



Escola Tècnica Superior d'Enginyeria  
de Telecomunicació de Barcelona

UNIVERSITAT POLITÈCNICA DE CATALUNYA

Procedures to do by the students leaving  
in February 2020 in a mobility program

**YEAR 2019-2020**  
**(February 2020)**

**ETSETB Academic Office**  
***International Affairs***

Barcelona, 30 October 2019



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## 1.1. Kinds of stay. Studies Erasmus+

- Stay at University with bilateral agreement
- Two supervisors: ETSETB and host institution.
- Enrollment. Both at host university and at ETSETB (payment only at ETSETB). Within enrollment period
  - Bag of optional common crèdits at ETSETB, courses at host univ.
  - TFG/TFM at ETSETB and an equivalent course at host university
- Minimum credits for the grant
  - If not last crèdits: 20 ECTS
  - If last crèdits: 12 ECTS.
- Assessment
  - Optional common credits. Transcript of records of the host university.
  - Final thesis. Assessment within the ETSETB deadlines, considering:
    - Defense at host university (except double degree students, who defend in both universities).
    - Transcript of records of host university.
    - Supervisor's assessment (with a grade) of host university and lecture certificate
    - Documents of the student's work (report, etc) at ETSETB Intranet.
- Grant. Grant covers up to 7 months per academic year. For double degrees with host university, 2 grants may be requested, to cover a maximum of 12 months.



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## 1.2. Kinds of stay. Traineeship Erasmus+

- Stay at company or university with whom we do not have a bilateral agreement.
- Two supervisors: ETSETB and host institution.
- Enrollment. Only at ETSETB, within enrollment period.
- Minimum credits for grant. No minimum of credits are required to obtain the grant.
- Assessment
  - Project.
    - Defense at ETSETB within the school's deadlines.
    - Supervisor's assessment
    - Documents of the student's work (report, etc) at ETSETB Intranet.
  - Optional credits for traineeship:
    - Supervisor's assessment (with a grade), signed by both supervisors.
    - Documents of the student's work (report, etc), that the student will send to both supervisors.
- Grant. The grant will cover the whole stay up to 12 months at most. (there is the possibility to do voluntary traineeship, not embedded in the curriculum; in that case, the grant will cover 3 months at most).



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## 1.3. Kinds of stay. Non Erasmus+ Countries outside the Erasmus+ zone

- Studies. Stays at universities with whom we have a bilateral agreement. They work like the Erasmus+ studies, except for the following details:
  - There is no Erasmus+ grant, so there is no minimum of credits required to be enrolled.
  - The enrollment payment is done either in one or both universities (depending on the agreement).
- Traineeship. Stay at a company or a university without a bilateral agreement with ETSETB. They work like the Erasmus+ traineeships, except that there is no Erasmus+ grant.



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## 2.1. Before leaving.

### Two tutors: ETSETB and host institution (TFG. TFM)

- If you perform a TFG/TFM, You must find a tutor at ETSETB and a tutor at the host institution.
- The ETSETB tutor of the TFG/TFM will do the following:
  - Assign you the project at the ETSETB Intranet, so that you can enroll it.
  - Validate the documents that you must upload at the ETSETB Intranet when doing the deposit (report, etc).
  - Only for bachelor students: fill in the “informe d’avaluació” at the ETSETB Intranet, considering the assessment documents sent by the tutor of the host institution, as well as the documents uploaded by the student.
- The tutor of the host institution of the TFG/TFM will do the following:
  - Follow up the student’s project in the host institution.
  - Send assessment documents to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) before the ETSETB assessment period:
    - Stay for studies (defense at host institution): lecture certificate and supervisor’s assessment (with a grade in section 7).
    - Stay for traineeship (defense at ETSETB): only supervisor’s assessment (answering “no” at section 7)



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## 2.1. Before leaving.

### Two tutors (ETSETB and host institution)

#### Optional credits for traineeship

- If you perform optional credits for traineeship, you must also find a tutor at ETSETB and a tutor at the host institution.
- The ETSETB tutor of the optional credits for traineeship will do the following:
  - Read your three work documents (as stated at during the mobility > optional credits for traineeship). You will have to send them by email.
  - Decide and introduce at the supervisor's assessment, together with the supervisor of the host institution, a numerical mark to your work.
  - Sign, together with the supervisor at the host institution, the supervisor's assessment and send it to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu).
- The tutor of the host institution of the optional credits for traineeship will do the following:
  - Follow up the student's traineeship in the host institution.
  - Send supervisor's assessment for traineeship, filled in and signed, to the supervisor of ETSETB.





