Procedure to do by the students leaving in February 2021 in a mobility program

YEAR 2020-2021
(February 2021)

ETSETB Academic Office
International Affairs

Barcelona, November, 4, 2020
Procedure link

➢ Go to https://telecos.upc.edu/en
➢ Choose International > studying abroad > procedure (direct link)
Check which kind of stay you have

- Different learning agreement for each stay.
- Different application to university (in case you have been allocated a place to a university through e-secretaria).
- If you go to do the final thesis, maybe you have to do a traineeship (although in a university)

Procedure outgoing mobility (link):

Stays for Studies
Enrolment of credits both in ETSETB and host university
(with right to Erasmus grants or not depending especially on the country)

Stays for Traineeship
- Enrolment of credits only in ETSETB.
- Courses not allowed.
- If university, see what rights you have as a trainee (accommodation, etc)
(with right to Erasmus grants or not depending especially on the country)

Double degree (Division of stays) according to the destination
Study plans at host institution

Differences in procedure

The different procedures are detailed at the following buttons:

- **Courses**
- **Final thesis**
- **Elective credits traineeship**
- **Extracurricular Traineeship**

Regardless where you defend:
- Two supervisors (ETSETB and host institution)
- ETSETB evaluation board.
- Student’s deposit at Intranet ETSETB (report, etc).
- Documents from host supervisor.
- Where you can do the defence (depending on kind of stay).

Double degree is a combination of courses and Final thesis:
Before Dec, 20. Documents with study plan (scanned signatures)

Stays for studies (normally prepared when application)

• Precommitment (internal document. Clear relation host and home)

• Learning agreement for studies (official document).

It has to be our model, not the one of host institution.

Instructions for both Erasmus an non Erasmus, according to your study plan:

• What is a Stay for Studies?

• What is an Erasmus stay?

• Requirements for the Erasmus studies scholarship (2020-2021 call)

• Study plan at host university. To determine during your application at host university

• How to fill in the learning agreement and the precommitment
Before Dec, 20. Documents with study plan (scanned signatures)

Stays for training

• Learning agreement for traineeship (training agreement)
  It has to be our model, not the one of host institution.

Instructions for both Erasmus an non Erasmus, according to your study plan:

• What is a stay for traineeship?
• What is an Erasmus stay?
• Requirements to obtain the traineeship grant (19-20 call)
• Study plan of a traineeship
• How to fill in the learning agreement for traineeships (training agreement)
Before enrolment period. Final thesis through ETSETB Intranet

If you perform a final thesis, as well as the learning agreement, you will have to do the following

At least one day before enrolment:

• Your ETSETB supervisor has to introduce the details of your final thesis at ETSETB Intranet and assign it to you

• You will have to accept it at the same site.

Site: [https://intranet.etsetb.upc.edu/serveis](https://intranet.etsetb.upc.edu/serveis) &gt; Docència &gt; Ofertes TFG/TFM

Details at: [Final thesis](#)
Before leaving: ORIGINAL documents (NO scanned or printed signature)

Erasmus students:
• Financial agreement (prisma-nou.upc.edu/estudiants > mobility stay > documents). Signed by you

Non Erasmus students:
• Non Erasmus credential signed by you. Ask us (students.mobility@etsetb.upc.edu) to send the model to you

HOW: signed with blue ball pen. ORIGINAL. WE DO NOT ACCEPT scanned or printed signature

WHERE:
• Either at the information desk of building B3, in front of the academic office, from Monday to Friday from 8 to 19h.
• Or by post to ETSETB - UPC
  International Relations Area
  Building. B3 - North Campus
  c/ Jordi Girona, 1-3
  08034 Barcelona
All the documents to submit at UPC

Submit the following documents, within the deadlines and in the format detailed at the buttons below:

**Original documents.** Leave them at the information desk of building B3, in front of the academic office (from Monday to Friday, from 8 to 19h), or send them by post to:

ETSETB - UPC
International Relations Area
Building, B3 - North Campus
c/ Jordi Girona, 1-3
08034 Barcelona
## Summary documents UPC

In red the documents only related to the grant. Please see at the website the details on how and when to submit them.

