

Guide for Outgoing Exchange Students 2023/2024



Introduction

A study period abroad is an incredible opportunity, not just academically but also because of the experience of living abroad in a different society. The journey you are about to begin will help you understand other customs, enjoy unfamiliar cultures, make lots of new friends, and explore an increasingly globalized world.

This document has been created as a guide to your international mobility, and it contains all the information we gave you in the pre-stay briefing sessions. It also provides all the essential information you will need as you prepare for your stay abroad and once you arrive at your mobility destination.

We hope you enjoy and cherish every moment of your mobility. Please keep in touch with us while you're away. We'd love to hear from you!

Good luck!

Department of Languages and International Mobility

Table of Contents

Introduction.....	2
Preliminary Matters	5
COVID-19	5
Who’s Who.....	6
Types of Mobility.....	6
Apply for a Study Period Abroad.....	7
Grants.....	8
European Commission Erasmus+ Grants	8
Santander Erasmus Scholarships.....	9
Obtain and Submit Information about your Study Period Abroad	9
Get to Know the International Office Blackboard.....	9
Follow-up Form	9
Before Your Stay	10
Travel Arrangements.....	10
Documentation.....	11
Visa	12
Health and Health Insurance.....	13
If you have special medical needs, you should always take your medical record with you.	15
Accommodation	15
Before signing a rental agreement, make sure you understand all the clauses and that you get a receipt if you have to pay a deposit.....	16
Admission at the Host Institution.....	16
Mobility Stay with “Study Abroad Fee”	17
Study Agreement.....	17
Learning Agreement Before Mobility.....	18
Online Learning Agreement	18
How can I create an Online Learning Agreement?.....	18
Erasmus+ App.....	19
Grant Agreement.....	20
Online Linguistic Support (OLS) – Assessment test.....	21
During Your Stay.....	22
Confirmation of Arrival.....	22
Check-in.....	22

OLS Course	22
Learning Agreement During Mobility.....	22
Extend Your Mobility Stay	23
Academic Monitoring and Course Assessment Criteria at the Host Institution	23
Academic Monitoring from UEM	24
Integration in University Life.....	24
Local Language	24
Civic Engagement	25
Sustainability in International Mobility.....	26
After Your Stay	27
Certificate of Attendance and Amendment to the Grant agreement	27
Checkout.....	27
Final Report	28
Grade Conversion.....	28
Failed Courses. Retake Option at UEM	29
Appendices	30
Checklist	30
International Grade Conversion Tables: EUROPE	31
International Grade Conversion Tables: NORTH AMERICA, SOUTH AMERICA, ASIA and OCEANIA	37

Who's Who

Both when applying for a study period abroad and during your mobility stay, you will have to complete a number of different processes. Each process has a different person in charge who will guide you through the various stages of your assigned mobility stay. Here are the different profiles you will meet along the way:

- The **International Mobility Coordinator** guides and assists the student before, during and after the study period abroad. This will be the person to contact when you need help with any matters relating to international mobility stays, whether they be administrative (pre-application information, application process, nomination, submitting documentation etc.) or academic (information about possible destinations, destination assignment, checking your enrollment, signing the Study Agreement and the Learning Agreement).
- The **International Mobility Advisor** oversees revising the Learning Agreements working on the proposals sent by the students with the different study plans to assure the best credit transfer for the student.