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## 2.2. Before leaving. Documents

1. Admission letter or email from host institution
2. Financial agreement (Erasmus+) or credencial (other programmes)
3. Document about the supervisors (TFG/TFM or optional credits for traineeship)
4. Precommitment of courses (only for STUDIES)
5. Learning agreement
  - Learning agreement for STUDIES
  - Learning agreement for TRAINEESHIP (training agreement)
6. Compulsory insurance. Payment within the enrollment.
7. Only for Erasmus+ students
  - Language tests
  - Bank accounts (grant-holders)
8. Grant request (Mobint at AGAUR / Erasmus+ at UPC)





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## 2.2. Before leaving. Documents

1. Admission Letter or email from host institution. We need it to adjust the expected initial and final dates set by default at the system.
2. Financial agreement (Erasmus+) or Credential (other programmes) .
  - Submit two originals at the academic office signed only by you.
  - Check that the initial and final dates are correct before signing.
  - Where is the document:
    - Financial agreement: at [prisma-nou.upc.edu/estudiants](http://prisma-nou.upc.edu/estudiants) (*mobility stay > documents*)
    - Grantholder agreement: we give it to you at the academic office.
3. Document about the supervisor at host institution (TFG/TFM)
  - Your supervisor at ETSETB is to provide us with the following details about your supervisor at the host institution: complete name, email and his/her university.
  - If they are not provided at the Intranet ETSETB when the offer is registered, we will need this document  
[telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedures > before the stay



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## 2.2. Before leaving. Documents

### 4. Precommitment of courses (only STUDIES)

- Its a document previous to the learning agreement, with the subjects that you intend to do at the host university and the credits or subjects, corresponding to them, that you will enroll at ETSETB (the TFM/TFG is a subject as well).
- Send a scan to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) signed by you.
- The document is at [telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents.
- When: Before 15th June in fall semester and before 30th January in Spring semester. In any case, before leaving.



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## **2.2. Before leaving. Documents**

### 4. Precommitment of courses (only STUDIES)

- Its a document previous to the learning agreement, with the subjects that you intend to do at the host university and the credits or subjects, corresponding to them, that you will enroll at ETSETB (the TFM/TFG is a subject as well).
- Send a scan to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) signed by you.
- The document is at [telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents.
- When: Before 15th June in fall semester and before 30th January in Spring semester. In any case, before leaving.



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## 2.2. Before leaving. Documents

### 4.1 Precommitment of courses (ESTUDIS). How to fill in

([telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procediment > abans de marxar > documentació)

- Write the courses to do at the host university at the left.
- Write the corresponding credits or courses you will enroll at ETSETB.
- The credits corresponding to common elective courses (not intensification or compulsory) are to be written as follows:

| Host university |              |          |         | ETSETB       |                  |          |      |
|-----------------|--------------|----------|---------|--------------|------------------|----------|------|
| Subject code    | Subject name | Semester | Credits | Subject code | Subject name     | Semester | ECTS |
| X00Y            | xxxx         | Fall     | 7,5     | ---          | Elective credits | Fall     | 30*  |
| X00X            | Yyyy         | Fall     | 7,5     |              |                  |          |      |
| X00Z            | Zzzz         | Fall     | 7,5     |              |                  |          |      |
| Z00Z            | Yzzx         | Fall     | 7,5     |              |                  |          |      |

\* If there are more credits at the left side, we will consider the best grades for the assessment.



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## 2.2. Before leaving. Documents

### 4.1 Precommitment of courses (STUDIES). How to fill it in

([telecos.upc.edu/en](http://telecos.upc.edu/en) > International > Studying abroad > Procedure before leaving > documents)

- Write the courses to do at the host university at the left.
- Write the corresponding credits or courses you will enroll at ETSETB.
- The credits corresponding to common elective courses (not intensification or compulsory) are to be written as follows:

| Host university |              |          |         | ETSETB       |                  |          |      |
|-----------------|--------------|----------|---------|--------------|------------------|----------|------|
| Subject code    | Subject name | Semester | Credits | Subject code | Subject name     | Semester | ECTS |
| X00Y            | xxxx         | Fall     | 7,5     | ---          | Elective credits | Fall     | 30*  |
| X00X            | Yyyy         | Fall     | 7,5     |              |                  |          |      |
| X00Z            | Zzzz         | Fall     | 7,5     |              |                  |          |      |
| Z00Z            | Yzzx         | Fall     | 7,5     |              |                  |          |      |

\* If there are more credits at the left side, we will consider the best grades for the assessment.



