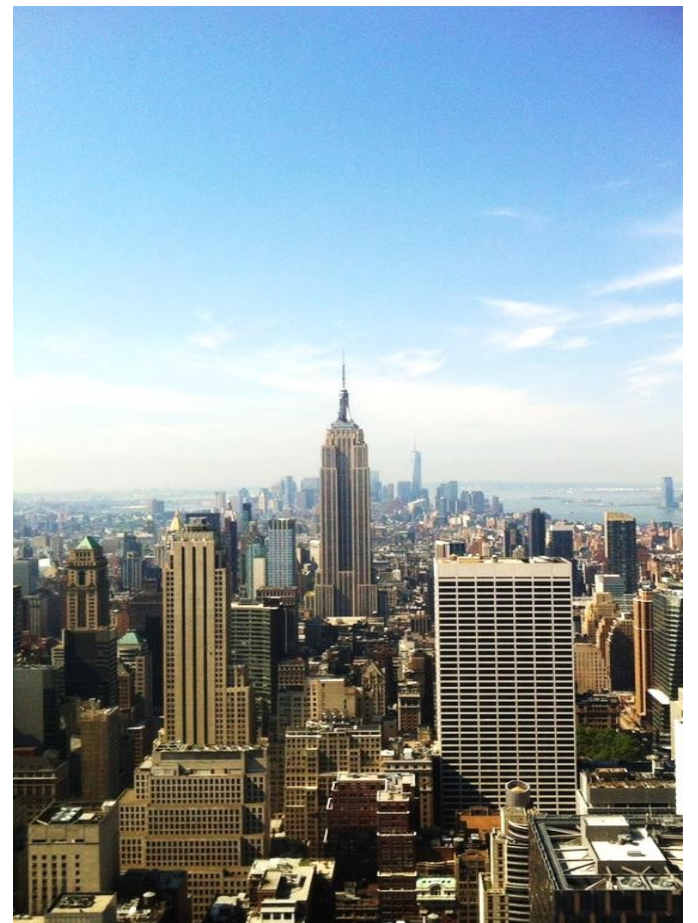
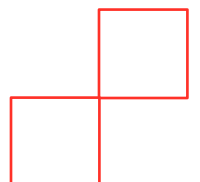




**Universidad
Europea**



Student Guide to International Mobility 2025/2026



Introduction

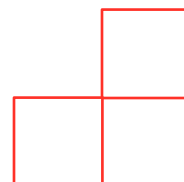
Doing a study abroad is not only an exceptional academic opportunity, but also an enriching experience living in a different cultural environment. This journey you are about to start will help you understand other customs, enjoy new cultures, make many friends and develop in an increasingly globalised world.

This guide has been created to accompany you throughout your mobility process, and contains the most important information that we have provided you with in the information sessions prior to your stay. Here you will find the necessary details both to prepare your trip and to find your way around once you arrive at your host university.

We want you to enjoy every moment of this academic and personal adventure. Remember that we will be here to support you throughout your stay, so don't hesitate to let us know how you get on!

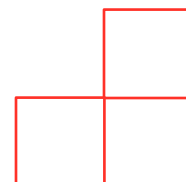
Good luck!

International Relations Office

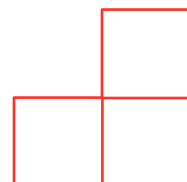


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Preliminary issues

Your Person: International Mobility Coordinator

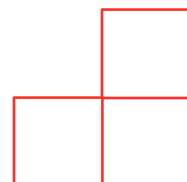
Throughout the whole mobility process you will have a single reference person who will support you at every stage. Here are the main functions of this person:

- **Pre-departure counselling:** It will provide you with information about the available destinations and the requirements needed to apply for them.
- **Application support:** We will assist you in the mobility application process and in the selection of preferred destinations.
- **Placement:** It will manage your official nomination to the host university.
- **Documentation:** He/she will be responsible for coordinating the receipt and validation of all necessary documents.
- **Academic supervision:** It will help you to create your Learning Agreement and Online Learning Agreement (OLA), guaranteeing the correct validation of courses.
- **Erasmus scholarship management:** He will make sure that you send the necessary documentation to receive your scholarship.
- **Support during the stay:** You will be available to resolve any administrative issues or academic issues that arise during your stay.
- **Closing of the process:** Coordinate the delivery of the final documents, such as the certificate of stay and the final report.

Types of mobility

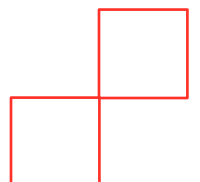
Depending on the host university you choose, your stay will fall under one of the following mobility programmes:

- **Erasmus+ (E)** covers stays in European countries with universities affiliated to the programme.
 - ✓ These stays are covered by the Erasmus Student Charter, which you can consult in the [International Mobility](#) section of the EU website.
 - ✓ The minimum duration of stay is three months, and the maximum allowed is 12 per study cycle (including internships).
 - ✓ The student has the possibility to apply for a scholarship.
 - ✓ Student pays for the tuition fees for the Academic year at UEC (not at the host university).



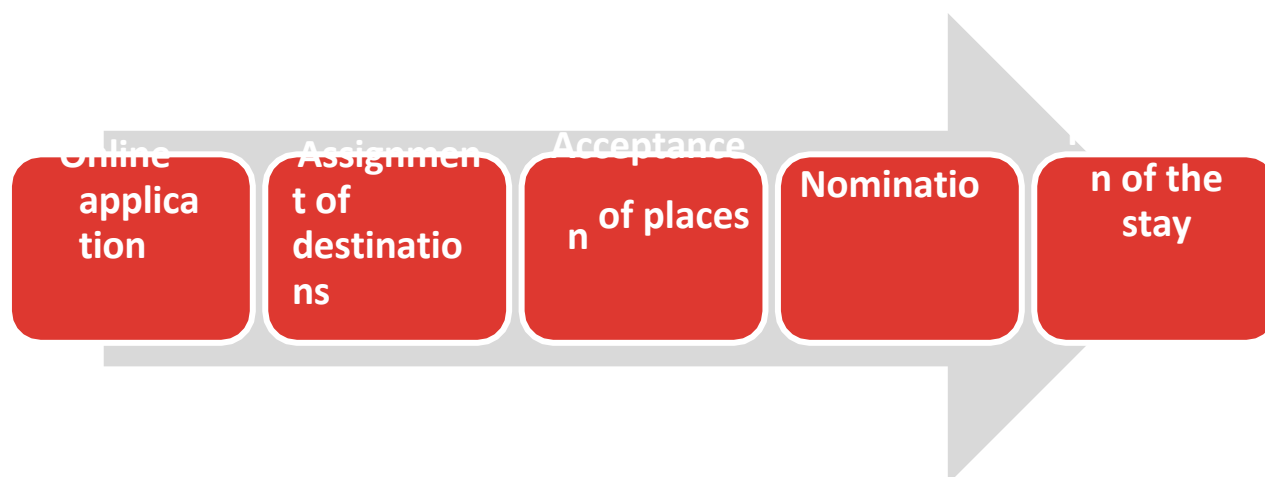


- **Bilateral (B)** For stays in countries outside Europe, such as the United States, Canada, China, Australia, Peru, among others.
 - ✓ The duration will be established according to the academic calendar of the university.
 - ✓ The student does NOT have the possibility to apply for a scholarship.
 - ✓ Student pays for the tuition fees for the Academic year at UEC (not at the host university).



