

THE LAST DATE TO REMOVE YOUR MOBILITY IS 3/27/2020. WE WILL UNDERSTAND THAT YOU HAVE DECIDED TO CONTINUE WITH THE MOBILITY IF YOU DON'T CONTACT US.



ANNOUNCEMENT TO STUDENTS WITH AN EXCHANGE MOBILITY PROGRAMME GRANTED FOR SEMESTER 2 (Q2) YEAR 2019-2020

Dear student,

If you are a student with an exchange mobility programme granted for **semester 2 (Q2)** during the **academic year 2019-2020**, and it has been affected due to **COVID-19**, we recommend you to carefully read the information below. If you continue with your exchange mobility programme, even online, (monitoring of credits or Final Master's Thesis) you have to do nothing.

Yours sincerely,
ORIA- ETSEIB

Students with Q2 mobility that have not started the mobility due to COVID-19

What should the student do?

1. Ask for the resignation of your mobility through the generic request at the portal of the electronic site of the UPC:

<https://seuelectronica.upc.edu/ca/tramits/Instanciagenerica>

2. Do the request through **e-Secretaria>Instàncies>Sol·licitar>Altres (àmbit mobilitat)** asking for the subjects you want to enroll, signaling the options of the groups you want to be enrolled at.

The school will do the enrollment as soon as possible, but it takes a few days for the enrolment to be implemented.

3. If the student decides not to enroll the Q2 at the UPC, he/she will have to ask expressly the refund of the public prices through the generic request at the portal of the electronic site.

<https://seuelectronica.upc.edu/ca/tramits/Instanciagenerica>

4. There is a negotiation with Oncampus insurance to refund the amount of the insurances hired and not charged.
5. If you are beneficiary of the MEC scholarship, take into account that the change in your enrollment can have some direct effects on the grant you receive. If you have any doubts on this, please contact through DemanaSGA: <https://demana.upc.edu>.

Students with annual mobility that reduce it due to COVID-19

What should the student do?

1. Ask the host university for a **Mobility Certificate** with the actual start and end dates.
2. Ask for the shortening of your mobility through the generic request at the portal of the electronic site of the UPC:

<https://seuelectronica.upc.edu/ca/tramits/Instanciagenerica>

3. Change, at the OLS platform, <https://app.erasmusplusols.eu/es>, the end date of your mobility so it generates the **language final test**.
4. Fill in the **final survey**. You will receive this survey from the Mobility tool once the end date of your mobility has been changed.
5. Do the request through **e-Secretaria>Instàncies>Sol·licitar>Altres (àmbit mobilitat)** asking for the subjects you want to enroll, signaling the options of the groups you want to be enrolled at.

The school will do the enrollment as soon as possible, but it takes a few days for the enrolment to be implemented.

6. If the student decides not to enroll the Q2 at the UPC, he/she will have to ask expressly the refund of the public prices through the generic request at the portal of the electronic site.

<https://seuelectronica.upc.edu/ca/tramits/Instanciagenerica>

7. Under any circumstance the Oncampus insurance amount is refunded.
8. If you are beneficiary of the MEC scholarship, take into account that the change in your enrollment can have some direct effects on the grant you receive. If you have any doubts on this, please contact through DemanaSGA: <https://demana.upc.edu>.
9. Refund, if necessary, the amount received that not correspond to you.



Students with Q2 mobility that cancel the mobility once started

What should the student do?

1. Ask the host university for a **Mobility Certificate** with the actual start and end dates.
2. Ask for the resignation of your mobility through the generic request at the portal of the electronic site of the UPC:

<https://seuelectronica.upc.edu/ca/tramits/Instanciagenerica>

3. Do the request through **e-Secretaria>Instàncies>Sol·licitar>Altres (àmbit mobilitat)** asking for the subjects you want to enroll, signaling the options of the groups you want to be enrolled at.

The school will do the enrollment as soon as possible, but it takes a few days for the enrolment to be implemented.

4. If the student decides not to enroll the Q2 at the UPC, he/she will have to ask expressly the refund of the public prices through the generic request at the portal of the electronic site.

<https://seuelectronica.upc.edu/ca/tramits/Instanciagenerica>

5. Under any circumstance the Oncampus insurance amount is refunded.
6. If you are beneficiary of the MEC scholarship, take into account that the change in your enrollment can have some direct effects on the grant you receive. If you have any doubts on this, please contact through DemanaSGA: <https://demana.upc.edu>.
7. Refund, if necessary, the amount received that not correspond to you.