## 2.2. Before leaving. Documents

### 4.1 Precommitment of courses (STUDIES). How to fill it in

([telecos.upc.edu/en](http://telecos.upc.edu/en) > International > Studying abroad > Procedure before leaving > documents)

- The credits corresponding to an ETSETB course (intensification or mention elective or compulsory) are to be written as follows:

| Host university |              |          |         | ETSETB       |                        |          |      |
|-----------------|--------------|----------|---------|--------------|------------------------|----------|------|
| Subject code    | Subject name | Semester | Credits | Subject code | Subject name           | Semester | ECTS |
| X00Y            | xxxx         | Spring   | 3       | 230---       | Nom assignatura ETSETB | Spring   | 5    |
| X00X            | Yyyy         | Spring   | 3       |              |                        |          |      |

GRETST: 230094  
 GREELEC: 230933  
 GREFISI: 230480  
 MET: 230683  
 MEE: 230682  
 MATT: 230725  
 MEFF:230863

- The credits corresponding to the final thesis are to be written as follows:

| Host university |              |          |                  | ETSETB       |                             |          |                          |
|-----------------|--------------|----------|------------------|--------------|-----------------------------|----------|--------------------------|
| Subject code    | Subject name | Semester | Credits          | Subject code | Subject name                | Semester | ECTS                     |
| Z11Z            | Project...   | Spring   | cr. at host univ | 230---       | Master's/ Bachelor's Thesis | Spring   | credits thesis at ETSETB |



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## 2.2. Before leaving. Documents

### 5. Learning Agreement

- Send a scan at [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) signed and stamped by host institution.
- Documents at [telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents.
- There are two kinds of learning agreements, depending on the kind of mobility stay. You must choose the proper model according to the explanation on slides 1.1, 1.2, 1.3:
  - Learning Agreement for STUDIES (Erasmus+ or non Erasmus+)
  - Learning agreement for TRAINEESHIP (training agreement)





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## 2.2. Before leaving. Documents

### 5.1 Learning Agreement for STUDIES

([telecos.upc.edu/en/](https://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents)

How to fill in the agreement.

- The details of ETSETB are completed by default on the model at ETSETB website.
- The academic contents goes as follows:
  - Table A) Courses or/and final thesis you will enroll at host institution (remember that with Erasmus+ you don't pay at host university)
  - Table B) Write what you will enroll at the ETSETB (to be assessed according to what you have enrolled at host university). The same as you have written on the right at the precommitment.
- The date of the signatures must be previous to the date of arrival to host institution.



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## 2.2. Before leaving. Documents

### 5.1 Learning Agreement for STUDIES (example)

([telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents)

| <b>Table A<br/>Before the<br/>mobility</b> | <b>Study Programme at the Receiving Institution</b>                                    |          |  |
|--|--|----------|--|
| Component code<br>(if any)                 | Component title at the Receiving Institution<br>(as indicated in the course catalogue) | Semester | Number of ECTS credits (or<br>equivalent) to be awarded by the Receiving<br>Institution upon successful completion |
| Code at host univ (if any)                 | <b>Final thesis course at host university</b>  |          | <b>ECTS at host univ.</b>  |
| Code at host univ (if any)                 | <b>Regular course/subject at host university - 1</b>                                   |          | <b>ECTS at host univ.</b>  |
| Code at host univ (if any)                 | <b>Regular course/subject at host university - 2</b>                                   |          | <b>ECTS at host univ.</b>  |

| <b>Table B<br/>Before the mobility</b> | <b>Recognition at the Sending Institution</b>  |          |  |
|--|--|----------|--|
| Component code<br>(if any)             | Component title at the Sending Institution<br>(as indicated in the course catalogue)   | Semester | Number of ECTS credits (or<br>equivalent) to be recognised by the<br>Sending Institution |
| Code at ETSETB                         | <b>Bachelor's thesis</b>   |          | <b>ETSETB credits</b>  |
| No code                                | <b>Optional credits</b>  |          | <b>Total of credits of regular<br/>subjects at host<br/>university</b>                   |
| Code at ETSETB                         | <b>ETSETB course (in case you perform a course<br/>corresponding to an intensification, mention or<br/>compulsory subject)</b> |          | <b>ETSETB credits</b>  |



## 2.2. Before leaving. Documents

### 5.2 Learning agreement for TRAINEESHIP (training agreement)

([telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents)

How to fill in the agreement.

