Procedure to do by the students leaving in September 2022 in a mobility program 
YEAR 2022-2023 
(September 2022) 

ETSETB Academic Office 
*International Affairs* 

Barcelona, May, 27, 2022
Go to https://telecos.upc.edu/en
Choose International > studying abroad > procedure (direct link)

1. e-secretaria
2. Application to univ.
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)

Double degree (Division of stays) according to the host university

Double degree is formed by several stays for studies

(with right to Erasmus grants or not depending especially on the country)
Study plans at host institution
Differences in procedure

The different procedures are detailed at the following buttons:

- **Courses**
  - Check which kind of courses you can recognise at UPC and in which way.

- **Final thesis**
  - Different procedure for studies and for traineeships and depending on your study plan.

- **Elective credits traineeship**

- **Extracurricular Traineeship**
  - Two supervisors (ETSETB and host institution)
  - See all the steps to do at ETSETB.

Double degree is a combination of courses and Final thesis:
ETSETB study plans:

- **Defense**: Traineeship: defence at ETSETB. **Study**: defence only at host centre (in general)
- Two co-supervisors (ETSETB and host institution), (both traineeship and study).
- Thesis registration at ETSETB Intranet before enrolment, (both traineeship and study).
- ETSETB examination committee, (both traineeship and study).
- Deposit of written work at ETSETB Intranet (report, etc) (both traineeship and study).
- Host assessment documents (different, depending on if you defend at ETSETB or at host institution).

Grau en Ciència i Eng. De Dades:

- **Defense**: Traineeship: at ETSETB. **Study**: at host centre (for exceptions, you will need the allowance of the head of studies)
- Thesis registration before enrolment (different for studies and traineeship)
- You will only need a UPC “ponent” and a UPC examination committee if you defend at FIB (traineeship)
- Deposit of the report (“memòria”) at the racó de la FIB, (both traineeship and study).
- Host assessment documents (different for studies and traineeship).
Before July

Obtain a digital certificate for signature

Different digital certificates accepted:

• **Spanish certificates**
  
  • DNLe. [https://www.dnielectronico.es/PortalDNLe/](https://www.dnielectronico.es/PortalDNLe/). **You need a DNLe reader**
  
  • Fábrica Nacional de Moneda y Timbre (FNMT - [veure aquí](https://www.dnielectronico.es/PortalDNLe/))
  
  
  • Other: [https://suport-altresserveis.aoc.cat/hc/ca/articles/440593260701-Certificats-admesos-pel-validador-del-Consorci-AOC](https://suport-altresserveis.aoc.cat/hc/ca/articles/440593260701-Certificats-admesos-pel-validador-del-Consorci-AOC)

• **Non Spanish certificates**

  If you are non Spanish and cannot have this certificate, let us know.
Before July
Documents with study plan

• Learning agreement - scanned signature
  We need our model, not the one of the host institution.

• Depending on your kind of stay, the LA will be either of studies (Erasmus or non Erasmus) or of traineeship (Erasmus or non Erasmus)

Documents before leaving

• Request for Erasmus grant
• Request for other grants
• Admission document or email from the host institution with the initial and end dates of the stay
• Learning agreement. Section “before the mobility”.
• Precommitment/authorisation (together with learning agreement)
• Financial agreement or credential DIGITALLY signed by the student
• Document about the thesis’ supervisors. Final Thesis or optional credits for traineeship
• Compulsory exchange insurance
• ETSETB enrolment
Before July

Documents with study plan

• Precommitment/authorisation - scanned signature

Internal document (together with the learning agreement)

Model and instructions here:

- Request for Erasmus grant
- Request for other grants
- Admission document or email from the host institution with the initial and end dates of the stay
- Learning agreement. Section "before the mobility"
- Precommitment/authorisation (together with learning agreement)
- Financial agreement or credential DIGITALLY signed by the student
- Document about the thesis’ supervisors. Final Thesis or optional credits for traineeship
- Compulsory exchange insurance
- ETSETB enrolment
Before enrolment

Final thesis (TFE)

TFE pre-inscription at UPC (as well as learning agreement)

All plans except for Grau en Ciència i Enginyeria de Dades:

- Your UPC supervisor has to enter your TFE details at the ETSETB Intranet and assign it to you (you must have two co-supervisors: one at UPC and one at the host institution).
- You accept it through the same site.
- Site: [https://intranet.etsetb.upc.edu/serveis](https://intranet.etsetb.upc.edu/serveis) > Docència > Ofertes TFG/TFM
- Details at: [ETSETB study plans (excluding Grau en Enginyeria de Dades)](https://intranet.etsetb.upc.edu/serveis) under: “What to do before leaving”.

