

## INTERNATIONAL (ERASMUS / BILATERAL AGREEMENTS) AND NATIONAL (SICUE) MOBILITY

### Responsible Administrative Service: SECRETARY OF YOUR STUDIES

- **Contents:** information about the academic process to be followed during your exchange period related to the subjects that you will take and the subsequent incorporation to your transcript.

Aspects to take into account:

- ① To analyze the academic situation.
- ② To enroll at UPF.
- ③ To complete, confirm and modify the learning agreement.
- ④ To incorporate the obtained marks.

### ① To analyze your academic situation

- For international mobility (Erasmus and bilateral agreements), at your host university, you must complete and pass a number of credits equivalent to the academic period corresponding to your stay (with a minimum of 15 ECTS per term/semester) or the minimum number of credits established by your syllabus.
- For the national mobility (SICUE) the minimum is 24 ECTS for 5-month stays and 45 ECTS for 9-month stays.

For both international and national mobility, it is compulsory to add them in the transcript, in accordance with the regulations currently in force to guarantee the use of the stay, being respectful with what is established by the syllabus of the different degrees in terms of recognition and number of credits. In case of default of this requirement, the student will have to return the economic grant.

Schedule the ideal period of your stay based on:

- The academic calendar.
- The UPF syllabus and subjects.
- The subjects offered by the host university.
- The table with the subjects and their correspondence:  
<https://www.upf.edu/web/estudiarfora/assignatures>
- The subjects that you have not passed at UPF.

The [mobility coordinator of your center](#) can advise you on the most suitable subjects based on your transcript.

### How will the subjects completed at your host university appear in your transcript:

- **Optional subjects of mobility:** the subjects taken at your host university, which do not correspond to any subject of your syllabus, will be included in your transcript as optional credits of mobility, in accordance with the maximum expected in your syllabus and, prior authorization of the coordinator of your center.
- **Subjects with correspondence:** if the subject taken at your host university correspond to compulsory, optional or basic education subjects, as established by your syllabus, you can ask your coordinator to assess their correspondence.

Check the table with the subjects and their correspondence at: <https://www.upf.edu/web/estudiarfora/assignatures>

If you want to request the correspondence of subjects which were not recognized in previous years, your secretary will inform you of the procedure and deadlines that you must follow.

## BEFORE LEAVING

### ② TO ENROLL AT UPF

To opt for a mobility place you must enroll a minimum of one subject at UPF during the academic year 2018-19 within the established period and pay the corresponding academic and administrative fees. In addition to enrolling those subjects that you know for sure that you will study at UPF, you are also required to enroll the compulsory and basic education subjects that had not been passed.

If you received a grant from the Ministerio, you must meet the minimum amount of credits required in the corresponding annual call, check it on: <https://www.upf.edu/web/graus/beques-i-ajuts>

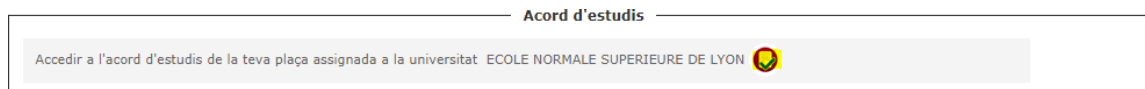
### ③ TO COMPLETE THE LEARNING AGREEMENT

**What is that?** It is the signed document between the student and the UPF, through the mobility coordinator of the center. In this document, it appears the relations between the subjects that you propose to study at your host university and the corresponding subjects of your syllabus or with mobility credits.

#### When should you fill it out? Check the dates

- If you start your stay between August and December 2018: from May, 1<sup>ST</sup> 2018 and in any case, before your exchange stay
- If you start your stay from January 2019: from October, 1<sup>st</sup> 2018, and in any case, before your exchange stay

**How?** Access the [virtual secretary](#) (your username is your entire DNI and the password is your date of birth following this format: ddmmaaaa).



Process steps:

#### 1. Indicate the subjects that you will take at your host university:

- Write the code and name of each subject in the corresponding fields in its original name, without translating them.
- Indicate the local credits (CU, Units, SWS, ECTS, etc.) and their equivalence to ECTS credits.
- Indicate in which period of the academic year you will complete the subject through the drop-down box.
- Save the document and you will see the subjects registered at the bottom of the screen.

This process has to be done for each subject that you take at your host university.

#### 2. Relate the introduced subjects and define how you want them to be included in your transcript:

- **Mobility Credits:**  
Select a target subject (left side of the screen) and choose the optional credits option (right side) and indicate one more time the number of credits ECTS. You have to do this for each subject separately.
- **Correspondence with subjects from the syllabus:** if the subject has been recognized by the faculty, establish the correspondence directly. Select the source subject (left side) and choose the corresponding subject from the syllabus (right side).