- The details of ETSETB are completed by default on the model at ETSETB website.
- The academic contents goes as follows:
  - Table A) Write contents and hours, together with host institution.
  - Table B)
    - If you are going to perform TFG/TFM or earn optional credits for traineeship, Select point 1 (embedded in the curriculum)
    - If you are not going to earn any credits after your stay, select point 2 (voluntary traineeship). You won't pay any credit, but you will pay the fees for enrollment (around 90 euros).



## 2.2. Before leaving. Documents

5.2 Learning agreement for TRAINEESHIP (training agreement)  
 ([telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents)

Table B - Sending Institution  
Please use only one of the following three boxes:

|   |   |
|---|---|
| <b>1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:</b>                   |   |
| Award .....ECTS credits (or equivalent)   | Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Yes <input checked="" type="checkbox"/>                 |   |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                       |   |
| <b>2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:</b>                                   |   |
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>  | If yes, please indicate the number of credits: ....   |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>  | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>       |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>                                       |   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent).   |   |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>                                  |   |
| <del><b>3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:</b></del> |   |
| <del>Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/></del>   | <del>If yes, please indicate the number of credits: ....</del>  |
| <del>Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/></del>  |   |

**TFG/TFM  
Opt. Cred. for  
traineeship**

**No credit**



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## 2.2. Before leaving. Documents

### 6. Compulsory insurance for exchange. To be paid together with enrollment fees

At the enrollment moment (before the beginning of the semester), you will have to pay the exchange insurance (approx. 69 euros).

### 7. Only for Erasmus+ students

- Language tests. One at the beginning and one at the end of the stay.
- **Introduce the bank account where you will receive the grant at:**  
[prisma-nou.upc.edu/estudiants](http://prisma-nou.upc.edu/estudiants) > mobility stay. It may be different to the one you use to pay the enrollment (in case you pay by direct debit).
- **Submit SEPA bank account (if you have never delivered it).** For us to charge you a return (if needed. This account may be different to the previous one. Enter:  
[prisma-nou.upc.edu/estudiants](http://prisma-nou.upc.edu/estudiants) > my details > bank account > *Bank account associated with the SEPA payment order*, fill in the fields (**if you don't have any active account there**), save and print the SEPA document and submit it at the academic office with all the requested signatures and without any amendment. It must be an original document.



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## 2.2. Before leaving. Documents

### 8. Request for grant

- MOBINT. Request at AGAUR
  - For the request, you will need a credential and a transcript. You can ask them at [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu), with the subject: Mobint - Documents
- Erasmus+. Request at UPC.
  - For studies. At ETSETB. You should have already asked for it.
  - For traineeship. Until 30th June 2020. At the seu electrònica of UPC (<https://www.upc.edu/sga/ca/Mobilitat/KA103/SMT/2019-2020/Sollicitud>)



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## 2.3. Before leaving. Enrollment

### Enrollment TFG/TFM.

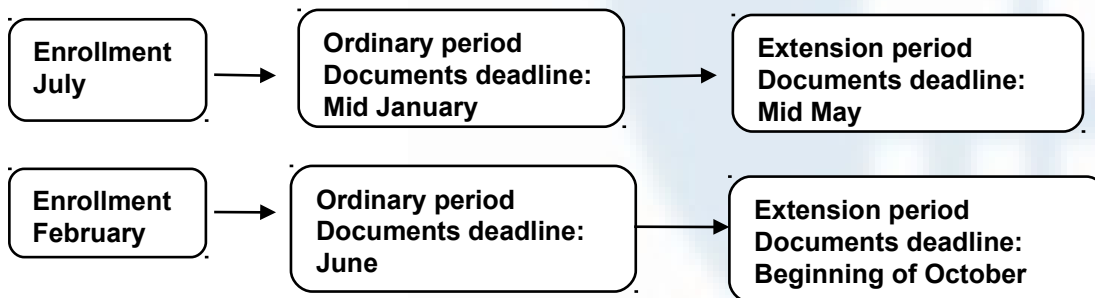
(process and calendar at: <http://etsetb.upc.edu/ca/els-serveis/secretaria-oberta>, under the title «Treballs»)