Types of Mobility

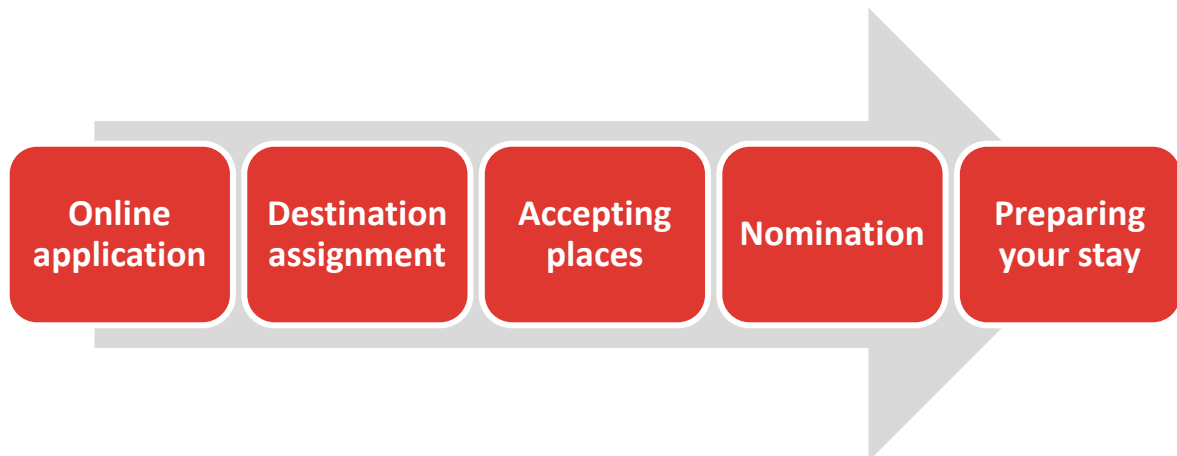
Depending on your chosen host institution, your study period abroad will be carried out under the umbrella of the following types of mobility:

- The **Erasmus+ (E)** mobility program covers stays in the European countries that participate in the program.
 - ✓ These stays are safeguarded by the Erasmus Student Charter, which you can consult on the [International Mobility](#) of UEV web.
 - ✓ Students undertake to comply with the terms and conditions of the Erasmus+ Grant Agreement.
 - ✓ The minimum duration is 3 month and the total time abroad for all Erasmus+ programs, including up to 3 months of internship if done it, may not exceed 12 months within one cycle of study.
- The **Bilateral (B)** mobility program covers stays in the United States of America, Canada, China, and South Korea.
- The **Garcilaso (G)** mobility program covers stays in Mexico, Panama, Costa Rica, Honduras, Ecuador, Peru, Brazil, and Chile.

If you are not sure which mobility program your study period abroad corresponds to, please check the assigned destination list published by the International Office.

Apply for a Study Period Abroad

In order to apply for a study period abroad, there are several steps you have to complete before your stay can be officially approved by the home and host institutions:



1. **Online application:** Students make an online application in which they select the international mobility destinations they would like to go to.
2. **Destination assignment:** Once the application process has finished, the destinations are assigned to students according to the requirements set out in the call for applications.
3. **Accepting places:** The international mobility destinations will be informed to the students by a list published. To accept the place, students must use the link provided for the online application, as well as the same access credentials.
 - ✓ Any place that is not accepted before the stipulated deadline will be canceled.
4. **Nomination:** Following the deadline for accepting places, *Universidad Europea* tells each host institution which students are going there for their study period abroad.
5. **Preparing your stay:** Once the nomination process has been completed, you will have to complete the host institution's application process.

If at any time during the process you want to cancel your international mobility stay, send an email to international.valencia@universidadeuropea.es

Before your study period abroad begins, you need to read the Study Abroad Regulations. This document covers all the essential aspects affecting *Universidad de Europa de Valencia* students who complete part of their studies abroad at a partner institution.

Grants

European Commission Erasmus+ Grants

These grants are a form of financial aid funded by the European Commission and the Ministry of Education. Any student with an assigned Erasmus+ place can apply for it.

To be able to obtain the grant, it is not necessary to complete any additional application procedure. Any student with an assigned Erasmus+ place is directly eligible for this grant.

Whether or not this grant is awarded depends on the number of grants we are allocated by the European Commission and on the number of participants in that academic year. If the number of participants exceeds the number of grants available, these will be awarded to the students with the highest average grades. Therefore, there are two possible grants:

- **European Commission Grant “0”:** This grant applies to students who have been assigned an Erasmus+ place but who do not meet the requirements for receiving funding. These students enjoy all the benefits of the Erasmus+ program but without receiving financial aid.
 - ✓ Students with an Erasmus+ Grant “0” must submit all the necessary documentation for an international mobility stay and to obtain recognition of the courses taken at the host university.
- **European Commission Erasmus+ Grant:** This is the Erasmus+ grant with financial aid. *Universidad Europea* applies for and manages the Erasmus+ funding, and then delivers the grant payments to the beneficiaries subject to receipt of the documentation required at any given time.
 - ✓ Receiving the grant is conditional upon submitting the required documentation. Therefore, you will not be sent the part of your grant you are due to receive unless you have submitted all the necessary documentation.
- **Grant for students with special needs:** Anyone who has been assigned an Erasmus+ place and who has any type of special need may contact their International Mobility Advisor to inform them about their situation. Your advisor will then contact the national body in charge

of these grants, and they will decide whether the amount of the grant can be increased.