Check the table with the subjects and their correspondence on:

<https://www.upf.edu/web/estudiarfora/assignatures>

If you select a subject that you had already been enrolled in this academic year or in a previous academic year, but you did not pass it, the application will highlight it in red. It is an automatic check. Your coordinator will be the person who will validate the agreement.

**Note:** multiple relations. It is possible to make correspondences between several subjects.

For example: a student who attends a subject of 20 ECTS, his/her coordinator establishes a correspondence with the following subjects:

Subject A - 20 ECTS	Code X – Subject UPF (6 ECTS) Code Y – Subject UPF (6 ECTS) Optional credits (8 ECTS)
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*To establish this relation, firstly it is necessary to select the optional credits box, write the number of optional credits (8 in this case, both in the UPF column and in the ECTS one), and then select the UPF subject or subjects in the drop-down box*

- 3. Print the agreement.** Once the agreement is approved by the coordinator, go to the "Print and state of the agreement" section of the application, print it through "*print UPFagreement*", and sign it. Send the scanned document to your secretary through CAU:

**CAU of your secretary:** [cau.upf.edu/secretariesgrau](http://cau.upf.edu/secretariesgrau)

Keep the original document.

**To make changes in a learning agreement that has already been approved**, you must follow these instructions:

1. Access your learning agreement again through the application of the [virtual secretary](#):
2. Go to the "Subjects relation (University code)" screen and delete the established relations of those subjects that you want to modify or delete.
3. Go back to the first screen and modify those subjects that you want to change, delete them or add new ones and indicate the reason for the change only in the case of Erasmus.
4. Go back to the relations screen and establish new relations with the UPF subjects.
5. Notify your coordinator that you have made changes so that he/she can approve the agreement.

**IMPORTANT! Do not leave without filling the learning agreement out**

## ONCE YOU ARE AT THE HOST UNIVERSITY

- **CONFIRM OR MODIFY YOUR LEARNING AGREEMENT**

**Once you have started to attend the host university**, modify or confirm the learning agreement, access the application of the [virtual secretary](#) again.

**When?** You have **4 weeks**, counting from the beginning of your stay, to confirm or modify the agreement.

**A) If you do not want to make any changes in the agreement**, you should go to the *Print and State of the Agreement* section (third screen of the application), and select "print host university agreement." Print it and bring it to the coordinator of the host university, so that he/she signs it and seals it and send a scanned copy to the Secretary of your studies through the CAU ([cau.upf.edu/secretariesgrau/](http://cau.upf.edu/secretariesgrau/)).

**B) Instead, if you want to make changes in your agreement:**

1. Delete the relations with the UPF subjects that you do not want (2nd screen "XXX-UPF Subjects Relation". If you are a student of the Erasmus + program, the system will ask you to indicate the reason why you made that change.
  - **Important: If you omit this step, the confirmation document of the Erasmus + learning agreement will not save the changes correctly.**
2. Modify / delete / add the subject taken at your host university (1st screen "Subjects to take at XXX")
3. Relate the new subjects again to indicate how they will appear in your transcript. (2nd screen "Related subjects XXX-UPF). If you are a student of the Erasmus + program, the system will ask you to indicate the reason why you made that change.
4. Once it is approved by the mobility coordinator of the UPF, print it and bring it to the coordinator of the host university, so that he/she signs it and seals it. Send a scanned copy to the Secretary of your studies through the CAU ([cau.upf.edu/secretariesgrau/](http://cau.upf.edu/secretariesgrau/)).
5. From this moment on, it becomes **a document with binding nature** and we will proceed to regularise your transcript by making the corresponding registration modifications and you will have to pay the fees corresponding to the enrolled credits.

The Secretary of your studies will regularise your transcript once you receive the marks of your exchange stay.

**Important:**

You do not have to ask for the assessment withdrawal of those subjects with correspondence at the UPF that you are taking at your host university. However, you can consider asking for the assessment withdrawal of those subjects enrolled at UPF that you are not taking neither at the UPF nor at your host university. In this case, remember that you will not be able to avail yourself of the resit examination of the subjects to which you have withdrawn the assessment.

## ONCE THE STAY IS FINISHED AND YOU ARE BACK AT UPF

### ④ TO INCORPORATE THE OBTAINED MARKS

As a general rule, the host university sends us your marks by ordinary mail, but if that is the case, you can also bring them to the Secretary of your studies as soon as possible.

#### **Examination sittings:**

You will not be able to sit the exam corresponding to the ordinary examination sitting at UPF if you are taking it abroad.

If you have not passed the subject with correspondence at your host university, you will not be able to avail yourself of the resit examination of that subject at UPF according to the application of the general instruction of the vice-rector about Docència i Ordenació Acadèmica from July, 10th 2012.

**IMPORTANT!** The incorporations of marks of those students who have not given the agreement or the confirmation of the learning agreement within the established deadlines will not be processed.

#### **Regulations on the exchange programs:**

<https://www.upf.edu/web/estudiarfora/normativa>