1. Allocation of TFG/TFM through ETSETB Intranet. Before enrollment period, the ETSETB thesis supervisor has to introduce the mobility TFG/TFM at the ETSETB Intranet ([intranet.etsetb.upc.edu//sys/login.html](http://intranet.etsetb.upc.edu//sys/login.html)) and the student will accept it.
2. Enrollment at the ETSETB ordinary period. After TFG/TFM allocation through ETSETB Intranet, the student will enroll online within the ordinary deadlines (July or February), through [prisma-nou.upc.edu/estudiants](http://prisma-nou.upc.edu/estudiants).

#### IMPORTANT:

#### Validity of the TFM/TFG enrollment

- The TFM/TFG enrollment will be valid during the semester duration. This validity may extend only for 2 months, by paying the administrative fees of approx. 90€.







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## 2.3. Before leaving. Enrollment

### Enrollment. Optional credits for traineeship

Either if you perform a traineeship embedded in the curriculum or voluntary, you need to enroll it. The process is the following:

- Send us to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu):
  - Document with the details about the supervisor.
  - Learning agreement for [traineeship](#)
- If you have done step 1, you will be able to enroll through [prisma-nou.upc.edu](http://prisma-nou.upc.edu) in the ordinary period (July or February).



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## **2.3. Before leaving. Enrollment**

### **Enrollment. Regular courses/subjects**

If you perform regular courses at the host university, the enrollment process at ETSETB is the following:

1. Send us to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu):
  - Learning agreement for studies
2. If you have done step 1, you will be able to enroll through [prisma-nou.upc.edu](http://prisma-nou.upc.edu) in the ordinary period (July or February).
3. Remember that you must enroll these courses at the host university as well as at ESETB. If you go to a European university belonging to the Erasmus+ zone, you will only pay at ETSETB.



## 3. During the mobility

The models of the following documents are at:

[telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedures > during the mobility)

- Certificate of arrival:
  - When: As soon as you arrive at host institution.
  - Where: to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu).
- Extension of stay.
  - When: Maximum 30 days before the expected end date.
  - Where: to [demana.upc.edu/sga](http://demana.upc.edu/sga).
  - Models:
    - *Sol·licitud d'extensió (extension request)*
    - *Modificació learning agreement (learning agreem. Modification)*
- Change of courses:
  - When: Maximum 30 days before the expected end date.
  - Where: to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu).
  - Model: Learning agreement modification



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### 3. During the mobility

#### LANGUAGE TEST (**only Erasmus+ students**)

- To do the language test (OLS) is mandatory, at the beginning and at the end of the stay. You will receive an email with information.
- You don't need to pass the test. Only do it.
- In case you can't find the test, notify [demana.upc.edu/sga](mailto:demana.upc.edu/sga). Choose "mobilitat outgoing" at the pull-down menu.



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### 3. During the mobility

## Recognise 3 optional credits of «extensió universitària»

ONLY BACHELOR STUDENTS you may recognise 3 optional credits of «extensió universitària» for mobility. The maximum of credits for «extensió universitària» for the whole bachelor is 6.

When to request for them: One month after your arrival at host institution. Erasmus+ studies before 15 March for Spring stays and before November for Fall stays\*

How: You will have to send to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) the document signed by your tutor to recognise these credits. It is at:

–([telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > Studying abroad > Procedure > before mobility > documents

**\*ATTENTION ERASMUS+ STUDIES:** If you request for an Erasmus+ studies grant, you have to enroll at UPC a minimum of 20 ECTS corresponding to courses performed in the host university; and **the 3 mobility credits** aren't considered courses, so they **cannot be counted within this minimum**.

Nevertheless, if what you do at the host university are the last credits of your career (and you do not combine it with any course at ETSETB), then this minimum of credits is 12 (the courses that can be compensated are considered passed for this matter).