- **Grant for students with less opportunities:** students which have received from the Education Ministry a grant for general studies, a grant for university studies from Education, Language Politics and Culture of the Vasque Country, in the course before the Erasmus, refugees, with subsidiary protection o applicant to the International protection in Spain.

Irrespective of the grant award, you should follow the procedure set out in this Guide. The amounts of your grant will vary according to host country and length of stay. You will find detailed information about the amounts corresponding to you in your Grant Agreement.

Santander Erasmus Scholarships

Santander Bank currently offers a grant for students who study abroad:

- **Santander Erasmus Scholarships:** The Santander Erasmus Grants program seeks to recognize the academic excellence of **Erasmus+** students and to promote inclusiveness and equal opportunities in education. The grant is aimed at students enrolled at *Universidad Europea* with an assigned destination on the Erasmus+ study and/or internship mobility program in Europe. Make sure you meet the requirements and deadlines set out in the call for applications which you will be informed when it's published.

Before Your Stay

Travel Arrangements

You will be responsible for making your own travel arrangements. We advise you not to purchase plane tickets before you receive a letter of acceptance from the host institution or, if required, a visa for entering the host country. You should start making travel arrangements as soon as the host institution confirms your acceptance and the official start date of your stay.



Before you travel, we advise you to read the [travel recommendations](#) of the Ministry of Foreign Affairs, European Union and Cooperation.

A few things to keep in mind...

It is very important to know the exact date your classes start at the host institution, as well as the date they expect you to arrive. You should check the host institution's academic timetable to find out whether you have to attend any induction/orientation sessions and/or language classes. These offer an opportunity to meet other international students and get off to a good start.

Try not to arrive in your host country on a public holiday, as public transport services may not operate regularly.

Check out the local transport websites. You will find useful information about public transport timetables that could save you a lot of money both on arrival and during your stay.

Documentation

Any international mobility requires having certain documentation in order and completing a series of steps beforehand. Make sure you have obtained all this documentation before you start traveling to your destination. This section contains important information for ensuring a successful start to your mobility stay.

- **DNI/NIE**: Students on **Erasmus+** mobility stays are required to have a valid DNI (national identity document) or NIE (identity number for foreign nationals) throughout their stay. If you are not a Spanish national, make sure you obtain your NIE before your stay begins, since it is an obligatory requirement. If you do not have a valid DNI or NIE before the mobility is due to begin, you will not be able to complete your stay. Keep in mind that it is a slow process, so you should apply for the NIE as soon as possible.
- **Passport**: For mobility stays outside the EU, you need to have a passport that will be valid for at least 6 months after the official finish date of your stay. You need a passport to be able to apply for a student visa. Host institutions usually ask for a copy of your valid passport as part of the admission application process, so we advise you to keep photocopies of your passport.
- **Dual Citizenship**: If you have dual citizenship, try to be aware of any inconvenience you might encounter when entering your host country. You may be questioned about entry and exit stamps, as well as the reasons for your dual citizenship.

Visa

For some stays you will need to obtain a visa in order to be able to enter the host country. Immigration laws can change at any time, so you should contact the relevant Consulate in your host country to find out whether you need to apply for a visa.

If you need a visa to enter your host country, make sure you know how the visa application process works and that you fully understand the requirements depending on your nationality. Some countries will not allow you to apply for a visa until 3 months before your departure date.

- **EU citizens:** Students with EU citizenship do not need to apply for a visa to travel to countries in the European Union. If your destination is outside the European Union, you should contact the relevant Consulate.
- **Non-EU citizens:** Students from non-EU countries with an assigned mobility stay should find out what steps and processes they need to follow depending on their nationality.