Applying for a study abroad stay

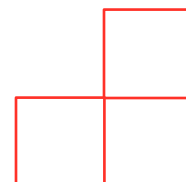
In order to carry out an international mobility stay, it is necessary to follow a series of previous steps until the stay is confirmed by the home university and the host university:



1. **Online application:** Fill in the online form where you will select your preferred destinations.
2. **Assignment of destinations:** once the application process is completed, destinations are assigned to students according to the requirements established in the call for entries.
3. **Acceptance of places:** after the allocation of places, the destinations assigned to each student will be published. To accept the place, students must use the link provided for the online application, accessing with the credentials created for the online application.
 - ✓ Places not accepted by the stipulated deadline will be cancelled.
4. **Nomination:** after the deadline for acceptance of places, the *European University* informs the host universities which students will go to which university for their mobility stay.
5. **Preparation of the stay:** After being nominated, you will have to complete the application process at the host university.

If at any point in the process you wish to cancel your mobility stay, please write a General Online Application to your International Mobility Coordinator indicating the reason for the cancellation.

6. Before starting your mobility stay it is necessary to read the International Stays Regulations, a regulation on the essential aspects that affect the mobility of students.



students of the *European University of the Canary Islands* who are studying part of their studies in foreign universities.

Erasmus+ scholarship of the European Commission

For detailed information on the Erasmus+ grant amounts, please consult the following document:

[Erasmus+ Higher Education Grants](#).

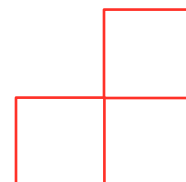
Get information about your mobility

The Erasmus+ scholarship is a financial aid funded by the European Commission and the Ministry of Education, managed through the universities. The award of the scholarship depends on the funds allocated to the university for the year in question, and is allocated on the basis of the students' average marks. There are two possible scenarios:

- **Ordinary Erasmus+ scholarship:** financial support calculated on the basis of the duration of the stay. The beneficiaries will receive an email confirming the award of the scholarship. The UEC is in charge of applying for and managing the Erasmus+ funds and subsequently, delivering the scholarship to the students according to the required documentation submitted at any given time.
 - ✓ Receipt of the scholarship is conditional upon submission of the required documentation. Full payment of the scholarship is subject to the fulfilment of all administrative requirements.
- **Scholarship for students with fewer opportunities:** the profiles are published together with the annex of the grants.

Erasmus+ grantees are required to submit the following documents:

- ✓ **To receive the initial 70% of the scholarship (approximately):** financial agreement, Learning Agreement, Certificate of Arrival, proof health insurance (TSE or private for Erasmus destinations, private for other destinations) and completion of the OLS test.
- ✓ **To receive the final 30% of the scholarship (approximately):** certificate of stay and completion of the EC survey (write to us if you do not receive it within one week after the end of the stay).



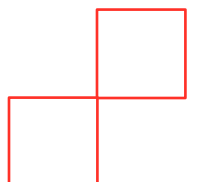
Before the stay

Organise your trip

You will be responsible for planning your trip. It is not recommended that you purchase your airline tickets until you have received your acceptance letter from your host university or, if necessary, have obtained your visa. Once the university confirms your acceptance and the official start date, you can start organising your travel arrangements.



We also recommend that you consult the [travel recommendations](#) of the Ministry of Foreign Affairs, European Union and Cooperation before travelling.



To be taken into account...

If your host university requires an official Language certificate, you must submit it to your International Coordinator at the ORI before the dates indicated in the **call for entries**.

It is important that you know the exact starting date of classes at your host university and the date you are expected to arrive at the university. You should check the academic calendar of your host university to find out if you are expected to attend welcome sessions and/or language courses. These classes are an opportunity to meet other international students and get your stay off to a good start.

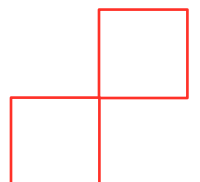
Try not to arrive at your destination on a public holiday. Public transport services may not run regularly.

Research local transport websites. You will find useful information on public transport timetables and this can save you a lot of money on arrival and during your stay.

Documentation

All mobility stays require certain formalities and the appropriate documentation. Make sure you have them in order before you start your trip. Below are the key documents to ensure a successful mobility:

- **DNI/NIE**: for mobility stays within the **Erasmus+** programme, students must have a valid DNI or NIE for the duration of the stay. **If you are not a Spanish citizen, make sure you apply for your NIE before you start, as it is compulsory. As this process can be slow, it is advisable to start it as soon as possible.**
- **Passport**: If your mobility is outside the European Union, you will need a passport valid for at least six months after the end date of your stay. This document will also be necessary to apply for a student visa. We advise you to have copies of your passport to facilitate the process.
- **Dual nationality**: If you have two nationalities, make sure you have no problems at the border of your destination country. You may be asked about entry and exit stamps, as well as the reasons for your dual nationality.



Visa

Some stays require the processing of a visa. As immigration laws can change, it is Core essential to check directly with the consulates of the destination countries.

Find out about visa requirements and procedures, which may vary depending on your nationality. Please note that some countries do not allow visa applications to be initiated until 3 months before the date of travel.

- **European Union citizens:** No visa is required for travel within the EU. For destinations outside the EU, please check with the relevant consulate.
- **Students without European citizenship:** Those who do not have European citizenship should inquire about the specific visa procedures according to their nationality.

To apply for a visa, you may be asked to provide the following documents:

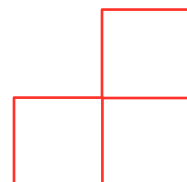
- **Passport:** Valid for at least six months after the end of the stay.
- **Letter of acceptance:** Issued by the host university once you have completed the application process.
- **Bank Statement:** Some destinations such as the USA, Canada or Australia require a "*Bank Statement*" in order to issue a visa. This document is a receipt issued by the bank stating that the applicant has more than a certain amount of money in the bank. This specific amount required is usually specified in the visa application documents. The *Bank Statement* must be requested in the Language of the destination country and in the local currency.
- **Health insurance:** Some countries require private health insurance for the entire stay. You will find more details in the following section.

It is your responsibility to meet these requirements on time.

Health and medical insurance

Before you start your mobility, you need to make sure that you will be covered during your stay in case of any mishap or illness. To do this, it is necessary that your insurance has adequate coverage abroad.

You can apply for a European Health Insurance Card (free of charge) and/or take out private insurance. Some countries also require a medical certificate to obtain a visa.



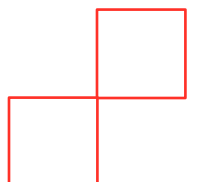


- European Health Insurance Card (EHIC): Compulsory for students travelling within the EU. It is free and can save you time and money in case you need medical assistance. Some universities ask for a copy during the admissions process. If you do not have the necessary documentation, you will have to pay for any medical treatment.
- Private insurance: In Europe it can complement the EHIC, but outside the EU private insurance with international coverage is Compulsory.
- Students in the USA: Many universities in the USA require specific health insurance. Often students are not allowed to Enrolment if they do not have such insurance. Find out about the requirements of your university and read the insurance conditions carefully.
- Medical certificate: a medical certificate is a required document for entry into some countries. The host university may even require this document in order to send your letter of acceptance. We advise you to check with the embassy of your destination country to find out which documents are required to apply for a student visa to that country. In the information on the application process of your university, you can check whether your destination requires a medical certificate.
- Vaccinations and health - Recommendations: Although no additional vaccinations are generally required for travel within the EU, it is always advisable to check the health requirements of the countries you will be visiting. You should make sure you are up to date with all vaccinations and also the requirements of the countries you plan to travel to during your stay. You can find more information on this at the following link:
 - ✓ Ministry of Health, Consumer Affairs and Social Welfare.