Therefore, if you are only lacking the TFG of 18 ECTS and 3 optional credits, you must recognize the 3 mobility credits before your request for Erasmus+ grant is dealt, so that you are considered to be lacking only your TFG. This deadline is November for fall stays and mid March for spring stays.



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## 3. During the stay

### TFG/TFM - 1

- Schedule and procedure according to your study plan:  
<http://etsetb.upc.edu/ca/els-serveis/secretaria-oberta> (under title “treballs”).
- Do the diposit through ETSETB Intranet (<https://intranet.etsetb.upc.edu/sys/login.html> : *Acadèmica > Dipòsit de TFG/TFM*). You must upload all the files and complete all browses and your ETSETB supervisor has to validate them, according to the ETSETB deadlines.
- Notify defense place and time, within the set deadlines and according to the procedure. (If you perform a double degree with the host institution, you will have to defend in both schools).



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## 3. During the mobility

### TFG/TFM - 2

- ETSETB evaluation board (for all students). Whether you defend at ETSETB or not, you will be assigned an ETSETB evaluation board that will assess your thesis within the school deadlines.
  - MET and MEE students. Submit the request for the evaluation board signed by student and your ETSETB supervisor, within the deadlines.
  - Rest of students. The school will assign the evaluation board without request, attending to the student's notification of place and time of defense.
- Double degree students will defend in both schools.
- Make sure that your the supervisor of the host institution sends us the assessment documents at [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) (see “before returning. TFG/TFM”), at least one week before the evaluation board meets.





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## 3. During the mobility

### Optional credits for traineeship

Send the following documents to your supervisor at ETSETB, according to the link:

<http://etsetb.upc.edu/ca/empreses/convenis-de-cooperacio-educativa/informacio-per-a-estudiants#section-9>):

- Project Proposal and Work Plan
- Critical review
- Final report

For the assessment, make sure that your two supervisors (ETSETB and host institution) fill in and sign the supervisor's assessment. Your ETSETB supervisor will send it to us with both signatures at [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu) (see before returning. «Traneeship embedded in the curriculum»)



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## 4. Before returning

### Certificate of attendance

You are to submit this document, attending to the exact requirements. Otherwise, you will have to return the grant you have received and you won't be assessed for what you have done:

#### 1. Submit Certificate of attendance

- Use the exact model (otherwise we won't accept it):
  - [prisma-nou.upc.edu/estudiants](http://prisma-nou.upc.edu/estudiants) > mobility stay > documents
- Accomplish all these requirements (otherwise we won't accept it):
  - The date of signature cannot be previous to the end date of the stay that is stated at the certificate (it has to be equal or later).
  - The initial date has to be the same than the one of the certificate of arrival.
  - There cannot be any stud or correction.
  - It has to be our model (previous paragraph). The certificate of attendace model of your host university WILL NOT BE ACCEPTED
- In case you have been granted a MOBINT scholarship, you may need two certificates of attendance. The one of UPC stated above and the MOBINT certifacte.



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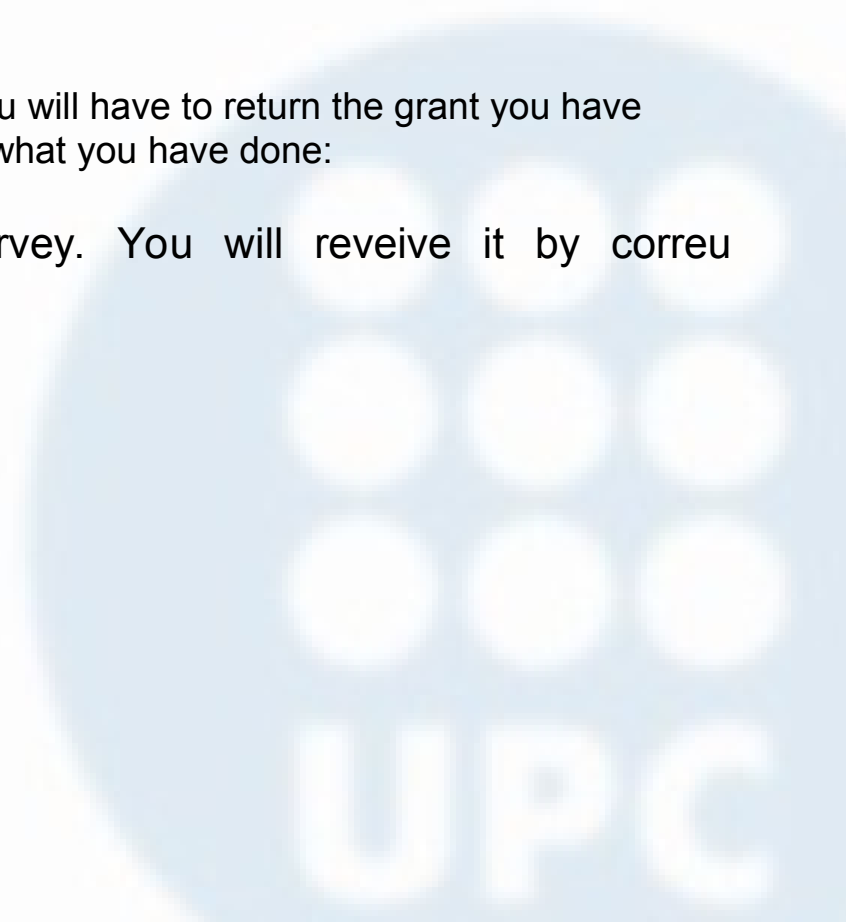
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## 4. Before returning

