD

If you wish to extend your mobility period here, you have to upload the Request of extension " (available in the link below), in UMOVE

<https://drive.google.com/file/d/1zWjLmT3ZMh8IcQrnym7pGjPj8aca41c/view?usp=sharing>

Deadlines:

- **before 1st February** if you wish to extend your mobility after Semester 1
- **before 1st April** for extensions after Semester 2

HOW TO...:

7. GET MY CONFIRMATION 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, by sending it to us by email to incoming@upct.es , with your personal information already filled in.

In order to get your **Confirmation of Arrival**, we kindly ask you to fill in the information required in the link below to confirm the date of your arrival to the UPCT. After we process the Google Form, you will be able to download your **Confirmation of Arrival** digitally signed from UMove (you will be notified in your UMOVE). Please, fill out this form only once!

<https://forms.gle/vR3Ec13LdhidG4Er7>

8. 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.**

9. 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.** 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 (AUTomaticula) in UMOVE in order to have access to that course. Until the AUTomaticula is done, you will not have access to the Aula Virtual.

10. GET MY TRANSCRIPT OF RECORDS:

The Transcript of Records will be available in UMOVE once all the marks have been uploaded by the professors. It can take a few days, and this means that you will have to wait in order to get your ToR.

The **ToR will be approximately available** 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 directly from Umove.**

Meanwhile, in order to get your ToR, we kindly ask you to fill in the information required in the link below to confirm your real arrival and real departure date. (If you did not arrive or departed yet, do not fill out this form yet.). **These dates are necessary and compulsory to be able to get your Transcript of Records at the end of your mobility.** Once the Transcript of Records available, you will receive a notification from UMove. **Therefore, it is important to check your UMove account every day.**

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

Remember that for the first semester, students who did not extend their mobility, the last date of their mobility can be maximum the 1st of March. In exceptional cases, (if you study master subjects or other special cases) we can accept different departure dates, but you will have to notify us.

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

<https://forms.gle/TTGqDwptij9JxP4M7>

After we process the Google Form, you will be able to download your digitally signed Certificate of Attendance from UMove. You will receive a notification from Umove telling you that you have a new document available. Please, fill out this form only once!

11. GET MY CERTIFICATE OF ATTENDANCE:

In order to get your **Certificate of Attendance**, we kindly ask you to 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 below once you are sure of the date of your departure.

<https://forms.gle/TTGqDwptij9JxP4M7>

12. EVALUATION QUESTIONNAIRES

At the end of your stay, you will have to fill in 2 important documents:

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

Evaluation of your mentor:

If you have had a mentor during your stay, please send an email to virginia.carles@upct.es, who will send you the '**evaluation of your mentor**' questionnaire to be filled. This document has to be sent directly to her. Please remember that this evaluation is very **important** for your mentor in order to get the credit points.

Evaluation of your stay at the UPCT:

Concerning the general '**Evaluation Questionnaire**' that you also have to fill in, you can find it in the following link

<https://forms.gle/tByX3DmxJwKfKLpW7>

You only have to fill it in. This document is **compulsory** for all the students at the end of their stay.

13. PROCEDURES FOR VISAS/STAYS:

If you are coming from a no UE country, or if you need an authorization of stay for your study period, please check the link below, where you will find all the information about the procedure to follow:

<https://international.upct.es/news/initial-authorization-of-stay-for-study-purposes-procedures>

14. OTHER USEFUL INFORMATION AND LINKS:

Website of the International Office: <https://international.upct.es/incoming>

Welcome to Cartagena (International Students Guide):

<https://drive.google.com/file/d/1UUgSomLWHzzoNBCJA-PNOD0siNT8p8Hk/view?usp=sharing>

International Summer Campus: <https://campusverano.upct.es/>

UMOVE: FREQUENT ASKED QUESTIONS:

<https://international.upct.es/downloadFile/zJyZoABjao>