Before travelling...

Book an appointment for a check-up at the dentist and ophthalmologist before you start your mobility stay. These procedures are often very expensive abroad and may not be covered by national health. It is highly advisable to have all dental procedures completed before travelling so that there are no unexpected complications during your mobility.

If you have special medical needs, you should carry a medical report with you at all times.



Accommodation

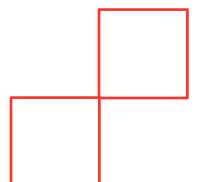
Some universities offer a range of accommodation options, including halls of residence on campus. It is advisable to research the available options in advance, as prices and quality can vary significantly.

Often the host university includes information on accommodation in the welcome packs it sends by email to , or publishes it on its website. Check the average price of accommodation to better assess your options.



In addition, some universities have support services to help you find accommodation in the local rental market. If they do not offer this service, you will have to turn to private companies. In this case, we recommend that you start your search well in advance, as soon as the International Office confirms your stay.

Before signing a rental contract, make sure you understand all the clauses of the contract and that you have received a receipt in case you have to deposit a security deposit.



Admission to the host university

Once the host university receives and reviews the nominations, they will contact you to inform you about their application process. It is important to note that all universities require you to complete your registration as a student. It is your responsibility to complete the admissions process within the deadlines and according to the requirements.

- ✓ Please note that not all universities automatically send information about the application process. If you have not received any communication about this, please visit the website of your host university to obtain the necessary information.

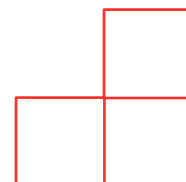


Study agreement

For any study abroad, whether Erasmus or Bilateral, it is Compulsory to complete a Study . This internal European University document details the equivalences between the subjects of your programme and those you will take at the host university. It must be signed by the European University and the student, and includes a table with the courses, their equivalences and a table for the conversion of grades.

After arriving at host institution, you may need to change one or more of the courses included in your Agreement. Remember that these changes must be previously reviewed and validated by your International Mobility Coordinator, the host institution coordinator and the student within **30 days after arrival**.

Below is an example of a Study Agreement.





Nombre y Apellidos		EJEMPLO	
Nº de expediente		EJEMPLO	
Email		EJEMPLO	
Facultad		Facultad de Ciencias Sociales	
Titulación		Grado en Comunicación Publicitaria	
Plan		07/02/2014	

Año Académico		2023-24	
Destino		Nuova Accademia delle Belle Arti di Roma	
País		Italia	
Código Erasmus		IMILANO11	
Semestre		1 y 2	
Duración		Curso completo	

Asignaturas UEC			Asignaturas Destino		
Código	Nombre UEC	ECTS	Cod Destino	Nombre Destino	Créditos
9946001819	Redacción Publicitaria	6	ABPR19	Editorial Design	10
9946001807	Producción publicitaria	6			
9946001831	Movimientos Artísticos Contemporáneos	6	ABTEC43	Audiovisual Languages and Techniques	8
9946001829	Estrategia Digital e Interactiva	6	ABTEC38	Digital Technologies and Applications	6
9946001801	Fundamentos de la Estrategia Publicitaria	6	ABPC65	Theory and Methodology of Mass Media	6

If your mobility is within the European Union through the Erasmus programme, in addition to the Learning Agreement, you will need to complete the Online Learning Agreement (OLA). This digital document from the European Commission must accurately reflect the Learning Agreement and be signed by the European University, the student and the host university. The OLA is essential to receive the Erasmus scholarship and to ensure academic recognised at both institutions.

You will find instructions on how to do this below.

In the case of **Bilateral** mobility stays, it is only necessary to complete the *Study Agreement*, it is not necessary to complete the Online Learning Agreement.



To be taken into account

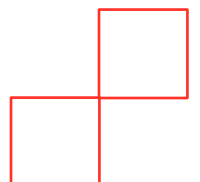
- **Subjects in the Study Agreement:** The availability of the courses at the host university included in the Study Agreement is not guaranteed. These are subject to the academic offer, the number of places available and possible incidents in the timetable.
- **Approval of the document:** This document and any subsequent modifications must be approved by your International Mobility Coordinator.
- **Student's responsibility:** The student is responsible for reviewing and modifying his/her tuition at UEC if there are changes in the courses of his/her mobility stay that affect his/her current tuition.
- **Recognition of subjects:** UEC courses that are not Enrolled within the established deadline will not be recognised. Likewise, UEC subjects Enrolled but not taken during the study abroad or at the UEC will receive an assessment of "NP - Not Presented".
- **Subject selection:** The student can only include in the document UEC subjects that are available in the academic offer of the academic year corresponding to his/her mobility stay.

Enrolment at the UEC

It is a Core requirement that you are Enrolled at UEC during the academic year of your mobility stay. You must enrol in the subjects that you have included in your Learning Agreement and that you wish to be recognised at the end of your stay.

Any modification of the course must be reviewed and validated by the International Relations Office. Once the modification of the Study Agreement has been approved, remember to update your tuition at the UEC if the academic year has already started.

Please note that, in the case of **Bilateral** mobility students, tuition fees at the host universities will generally not be required, unless otherwise indicated by the International Office or your faculty/school due to specific conditions of the bilateral agreements.



Online Learning Agreement

The **Online Learning Agreement (OLA)** is a digital document that lists the subjects of the Agreement, i.e. the courses you will take during your Erasmus+ mobility stay and those that will be recognised upon your return to the UEC. For the OLA to be valid, it must have the necessary signatures before the start of the stay.

For **Erasmus+** mobility students, the document must include the following digital signatures:

- ✓ The student's own.
- ✓ That of the Coordinator of International Mobility of the UEC.
- ✓ That of the coordinator of the university.

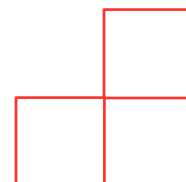
Once accepted for mobility, students must complete the OLA according to the Subjects previously Passed in their Learning Agreement and obtain all the required signatures.

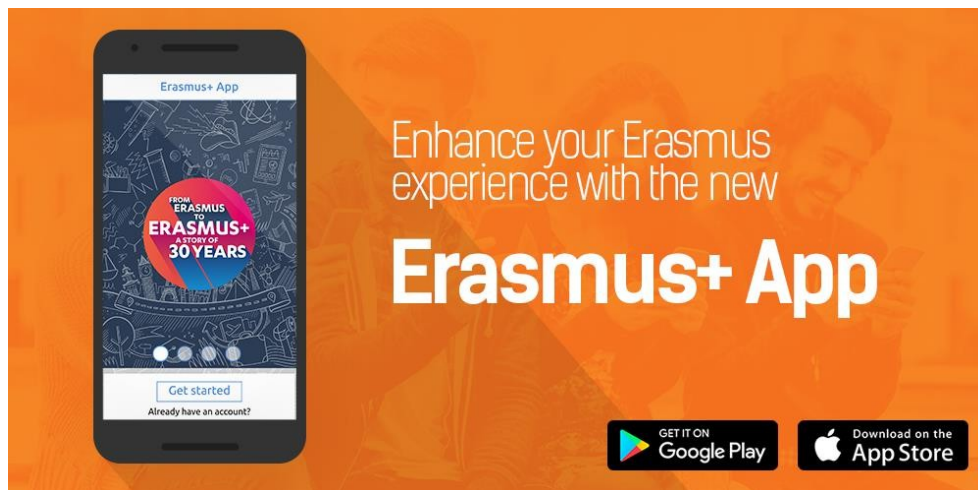
How can I create an Online Learning Agreement?