### Only Erasmus+ students:

You are to do these steps. Otherwise, you will have to return the grant you have received and you won't be assessed for what you have done:

1. Answer online the Erasmus+ survey. You will receive it by correu electrònic.
2. Do the final language test.





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## 4. Before returning

### TFG/TFM assessment

- Schedule and procedure according to study plan:  
<http://etsetb.upc.edu/ca/els-serveis/secretaria-oberta> (under the title “treballs”).
- As explained at “during the mobility TFG/TFM”, you must have made sure to be assigned an ETSETB evaluation board (secretary, president and vocal) and to have completed the deposit of the project at ETSETB Intranet, within our deadlines
- Assessment documents according to the kind of stay:
  - If your stay has been for studies (non double degree):
    - Supervisor’s assessment\* with the mark, before the ETSETB evaluation board meet.
    - Lecture certificate\*, before the ETSETB evaluation board meet.
    - Transcript of records (original), as soon as it is ready.
  - If you have done double degree:
    - The same as previous case, but you will have to defend at ETSETB. If you defend at ETSETB first, you can only send the supervisor’s assessment before fense at ETSETB.
  - If your stay has been for traineeship:
    - Supervisor’s assessment\*. Before your defense at ETSETB.

\* Model at [telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > studying abroad > procedure > before returning. Make sure that your supervisor at the host institution sends it to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu), within our deadlines.



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## 4. Before returning

### Assessment of optional credits for traineeship

- As explained at «during the mobility. Traineeship», you should have sent to your ETSETB supervisor: project proposal and workplan, project critical review and final report.
- Now, for the assessment, you have to make sure that:
  - Your supervisor at the host institution sends to your ETSETB supervisor the supervisor's assessment of the traineeship. The model is at [telecos.upc.edu/en/](http://telecos.upc.edu/en/) > International > studying abroad > Procedure > before returning
  - Your ETSETB supervisor sends the previous document to [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu), having added a definite grade and his/her signature.