### Before the mobility

- Request for grant (Erasmus, Erasmus Santander, Mobint, etc) — depending on call
- Bank account/s at Prisma: *my details* (SEPA) – only if you have never submitted it signed at e-secretaria
- Learning agreement (for studies or for traineeship) — students.mobility@etsetb.upc.edu
- Precommitment (studies) — students.mobility@etsetb.upc.edu
- Modification of learning agreement (if any) — students.mobility@etsetb.upc.edu
- Extension (if any) — seu electrònica
- Only bachelor: recognition of 3 mobility credits for university extension (if needed) — students.mobility@etsetb.upc.edu
- Final thesis: Written work templates (final report, etc) — ETSETB Intranet (Docència > Ofertes TFG/TFM)
- Internship elective credits: Written work templates (final report, etc) — supervisors’ e-mail
- Final thesis: Steps to obtain an ETSETB evaluation board (different depending on the degree you are pursuing at ETSETB)
- Assessment documents from host institution — Depending on study plan at host institution
- Certificate of attendance — e-secretaria
- Erasmus survey (different from the one of the thesis ETSETB Intranet diposit) — link sent to you by email

### During mobility

- Erasmus language test (OLS) — link sent to you by email
- Certificate of arrival — e-secretaria
- Modification of learning agreement (if any) — students.mobility@etsetb.upc.edu
- Extension (if any) — seu electrònica
- Only bachelor: recognition of 3 mobility credits for university extension (if needed) — students.mobility@etsetb.upc.edu
- Final thesis: Written work templates (final report, etc) — ETSETB Intranet (Acadèmica > Dipòsit TFG/TFM)
- Final thesis elective credits: Written work templates (final report, etc) — supervisors’ e-mail
- Final thesis: Steps to obtain an ETSETB evaluation board (different depending on the degree you are pursuing at ETSETB)

### Before returning

- UPC Enrolment with mobility insurance payment — e-secretaria
- Credential signed by you (Erasmus financial agreement or Non Erasmus credential) — Original
- Reporting of the internship (for traineeship) — students.mobility@etsetb.upc.edu
- Precommitment (traineeship) — students.mobility@etsetb.upc.edu
- Presentation of the internship (for traineeship) — seu electrònica
- Certificate of attendance — e-secretaria
- Erasmus survey (different from the one of the thesis ETSETB Intranet diposit) — link sent to you by email
# Grants

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<th>Grants</th>
<th>Details</th>
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| **Erasmus studies** (UPC)  | Deadline ended in October  
• Requirement of credits enrolled for semester  
• Maximum duration of each semester  
(see: [Erasmus studies](#), at ETSETB website) |
| **Erasmus traineeship** (UPC) | Deadline will end in June 2021  
(See: [Erasmus traineeship](#), at ETSETB website) |
| **Santander Erasmus** (Banco Santander) | Finished  
Additional to Erasmus grants (only for Erasmus students)  
(See: [Santander grants](#), at UPC website) |
| **Mobint** (Agaur-Generalitat) | Call to be published probably first week November 2020  
(See: [Agaur web](#), and select “Universitats” and “mobilitat”) |

Erasmus grants, in 2020-2021 are only for stays in European countries (KA103)  
More grants at: [Grants and mobility scholarships](#)
Coronavirus

• Blended mobility will be allowed, generally beginning in a virtual way –whether in home or host country- and continued face-to-face, but it can be the other way round, depending on the evolution of the pandemic. The face-to-face period is mandatory to receive the mobility grant.

• In case of force majeure, the duration of the physical mobility can be reduced or be cancelled by an extension of the virtual mobility.

• In case you have a grant, it will be only for the face-to-face period.

• Totally virtual mobilities will not be financed.

• In all cases, the mobility student will have to sign a contingency clause.
Addresses

• International relations at UPC
  https://www.upc.edu/sri

• Erasmus and other grants. General address of UPC.
  https://www.upc.edu/sga/ca/Beques/BequesMobilitat

• International relations at ETSETB

• Link with the documents of this meeting:
  https://etsetb.upc.edu/en/international/studying-abroad/reunions-informatives-mobilitat
Thank you very much

International Relations Office
ETSETB
Academic Office

Attending hours (by phone): Monday to Thursday 11 to 14h, Friday 11 to 13h
Telèfon: 93 401 19 87
Mail: students.mobility@etsetb.upc.edu
Face to face attention only in strictly necessary cases and with prior appointment: https://telecos.upc.edu/ca/els-serveis/secretaria-oberta/cita-previa