Once you have been allocated a mobility placement, you will receive a detailed tutorial with step-by-step instructions on how to create and submit your **Online Learning Agreement (OLA)** through the **MoveOn** platform. This tutorial will guide you through the process of completing the document correctly and obtaining the necessary signatures for validation.

Erasmus+ App

The *European Commission* and the *European University Foundation* have developed a mobile application that guides Erasmus+ participants throughout their mobility stay. Through this app you will find everything you need to know about the opportunities to go abroad with the Erasmus+ mobility programme.





What does the **Erasmus+ App** offer?

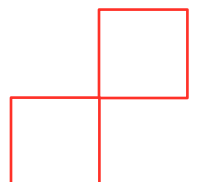
- **Personalised information:** Guides to life in the host country and practical advice.
- **Learning Agreement Management:** Access and modification of the Online Learning Agreement (OLA).
- **Digital documentation:** Storage of important documents such as the Learning Agreement.
- **Notifications:** Reminders about deadlines and relevant events.
- **Community:** Connecting with other students in the same university or country.
- **Scholarship information:** Details on funding and applications.
- **Support and assistance:** Contact with international relations offices.
- **Practical advice:** Tips for adapting to the new culture.

Grant Agreement

The **Grant Agreement** is a contract detailing your personal details, as well as the rights and obligations of both the UEC ("institution") and the student ("beneficiary"). It specifies the funding conditions, including the monthly amount of the scholarship to be received and the number of months covered.

The International Relations Office will send you the Grant Agreement by email as soon as the Erasmus+ funds available for the corresponding year are published and the allocation of grants for Erasmus+ mobility students is known.

When you receive the Grant Agreement, check the information carefully, indicate the official start and end dates of your stay, sign the document and send it by email to the International Relations Office.



Online Linguistic Support (OLS) - Assessment test

The European Commission has made an online language learning system available to Erasmus+ students, whether they have a scholarship or not.

- ✓ **Test your level:** test your current level in the Language you will use during your Erasmus+ stay. Your results will not prevent you from participating in Erasmus+ but will allow you to access an OLS Language year!
- ✓ **Learn:** improve your language skills. OLS is a unique and easily accessible online learning tool designed for Erasmus+ participants. You can work at your own pace and adapt your learning to your needs and interests.

The structure of the OLS, whose manual you will receive by email, is as follows:

1. **Initial OLS test:** Compulsory but has no academic consequences.
2. **Online language course:** once you have taken the test, if your level is B2 or below you will receive a licence to take an online course. This year is optional.

The OLS is hosted by EU Academy for which the learner creates an EU login account <https://academy.europa.eu/courses/welcome-to-the-euacademy/view/> and accepts the terms.

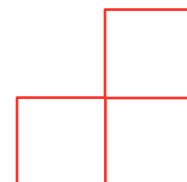
With the newly created keys access the test website:

<https://academy.europa.eu/local/euacademy/pages/course/communityoverview.php?title=learn-a-new-language>

You join the community and download the tutorial of the platform where it is explained that at the bottom of the screen are the tests and you choose the Language to perform it. Once the test has been completed, screenshots are taken as proof.



Spotlight





During the stay

Certificate of Arrival

When you arrive at your host university, you must complete and submit the Certificate of Arrival. This document certifies your arrival date and must be stamped and signed by the host university. Once signed and stamped, send it to the International Relations Office. Please note that this document is essential to confirm the start of your Erasmus+ stay. If we do not receive it, we will assume that you have decided to give up your place.

- ✓ For students receiving a scholarship from the European Commission, the first payment of the Erasmus+ grant will be made once all the Compulsory documents of the "" phase, including the Certificate of Arrival, have been submitted. This first payment corresponds to approximately 70% of the total scholarship amount.

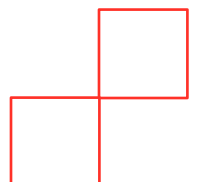
Check in

Once bilateral mobility students arrive at their destination, they must notify the International Relations Office by email. This procedure is necessary to certify the start of your mobility stay. If we do not receive such notification, we will assume that you have decided to give up your mobility place.

OLS year

Once you have completed the OLS test, you will be able to access the most appropriate learning Contents for your level via the "Curriculum" drop-down menu.

- ✓ The participant can choose as many Languages and Contents as he/she wishes.



Online Learning Agreement During the Mobility

If the student needs to make any changes to his/her Learning Agreement, these must be reflected in the **Online Learning Agreement During the Mobility**. Changes are only allowed during the first 30 days from the start of the Erasmus stay. After this period, no changes can be made. Changes must be managed through the same platform used to create the initial OLA. For the modified OLA to be valid, it must have all the required signatures.

Erasmus+

To be taken into account...

Changes to your Online Learning Agreement can only be made once they have been previously reflected in your Learning Agreement. Make sure you make changes to your Learning Agreement and manage any changes to your tuition through the usual procedures.

Extension of mobility stay

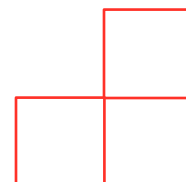
If you wish to extend your mobility stay at your host university, you must first obtain the approval of your International Mobility Coordinator and the host university. Inform about your intention to extend your stay within the deadlines set by the host university.

- ✓ Make sure you know the procedure and meet the requirements of the host university in order to extend your stay.
- ✓ This extension will only be possible if the mobility agreement in force allows for annual places and if places are available.

- ✓ Please note that the extension of the Erasmus stay is linked to the extension of the scholarship, which is not guaranteed.

E+

Once you extend your mobility stay, agree with your International Mobility Coordinator the new courses to be taken and reflect them in the *Online Learning Agreement*. If you make any changes affecting UEC subjects, **make sure that these changes are reflected in your academic transcript.**



Academic monitoring and assessment criteria for courses in the host country

The UEC cannot interfere in the academic monitoring and assessment criteria of the target subjects. All UEC students are subject to the same conditions of academic monitoring and assessment as local students during their stay; no detriment or benefit in the local assessment system. Even if a student faces difficulties with the Language of instruction, the conditions, dates and duration of tests, deliveries and examinations will be the same as for local students.

However, students with special needs may request, through the Diversity Unit of the UEC and the International Mobility Coordinator, measures to facilitate their inclusion in academic life and the adaptation of Assessment tests at the university. In this regard, the host university, in collaboration with the Diversity Unit, must adopt the necessary measures and agree them with the local teachers to guarantee the required support and adaptation in exams and activities. In order to implement these special measures, it is essential that the student contacts the Diversity Unit of the UEC and the International Mobility Coordinator before the start of the stay.

Academic monitoring from the UEC

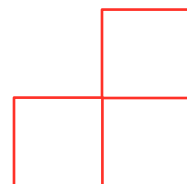
Although the International Coordinator will be in contact with you during your stay, we recommend that you contact her regularly to keep her informed about your progress. If any problems or unforeseen events arise, please contact your Mobility Coordinator (International Relations Office) immediately so that the UEC can provide you with the necessary support and follow-up.