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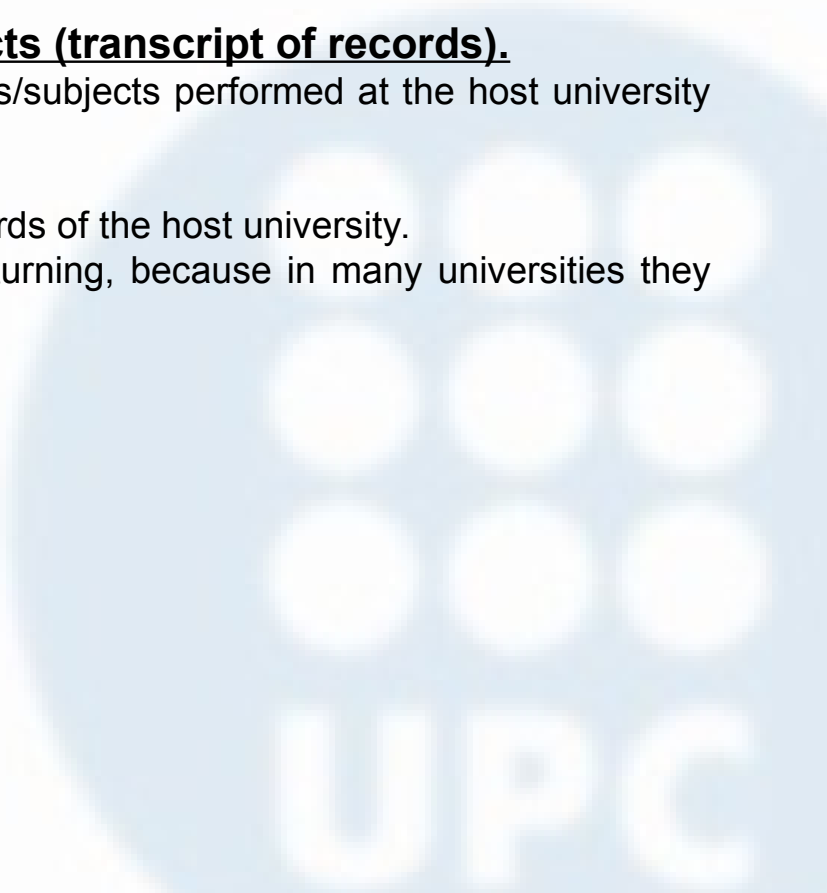
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## 4. Before returning

### Assessment of regular courses/subjects (transcript of records).

In order to be assessed of the regular courses/subjects performed at the host university and enrolled at both universities you need to:

- Submit the original transcript of records of the host university.
- You should try to have it before returning, because in many universities they take very long to send it to us.





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## 5. Other interesting information

### 5.1. Erasmus+ for traineeship (training agreement)

- For traineeships in companies of the Erasmus+ countries (except Spain). It can be in universities with which we don't have a bilateral agreement or where you do not perform an activity of their course catalogue.
- If you want the grant, you have to request for it
- You need to sign a financial agreement (we need the original).
- You need the Learning Agreement for Traineeships.
- Maximum amount: 12 months (TFG/TFM or optional credits for traineeship).
- Duration of the stay: minimum 2 months, maximum 12 months.





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## 5. Other interesting information

### 5.2. Erasmus+ for studies:

- To obtain the grant, you must enroll at UPC and abroad a minimum of credits (remember you only pay at UPC):
  - Less than 8 months: 20 ECTS, 12 if they are the last ones of the career.
  - From 8 to 12 months: 40 ECTS, or 20+12 if they are the last ones of the career.
- To obtain the grant, you have to request for it within the deadlines.
- You need to sign a financial agreement (we need the original).
- You need the Learning Agreement for Studies.
- Maximum amount: 7 months, according to duration (double degree students may request for two grants in two different courses).
- Duration of the stay: minimum 3 months, maximum 12 months.



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## 5. Other interesting information

### 5.3. Erasmus+ grant:

- Places
  - KA103 – European countries
  - KA107 – Non European countries
- The amount of the grant depends on the destination country.
- You can be at most 12 months with the Erasmus+ modality per cycle.



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## 5. Other interesting information

### 5.4. MOBINT AGAUR (Generalitat de Catalunya)

- This is a complementary grant, compatible with other grants. 200 € per month. Maximum: 6 months.



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## 5. Addresses

- **International relations at UPC**  
<https://www.upc.edu/sri>
- **Servei de Gestió Acadèmica**  
<https://www.upc.edu/sga/ca/beques/mobilitat-internacional>
- **International relations at ETSETB**  
[https://etsetb.upc.edu/en/international/studying-abroad?set\\_language=en](https://etsetb.upc.edu/en/international/studying-abroad?set_language=en)
- **Link with the documents of this meeting:**  
<https://etsetb.upc.edu/en/international/studying-abroad/reunions-informatives-mobilitat>
- **Erasmus+ grants:** <https://www.upc.edu/sga/ca/Mobilitat>



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**Thank you very much**

*Unitat de Relacions Internacionals*

ETSETB

Secretaria Acadèmica

Attending hours: Monday to Thursday 11 to 14h, Friday 11 to 13h

Telèfon: 93 401 19 87

Mail: [students.mobility@etsetb.upc.edu](mailto:students.mobility@etsetb.upc.edu)