Grau en Ciència i Enginyeria de Dades:

- Studies stay: send to [students.mobility.etsetb@upc.edu](mailto:students.mobility.etsetb@upc.edu) the TFG allowance of the Head of Studies.
- Traineeship stay: Ask your UPC “ponent” to enter the offer (you need a host supervisor and a UPC “ponent”).
- Details at: [TFG Grau en Ciència i Enginyeria de Dades (GRENADAD) amb mobilitat assignada per l'ETSETB](https://intranet.etsetb.upc.edu/serveis), under: ”què fer abans de marxar”
Before leaving: Financial agreement (Erasmus) or credential (non Erasmus)

YOUR DIGITAL SIGNATURE (WITH DIGITAL CERTIFICATE). No scanned or printed signature

- **Erasmus students**: Financial agreement (prisma-nou.upc.edu/estudiants > mobility stay > documents).
- **Non Erasmus students**: Non Erasmus Credential. Ask for it at students.mobility.etsetb@upc.edu, after receiving your acceptance letter.

**WHERE**:
- Send to students.mobility.etsetb@upc.edu
Before leaving: Oncampus insurance

- If you enrol before leaving (and you don’t go to USA or Canada). You will pay the insurance with your enrolment. Do not upload any document at the insurance item at your e-secretaria.

- If you leave before enrolment (or you go to USA or Canada):
  - Hire Oncampus estudia insurance through the following website: [https://oncampus.es/en/seguros/oncampus-estudia/](https://oncampus.es/en/seguros/oncampus-estudia/)
  - Upload at e-secretaria > mobility stay > documentation the pdf downloaded from the Oncampus website.
  - Send email to students.mobility.etsetb@upc.edu, so that we confirm the pdf and you are not charged again with the insurance price at enrolment.

[https://www.upc.edu/sri/en/students/students-mobility-office/outgoings-going-abroad/compulsory-insurance/compulsory-insurance](https://www.upc.edu/sri/en/students/students-mobility-office/outgoings-going-abroad/compulsory-insurance/compulsory-insurance)
Before leaving:

More documents (scans accepted)

As well as the previous documents, we will need you to upload the following documents at your e-secretaria (mobility stay> documentation):

- Erasmus grant request (if applicable). Receipt of your request made via the seu electrònica de la UPC ([Erasmus estudis](http://Erasmus estudis) / [Erasmus pràctiques](http://Erasmus pràctiques)).
- (other grants, such as Mobint, are requested to other institutions different from UPC)
- If you request for an Erasmus grant, you must enter at “mobility stay” of your e-secretaria the bank details where to receive it. Moreover, if you have never submitted the SEPA order, you must submit it as well through e-secretaria > my details > bank details. Only if you have never done so. Both bank accounts may be different (the second one is for you pay back the difference, if needed).

Details at: [Documents before leaving](#)
During the stay

- **Certificate of arrival** signed and stamped by the host institution on your arrival. Template at e-secretaria > mobility stay > documentation.

- **Modification of the learning agreement (if needed)**, signed by host institution, UPC and student.

- **Stay extension (if needed)** through the seu electrònica de la UPC (within the set deadline)

- **Final thesis. Steps to prepare for the UPC assessment, within the deadline and procedure of your UPC study plan.** Remember that if your study plan belongs to ETSETB, you will need to do the steps to have an ETSETB examination committee, regardless where you defend.
  If you do a bachelor at ETSETB, as well as the report at the end, you will have to deposit come other documents as well at the Intranet (Work proposal, critical analysis, etc).
  Details at “what to do during the mobility” of:

- **Traineeship elective credits or extra-curricular traineeships.** Details at “what to do during the mobility” of:

More details at:
Before returning

- **Certificate of attendance signed and stamped by the host institution at the end of the stay (not before).** Template at e-secretaria > mobility stay > documentation. PAY ATTENTION TO THE DATES: They have to meet the requirements explained at the button at the end of this slide.

- **For Erasmus students:** Answer the Erasmus survey that you will receive by email in a link. If you don’t do it, you will have to return the grant.