Integration into university life

We encourage you to get actively involved in university life at your host institution and in your host city. Take advantage of the activities that are organised and consider joining clubs or interest groups. This will help you to integrate, practice the language, make friends and develop intercultural Competencies, which are essential for your professional development. Try to interact with local students and students from other countries, both at the university (through team work) and outside the university.

Local Language

If your abroad is in a non-English-speaking European country, teaching will often be in English. We encourage you to learn the local language of your host country: interact with local students, register for language courses or take part in basic activities in that language. Nowadays, proficiency in a third language, in addition to English, is an important differentiating factor for a young professional.



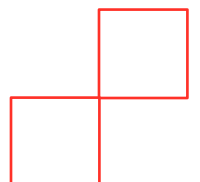


Civic engagement

Undertaking a study abroad should go beyond completing academic learning. It is an opportunity to develop civic values and European identity, whether in Europe or on another continent. These values include "unity in diversity" and Core principles such as human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including those of minorities.

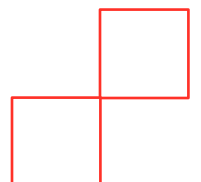
The University is committed to this mission, promoting equal rights and the improvement of living conditions, as well as the safeguarding of the environment and cultural heritage. Ethical Competencies and respect for diversity are intensively acquired through international mobility, underlining its importance.

We encourage you to make the most of your stay by participating in seminars or projects organised by your host university that promote social action. You can also join initiatives such as the SocialErasmus Project or WE AfriHug, which promote cultural diversity. If your stay is in Europe, look for seminars on European values at your host university.



Sustainability in international mobility

The European University is committed to the sustainable development goals of the UN 2030 Agenda. We encourage you to share good sustainable mobility practices with other students and to adopt responsible behaviours, both in your studies (using sustainability knowledge) and in your daily life (using public transport, cycling and consuming responsibly).



After the stay

Certificate of Stay and Amendment to the Grant Agreement

Once you have finished your stay at the host university, you must send the completed **Certificate of Stay**. This document indicates your actual start and end dates and must be stamped and signed by the host university. Once you have the document duly stamped and signed, send it to the Erasmus email.

In many cases there may be contradictions between the arrival and departure dates filled in the initial Grant Agreement and between the actual start and end dates of the stay. In this case, you should fill in, sign and send to the Erasmus email, with the actual dates of arrival and departure, an **Amendment to the grant agreement**. This amendment, once completed and signed, would modify the dates of the initial grant agreement.

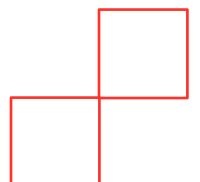
For participants receiving a financial grant from the European Commission, the final payment of the Erasmus+ scholarship will be made after the submission of all the Compulsory "During and End of Stay" documents, as well as the Certificate of Stay and Amendment to the grant agreement (in case of discrepancy of dates, as indicated in the previous paragraph). The final payment of the scholarship corresponds to approximately 30% of the total amount due. The end-of-stay certificate is used to calculate the mobility, as a reference for the total amount of the scholarship.

Erasmus+

Check out

Once the Bilateral students end their stay, they have to communicate it through the corresponding section in the monitoring form. Remember that this procedure certifies that you have finished your mobility stay. Therefore, if you do not indicate that you have finished your mobility, we will understand that you are still on your stay.

Bilateral





Final Report

The Final Report is a European Commission questionnaire to be completed at the end of the Erasmus+ stay. It serves as an assessment of the stay by each student. You will receive an email to complete this questionnaire at the end of your mobility stay and hand in the Certificate of Stay.

This is the last document needed to receive the final 30% of the Erasmus scholarship.

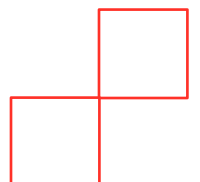
E+

Conversion of grades

At the end of your mobility stay, whether it is On-campus or blended mobility, the host university will issue a Transcript of Records with your academic results. This certificate can reach the UEC in two ways:

1. Through the host university: most universities send the certificates to the International Office.
2. Through the student himself/herself: if you receive the transcript directly, send it to the International Office if it is a physical document or send it to us by email if it is a digital document. Only certificates with the signature and stamp of the host institution will be accepted.

Once the *European University of the Canary Islands* receives the Transcript of Records, the process for the conversion of the grades of the courses will start. The applicable table for the conversion of grades (table that establishes the relationship between the grades of the destination and the UEC grades) will be visible in the Study Agreement, as well as on the UEC website. If you have any doubts about the grades you should contact your International Mobility Manager.



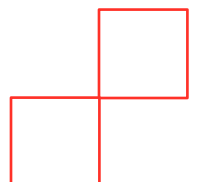


Students must submit all the required documentation before, during and after their stay in order to validate the courses of their mobility stay.

Subjects Failed. Option for Extraordinary exam period at the UEC

In case you have failed some subjects at the destination, and this destination has only one single call entries, you are entitled to a second call for entries in the Extraordinary exam period in the UEC in the equivalent UEC subjects to those failed at the destination (that is, in the UEC subjects of the Study Agreement that are recognised by the destination subjects). To do so, you must take into account that:

- Group assignment and notification to the teacher: the UEC subject that initially failed does not have a group assigned to it because it is taken abroad. In order to be able to take the extraordinary exam, you must notify your International Mobility Coordinator before the July exams so that she/he can assign you to a group in the UEC course equivalent to the failed subject. In this way you will have access to the online campus, and you will be able to contact your teacher to let him/her know that you will be taking the exam.
- The Contents and Methodologies of the subject Failed at the destination and the equivalent UEC subject may differ, despite the fact that both subjects are related in the Study Agreement. You must bear in mind that the UEC teacher will assess exclusively according to the Contents and Methodologies of the UEC subject, not being able to adapt the exam to what has been taught at the destination.
- In this sense, it is recommended to get the notes and course activities of the UEC subject and to prepare it ; you can request support tutorials from the UEC teacher in the period June-July in preparation for the extraordinary exam.
 - ✓ **If a subject has been failed in Semester 1 at the host institution, its UEC equivalent cannot taken again in Semester 2 at the UEC**, even if it is then offered: the student can only take the subject once in Ordinary Exam period and can only take the UEC Extraordinary Exam period if the subject is failed at the host institution.



Annexes

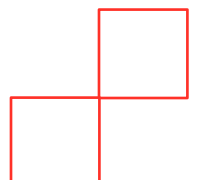
Checklist

Through this *checklist* you will be able to check the processes and documentation to be submitted for each type of mobility stay, as well as the deadlines for each document or process.

Process	Erasmus	Bilateral	Deadlines
Study Agreement	✓	✓	Before the official start of mobility
Online Learning Agreement	✓		Before the official start of mobility
Grant Agreement	✓		31/07/2025
OLS Test 1	✓		31/07/2025
Medical Insurance or European Health Insurance Card (for stays in the European Union)	✓	✓	31/07/2025
Certificate of Arrival *	✓		The day of arrival at the destination
Check in		✓	The day of arrival at the destination
OLA During Mobility	✓	✓	Within 30 days after arrival at host university
Certificate of Stay (+ Amendment to grant agreement in case of discrepancy of dates) *	✓		The last day of the stay at the host university
Check out		✓	The last day of the stay at the host university

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Th
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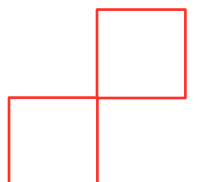
Templates for these documents are uploaded on the International Office's [Blackboard](#).





Erasmus+ grantees are required to submit the following documents:

- ✓ To receive the initial 70% of the scholarship: Grant Agreement, Study Agreement, Online Learning Agreement, Certificate of Arrival and complete the OLS test.
- ✓ To receive the final 30% of the scholarship: certificate of stay and complete the Final Report.



International grade conversion tables EUROPE

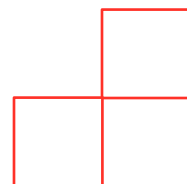
All grades below the minimum Pass grade will be assessed with a "4 - Fail".

ECTS Grade system: A-Excellent (Outstanding); B-Very Good (Merit); C-Good (Pass); D-Satisfactory (Pass); E-Sufficient (Fair).

The boundaries between these letters (ECTS Grade system) may change in certain programmes. In case of discrepancy between letter and number, the number prevails.

GERMANY

ECTS Bachelor's Degrees	Numerical grade at destination	Equivalent numerical grade in UEC	UEC Equivalent Grade
A	1	10	Outstanding
	1,1	9,8	Outstanding
	1,2	9,6	Outstanding
	1,3	9,5	Outstanding
	1,4	9,3	Outstanding
	1,5	9,2	Outstanding
	1,6	9	Outstanding
B	1,7	8,8	Merit
	1,8	8,7	Merit
	1,9	8,5	Merit
	2	8,3	Merit
	2,1	8,2	Merit
	2,2	8	Merit
	2,3	7,8	Merit
C	2,4	7,6	Merit
	2,5	7,5	Merit
	2,6	7,3	Merit
	2,7	7,2	Merit
	2,8	7	Merit
	2,9	6,8	Pass
	3	6,7	Pass
D	3,1	6,5	Pass
	3,2	6,3	Pass
	3,3	6,2	Pass
	3,4	6	Pass
	3,5	5,8	Pass
	3,6	5,7	Pass
	3,7	5,5	Pass
E	3,8	5,3	Pass
	3,9	5,2	Pass
	4	5	Pass



BELGIUM

ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	20	10	Outstanding
	19	9,7	Outstanding
	18	9,5	Outstanding
	17	9,2	Outstanding
	16	9	Outstanding
B	15	8,5	Merit
C	14	7,8	Merit
	13	7,1	Merit
D	12	6,4	Pass
	11	5,7	Pass
E	10	5	Pass

DENMARK

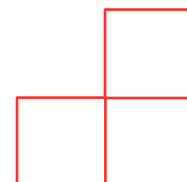
ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	12	10	Outstanding
B	10	8,7	Merit
C	7	7,5	Merit
D	4	6,3	Pass
E	0,2	5	Pass

ECTS Bachelor's Degrees

In case a destination issues only letter grades (ECTS Grade system)

ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	-	10	Outstanding
B	-	8,7	Merit
C	-	7,5	Merit
D	-	6,3	Pass
E	-	5	Pass

FINLAND

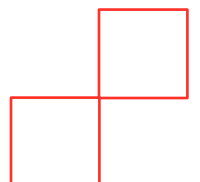




ECTS Bachelor's Degree	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	5	10	Outstanding
B	4	8,7	Merit
C	3	7,5	Merit
D	2	6,3	Pass
E	1	5	Pass

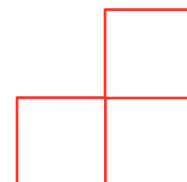
FRANCE

ECTS Bachelor's Degree	Numerical grade at destination	Equivalent numerical grade in UEC	UEC Equivalent Grade
A	20	10	Outstanding
	19	9,7	Outstanding
	18	9,5	Outstanding
	17	9,2	Outstanding
	16	9	Outstanding
B	15	8,5	Merit
	14	7,8	Merit
C	13	7,1	Merit
	12	6,4	Pass
D	11	5,7	Pass
E	10	5	Pass



HOLLAND

ECTS Bachelor's Degrees	Numerical grade at destination	Equivalent numerical grade in UEC	UEC Equivalent Grade
A	10	10	Outstanding
	9,9	10	Outstanding
	9,8	9,9	Outstanding
	9,7	9,9	Outstanding
	9,6	9,8	Outstanding
	9,5	9,8	Outstanding
	9,4	9,7	Outstanding
	9,3	9,7	Outstanding
	9,2	9,6	Outstanding
	9,1	9,6	Outstanding
	9	9,5	Outstanding
	8,9	9,5	Outstanding
	8,8	9,4	Outstanding
	8,7	9,4	Outstanding
	8,6	9,3	Outstanding
	8,5	9,3	Outstanding
	8,4	9,2	Outstanding
	8,3	9,2	Outstanding
	8,2	9,1	Outstanding
	8,1	9,1	Outstanding
B	8	9	Outstanding
	7,9	8,8	Merit
	7,8	8,7	Merit
	7,7	8,5	Merit
	7,6	8,4	Merit
	7,5	8,2	Merit
	7,4	8	Merit
	7,3	7,9	Merit
	7,2	7,7	Merit
	7,1	7,6	Merit
C	7	7,4	Merit
	6,9	7,2	Merit
	6,8	7,1	Merit
	6,7	6,9	Pass
	6,6	6,8	Pass
D	6,5	6,6	Pass
	6,4	6,4	Pass
	6,3	6,3	Pass
	6,2	6,1	Pass
	6,1	6	Pass
	6	5,8	Pass
	5,9	5,6	Pass
	5,8	5,5	Pass
E	5,7	5,3	Pass
	5,6	5,2	Pass





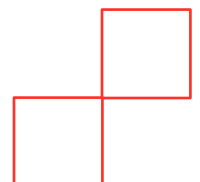
	5,5	5	Pass
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HUNGARY

ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	5	10	Outstanding
B	4	8,3	Merit
C-D	3	6,7	Pass
E	2	5	Pass

IRELAND

ECTS Bachelor's Degrees	Grade at destination	Numerical grade Equivalent e in UEC	Equivalent UEC grade	ECTS Bachelor's Degrees	Grade at destination	Numerical grade Equivalent e in UEC	Equivalent UEC grade
A	70	9	Outstanding	A	100	10	Outstanding
B	69	8,9	Merit		99	10	Outstanding
	68	8,7	Merit		98	9,9	Outstanding
	67	8,6	Merit		97	9,9	Outstanding
	66	8,5	Merit		96	9,9	Outstanding
	65	8,3	Merit		95	9,8	Outstanding
	64	8,2	Merit		94	9,8	Outstanding
	63	8,1	Merit		93	9,8	Outstanding
	62	7,9	Merit		92	9,7	Outstanding
	61	7,8	Merit		91	9,7	Outstanding
	60	7,7	Merit		90	9,7	Outstanding
	59	7,5	Merit		89	9,6	Outstanding
	58	7,4	Merit		88	9,6	Outstanding
	57	7,3	Merit		87	9,6	Outstanding
	56	7,1	Merit		86	9,5	Outstanding
C	55	7	Merit		85	9,5	Outstanding
	54	6,9	Pass		84	9,5	Outstanding
	53	6,7	Pass		83	9,4	Outstanding
	52	6,6	Pass		82	9,4	Outstanding
	51	6,5	Pass		81	9,4	Outstanding
	50	6,3	Pass		80	9,3	Outstanding
	49	6,2	Pass		79	9,3	Outstanding
	48	6,1	Pass		78	9,3	Outstanding
D	47	5,9	Pass		77	9,2	Outstanding
	46	5,8	Pass		76	9,2	Outstanding
	45	5,7	Pass		75	9,2	Outstanding
	44	5,5	Pass		74	9,1	Outstanding
	43	5,4	Pass		73	9,1	Outstanding
	42	5,3	Pass		72	9,1	Outstanding
	41	5,1	Pass		71	9	Outstanding
	40	5	Pass		70	9	Outstanding