- **Final thesis.** Upload the work documents (report, etc) to the corresponding UPC platform and make sure that we receive the proper assessment documents, according to your study plan and whether you are doing traineeship or studies. Be careful with the deadlines. Details at “what to do before returning” of: Final thesis

- **Courses.** Original transcript of records. If digital, we need the host university to send it to us directly. Details at “what to do before returning” of: Courses

- **Traineeship elective credits or extra-curricular traineeships.** Details at “what to do during the mobility” of: Traineeship

More details at Documents before returning
Recognition/ Assessment

• **Final thesis.** Assessment according to the documents and actions at , under the sections “what to do during the stay” and “what to do before returning”, classified in traineeship stay and study stay.

• **Courses.** The recognition is made according to the transcript of records (that must match the learning agreement of studies) and the following conversion table: Barem del MECD. Do not choose courses assessed as pass/non pass at host university.

• **Traineeship elective credits or extra-curricular traineeships.** Assessment according to the documents and actions at , under the sections “what to do during the stay” and “what to do before returning”, classified in traineeship stay and study stay.
Recognition/ Assessment

- **Language courses.** Language courses are not recognised within the mobility process. They only can be recognised as activities of university extension (if applicable), in the bachelor.

- **Mobility crèdits of university extension (maximum 3 per semester).** Bachelor.
  - ETSETB bachelors: Request at students.mobility.etsetb@upc.edu. If you perform your final thesis, by sending the document d’extensió universitària signed by your host supervisor during the stay (mid April in Spring or end November in Fall). If you only do courses or traineeship, at the end of the stay, when we receive the documents of assessment from the host university.
  - Grau en Ciència i Eng. De Dades: At the end of the stay, after the assessment documents, FIB will prepare the credits for you to recognise through your e-secretaria.
All the documents to submit at UPC

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

Documents before leaving

Documents during the stay

Documents before returning
# Summary documents UPC

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

<table>
<thead>
<tr>
<th>Before the mobility</th>
<th>During mobility</th>
<th>Before returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Erasmus grant</td>
<td>Erasmus language test (OLS)</td>
<td>Final thesis: Written work templates (final report, etc)</td>
</tr>
<tr>
<td>Bank account SEPA (only if you have never submitted it)</td>
<td>Certificate of arrival</td>
<td>Internship elective credits: Written work templates (final report, etc)</td>
</tr>
<tr>
<td>Bank account to receive grant</td>
<td>Modification of learning agreement (if any)</td>
<td>Assessment documents from host institution</td>
</tr>
<tr>
<td>Erasmus financial agreement signed by you</td>
<td>Extension (if any)</td>
<td>Certificate of attendance</td>
</tr>
<tr>
<td>Learning agreement (for studies or for traineeship)</td>
<td>Only bachelor: ≤ 3 ECTS mobility (if applicable)</td>
<td>Erasmus survey (different from the one of the thesis ETSETB Intranet diposit)</td>
</tr>
<tr>
<td>Authorization/precommitment courses/TFG/traineeship</td>
<td>Final thesis: Steps for UPC assessment dates</td>
<td></td>
</tr>
<tr>
<td>Final thesis pre-enrolment</td>
<td>Depending on your UPC study plan</td>
<td></td>
</tr>
<tr>
<td>UPC Enrolment with mobility insurance payment</td>
<td>Depending on your UPC study plan and deadlines</td>
<td></td>
</tr>
<tr>
<td>Credential signed by you (or Non Erasmus credential)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erasmus survey (different from the one of the thesis ETSETB Intranet diposit)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Erasmus studies**     | Call not published yet. Normally in July  
  - Requirement of credits enrolled for semester  
  - Maximum duration of each semester  
  (see: [Erasmus studies](https://www.etsetb.upc.edu/), at ETSETB website) |
| **Erasmus traineeship** | Call not published yet. Normally in July  
  (See: [Erasmus traineeship](https://www.etsetb.upc.edu/), at ETSETB website)                                                        |
| **Santander Erasmus**   | Finished  
  Additional to Erasmus grants (only for Erasmus students)  
  (See: [Santander grants](https://www.upc.edu/), at UPC website)                                                                       |
| **Mobint**              | Call not published yet. Normally in July  
  (See: [Agaur web](https://www.agaur.cat/), and select “Universitats” and “mobilitat”)                                             |

More grants at: [Grants and mobility scholarships](https://www.etsetb.upc.edu/)

---

Note: The call for the Erasmus traineeship is not published yet. Normally, it is published in July. For more information, please visit the ETSETB website.
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