ITALY

ECTS Bachelor's Degrees	Numerical grade at destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	30L (30 e Lode; or 30 cum Laude)	10	Outstanding
	30	10	Outstanding
	29	9,7	Outstanding
	28	9,3	Outstanding
	27	9	Outstanding
B	26	8,6	Merit
	25	8,1	Merit
	24	7,7	Merit
	23	7,2	Merit
C	22	6,8	Pass
	21	6,3	Pass
D	20	5,9	Pass
E	19	5,4	Pass
	18	5	Pass

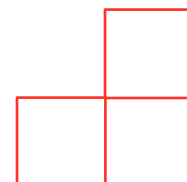
NORWAY

Universitetet i Tromsø; Høgskolen i Sør-Øst Norge. These destinations issue only letter grades (ECTS Grade system).

ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	-	10	Outstanding
B	-	8,7	Merit
C	-	7,5	Merit
D	-	6,3	Pass
E	-	5	Pass

POLAND

ECTS Bachelor's Degrees	Numerical grade at destination	Numerical grade Equivalent in UEC	Equivalent UEC grade
A	5	10	Outstanding
B	4,5	8,7	Merit
C	4	7,5	Merit
D	3,5	6,3	Pass
E	3	5	Pass

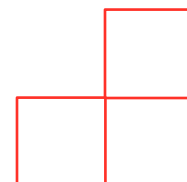


PORTUGAL

ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A	20	10	Outstanding
	19	9,7	Outstanding
	18	9,3	Outstanding
	17	9	Outstanding
B	16	8,4	Merit
	15	7,8	Merit
C	14	7,2	Merit
	13	6,7	Pass
D	12	6,1	Pass
	11	5,6	Pass
E	10	5	Pass

UNITED KINGDOM

ECTS Bachelor's Degrees	Grade at destination	Numerical grade Equivalent e in UEC	Equivalent UEC grade	ECTS Bachelor's Degrees	Grade at destination	Numerical grade Equivalent e in UEC	Equivalent UEC grade
A	70	9	Outstanding	A	100	10	Outstanding
B	69	8,9	Merit		99	10	Outstanding
	68	8,7	Merit		98	9,9	Outstanding
	67	8,6	Merit		97	9,9	Outstanding
	66	8,5	Merit		96	9,9	Outstanding
	65	8,3	Merit		95	9,8	Outstanding
	64	8,2	Merit		94	9,8	Outstanding
	63	8,1	Merit		93	9,8	Outstanding
	62	7,9	Merit		92	9,7	Outstanding
	61	7,8	Merit		91	9,7	Outstanding
	60	7,7	Merit		90	9,7	Outstanding
	59	7,5	Merit		89	9,6	Outstanding
	58	7,4	Merit		88	9,6	Outstanding
C	57	7,3	Merit		87	9,6	Outstanding
	56	7,1	Merit		86	9,5	Outstanding
	55	7	Merit		85	9,5	Outstanding
	54	6,9	Pass		84	9,5	Outstanding
	53	6,7	Pass		83	9,4	Outstanding
	52	6,6	Pass		82	9,4	Outstanding
	51	6,5	Pass		81	9,4	Outstanding
	50	6,3	Pass		80	9,3	Outstanding
D	49	6,2	Pass		79	9,3	Outstanding
	48	6,1	Pass		78	9,3	Outstanding
	47	5,9	Pass		77	9,2	Outstanding
	46	5,8	Pass		76	9,2	Outstanding
	45	5,7	Pass		75	9,2	Outstanding
	44	5,5	Pass		74	9,1	Outstanding





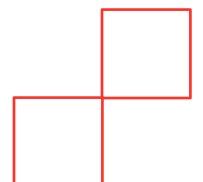
E	43	5,4	Pass		73	9,1	Outstanding
	42	5,3	Pass		72	9,1	Outstanding
	41	5,1	Pass		71	9	Outstanding
	40	5	Pass		70	9	Outstanding

CZECH REPUBLIC

ECTS Bachelor's Degrees	Numerical grade at destination	Numerical grade Equivalent in UEC	Equivalent UEC grade
A	1	10	Outstanding
B	1,5	8,7	Merit
C	2	7,5	Merit
D	2,5	6,3	Pass
E	3	5	Pass

SWEDEN

ECTS Bachelor's Degrees	Numerical grade in Destination	Numerical grade Equivalent in UEC	UEC Equivalent Grade
A-B	5	9	Outstanding
C-D	4	7,5	Merit
E	3	5	Pass



International grades conversion tables AMERICAS, ASIA and OCEANIA

All grades below the minimum Pass grade will be assessed with a "4 - Fail".

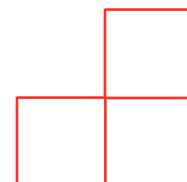
USA Grade system: A: Excellent (Outstanding); B: Above average (Merit alto); C: Average (Merit-aprobado alto); D: Bellow average, but passing (Pass).

Australia Grade system: HD: High Distinction; D: Outstanding; C: Credit; P: Pass: Distinction (Outstanding); C: Credit (Merit); P: Pass.

AUSTRALIA (1)

University of Newcastle

Rating at destination (letter)	Numerical rating at destination	Equivalent Numerical Rating in UEC	UEC Equivalent Grade	Rating at destination (letter)	Numerical grade at destination	Equivalent Numerical UEC grade	UEC Equivalent Grade
D	75	9	Outstanding	HD	100	10	Outstanding
C	74	8,8	Merit		99	9,9	Outstanding
	73	8,7	Merit		98	9,9	Outstanding
	72	8,5	Merit		97	9,9	Outstanding
	71	8,3	Merit		96	9,8	Outstanding
	70	8,2	Merit		95	9,8	Outstanding
	69	8	Merit		94	9,7	Outstanding
	68	7,9	Merit		93	9,7	Outstanding
	67	7,7	Merit		92	9,7	Outstanding
	66	7,5	Merit		91	9,6	Outstanding
	65	7,4	Merit		90	9,6	Outstanding
P	64	7,2	Merit		89	9,5	Outstanding
	63	7,1	Merit		88	9,5	Outstanding
	62	6,9	Pass		87	9,5	Outstanding
	61	6,7	Pass		86	9,4	Outstanding
	60	6,6	Pass		85	9,4	Outstanding
	59	6,4	Pass		84	9,3	Outstanding
	58	6,3	Pass	D	83	9,3	Outstanding
	57	6,1	Pass		82	9,3	Outstanding
	56	5,9	Pass		81	9,2	Outstanding
	55	5,8	Pass		80	9,2	Outstanding
	54	5,6	Pass	D	79	9,1	Outstanding
	53	5,5	Pass		78	9,1	Outstanding
	52	5,3	Pass		77	9,1	Outstanding
	51	5,1	Pass		76	9	Outstanding
	50	5	Pass		75	9	Outstanding

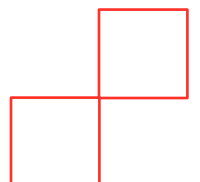




AUSTRALIA (2)

Victoria University

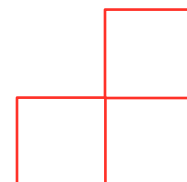
Qualification at destination (lyrics)	Digital grade at destination	Equivalent numerical grade in UEC	UEC Equivalent Grade	Grade at destination (letter)	Numerical grade at destination	Equivalent numerical grade in UEC	UEC Equivalent Grade
D	75	9,2	Outstanding	HD	100	10	Outstanding
	74	9,1	Merit		99	10	Outstanding
	73	9,1	Merit		98	9,9	Outstanding
	72	9,1	Merit		97	9,9	Outstanding
	71	9	Merit		96	9,9	Outstanding
	70	9	Merit		95	9,8	Outstanding
C	69	8,8	Merit		94	9,8	Outstanding
	68	8,6	Merit		93	9,8	Outstanding
	67	8,4	Merit		92	9,7	Outstanding
	66	8,2	Merit		91	9,7	Outstanding
	65	8	Merit		90	9,7	Outstanding
	64	7,8	Merit		89	9,6	Outstanding
	63	7,6	Merit		88	9,6	Outstanding
	62	7,4	Merit		87	9,6	Outstanding
	61	7,2	Merit		86	9,5	Outstanding
	60	7	Merit		85	9,5	Outstanding
P	59	6,8	Pass		84	9,5	Outstanding
	58	6,6	Pass		83	9,4	Outstanding
	57	6,4	Pass		82	9,4	Outstanding
	56	6,2	Pass		81	9,4	Outstanding
	55	6	Pass		80	9,3	Outstanding
	54	5,8	Pass	D	79	9,3	Outstanding
	53	5,6	Pass		78	9,3	Outstanding
	52	5,4	Pass		77	9,2	Outstanding
	51	5,2	Pass		76	9,2	Outstanding
	50	5	Pass	D	75	9,17	Outstanding



BRAZIL

University of Potiguar

	Numerical grade at destination	Equivalent numerical grade in UEC	UEC Equivalent Grade
	10	10	Outstanding
	9,9	9,9	Outstanding
	9,8	9,8	Outstanding
	9,7	9,7	Outstanding
	9,6	9,5	Outstanding
	9,5	9,4	Outstanding
	9,4	9,3	Outstanding
	9,3	9,1	Outstanding
	9,2	9	Outstanding
	9,1	8,8	Merit
	9	8,7	Merit
	8,9	8,6	Merit
	8,8	8,5	Merit
	8,7	8,4	Merit
	8,6	8,2	Merit
	8,5	8,1	Merit
	8,4	8	Merit
	8,3	7,9	Merit
	8,2	7,8	Merit
	8,1	7,6	Merit
	8	7,5	Merit
	7,9	7,4	Merit
	7,8	7,2	Merit
	7,7	7,1	Merit
	7,6	6,9	Pass
	7,5	6,8	Pass
	7,4	6,7	Pass
	7,3	6,6	Pass
	7,2	6,5	Pass
	7,1	6,3	Pass
	7	6,2	Pass
	6,9	6,1	Pass
	6,8	6	Pass
	6,7	5,9	Pass
	6,6	5,7	Pass
	6,5	5,6	Pass
	6,4	5,5	Pass
	6,3	5,4	Pass
	6,2	5,3	Pass
	6,1	5,1	Pass
	6	5	Pass



CANADA (1)

Carleton University; Vancouver Island University

Grade on target (Carleton: P.E.-Point Equivalence/Vancou see: G.P.A)	Target grade (in words)	Equivalent numeric grade in UEC	UEC Equivalent Grade
12/4,33	A+	10	Outstanding
11/4	A	9,5	Outstanding
10/3,67	A-	9,1	Outstanding
9/3,33	B+	8,6	Merit
8/3	B	8,2	Merit
7/2,67	B-	7,7	Merit
6/2,33	C+	7,3	Merit
5/2	C	6,8	Pass
4/1,67	C-	6,4	Pass
3/1,33	D+	5,9	Pass
2/1	D	5,4	Pass
1/0,67	D-	5	Pass

CANADA (2)

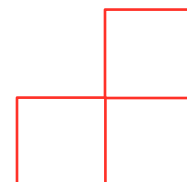
McGill University

G.P.A. Grade Points (G.P.A. Grade Points)	Grade at destination (letter)	Numerical grade Equivalent in UEC	Equivalent UEC grade
4	A	10	Outstanding
3,7	A-	9	Outstanding
3,3	B+	8	Merit
3	B	7	Merit
2,7	B-	6	Pass
2,3	C+	5,5	Pass
2	C	5,25	Pass
1	D	5	Pass

CHINA

Hunan International Economics University

Numerical grade at destination	Target grade (letter)	Equivalent numerical grade in UEC	UEC Equivalent Grade
-	A	10	Outstanding
-	B	8,3	Merit
-	C	6,7	Pass
-	D	5	Pass



UNITED STATES (1)

University of California Riverside; Illinois Institute of Technology / Chicago Kent College of Law; University of San Diego State; New School of Architecture and Design; Appalachian State University; University of California, Berkeley; State University of New York at Oswego; Western Carolina University

Grade at destination (G.P.A.- Grade Point Average)	Grade at destination (letter)	Numerical grade Equivalent in UEC	Equivalent UEC grade
4	A+	10	Outstanding
4	A	10	Outstanding
3,7	A-	9,4	Outstanding
3,3	B+	8,8	Merit
3	B	8,3	Merit
2,7	B-	7,8	Merit
2,3	C+	7,3	Merit
2	C	6,8	Pass
1,7	C-	6,4	Pass
1,3	D+	5,9	Pass
1	D	5,4	Pass
0,7	D-	5	Pass

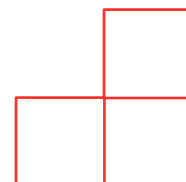
(*) Several of these universities do not have an "A+" grade.

UNITED STATES (2)

University of California Irvine;

Grade in Destination (G.P.A Grade) Point Average)	Destination grade (letter)	Equivalent Numerical UEC grade	UEC Equivalent Grade
4	A+, A, A-	10	Outstanding
3	B+, B, B-	8,3	Merit
2	C+, C, C-	6,7	Pass
1	D+, D, D-	5	Pass

(*) This University has no "+" "-", only the letters A, B, C, D.



UNITED STATES (3)

Pace University; Kent State University; New York Film Academy

Grade in Destination (G.P.A Grade Point Average)	Destination grade (letter)	Equivalent Numerical UEC grade	UEC Equivalent Grade
4	A	10	Outstanding
3,7	A-	9,5	Outstanding
3,3	B+	8,8	Merit
3	B	8,3	Merit
2,7	B-	7,8	Merit
2,3	C+	7,2	Merit
2	C	6,7	Pass
1,7	C-	6,2	Pass
1,3	D+	5,5	Pass
1	D	5	Pass

MEXICO

University of the Valley of Mexico

Letter grade at destination	Numerical grade at destination	Equivalent numeric grade in UEC	Equivalent UEC grade
E	10	10	Outstanding
MB	9	8,3	Merit
B	8	6,7	Pass
S	7	5	Pass

PERU

Peruvian University of Sciences

Letter grade at destination	Numerical grade at destination	Equivalent numeric grade in UEC	Equivalent UEC grade
-	20	10	Outstanding
-	19	9,5	Outstanding
-	18	9	Outstanding
-	17	8,2	Merit
-	16	7,4	Merit
-	15	6,6	Pass
-	14	5,8	Pass
-	13	5	Pass