If you have to apply for a visa in order to be able to enter the host country, you may be asked to provide the following documents:

- **Passport:** Your passport must be valid for at least 6 months after the finish date of your stay.
- **Acceptance Letter:** The acceptance letter will be issued by the host institution once you have completed your [application process](#).

- **Bank Statement:** Some mobility destinations, especially the United States, Canada, and Australia, request a bank statement in order to issue a student visa. This document certifies that the bank account holder has a certain amount of money in the bank. The required amount is usually specified in the visa application instructions. You should ask for the bank statement to be issued in the language of the host country and with the amount shown in the local currency.

- **Health Insurance:** Some countries require you to take out private health insurance to cover you during your stay. You will find more information about insurance in the following section.

It will be your responsibility to complete these processes on time.

Health and Health Insurance

Before starting your mobility, you must make sure you will be covered in the event of illness or any similar eventuality. For this purpose, you will need a policy that provides the appropriate coverage abroad.

You can apply for a European Health Insurance Card (free of charge) and/or take out private insurance. Some destinations also ask you for a medical certificate as part of the visa application process.

- **European Health Insurance Card (EHIC):** This is obligatory for students traveling within the European Union. The [European Health Insurance Card \(EHIC\)](#) is free and could save you considerable time and money if you need medical assistance while abroad. Some host institutions ask for a copy of this card during the admission process. It is important to check the coverage this health card provides in relation to treatment for COVID-19 in the host country's public health system. You should carry this card with you at all times. Without the necessary documentation, you will have to pay for any medical treatment during your stay. Non-EU students who are going to study abroad in the European Union cannot always apply for the European Health Insurance Card. These students should take out private health insurance.

- **Private Insurance:** In addition to the European Health Insurance Card, for stays in EU countries it is worth considering taking out private insurance. If you take out private insurance with an international insurance company or with an insurer in the host country, make sure the policy covers treatment for COVID-19; but for stays outside the EU, it is obligatory to take out private insurance with cover abroad. If the medical insurance is provided by a local company in the host country, it is important to check whether this insurance includes treatment for COVID-19 in that country. Likewise, many universities in the United States offer insurance policies with local companies through the university itself. Although most of these insurance policies do include treatment for COVID-19, the student should check the precise coverage provided by the policy to make sure that such treatment is included.
- Regarding Spanish private health insurance firms, *Universidad Europea de Valencia* recommends that outgoing students take out [Asisa Internacional básico](#) insurance. Click on this link for full information: summary of coverage, general and special conditions, FAQs, application form, contract form, contact phone number and email, premium, etc.
 - ✓ email: universidadeuropea@asisa.es
 - ✓ Tel.: +34 91 5957506

- ✓ The *Asisa Internacional básico* product does **not** include treatment for COVID-19
- Health insurance (private insurance or European Health Insurance) is mandatory for any international mobility stay, and the student must send a copy of the insurance to the international mobility department so that it can authorize the stay. This insurance policy should cover, among other things, treatment for COVID-19.

- ✓ **Students with international mobility stay in the USA:** Many American universities ask you to take out insurance with a company they recommend. Often these universities do not allow students to enroll if they do not have insurance. Make sure you know the insurance requirements of your host institution, and always read the policy carefully so that you know what it covers.

- **Medical Certificate:** This certificate is a required document for entering certain countries. The host institution may even ask you for a medical certificate before sending you the acceptance letter. We recommend that you obtain all the necessary information from your host country's Embassy so that you know what documents you will need to apply for a student visa. In the information about the host institution's application process, you will find out whether the host country requires you to have a medical certificate.

- **Vaccinations and Health - Recommendations:** Generally speaking, you do not need any additional vaccinations to travel within the European Union, but it is always a good idea to check the requirements of each country. Make sure you are up to date with all your vaccinations and that you know the requirements of any other countries you plan to travel to during your stay abroad. You can find more information at the following link:
 - ✓ **Ministerio de Sanidad, Consumo y Bienestar Social.**

Before you travel...

Make an appointment for a check-up with your dentist and your optician. These services can be very expensive abroad and may not be covered by the national health services. It is highly advisable to have all dental work completed well in advance of departure so as to avoid possible complications during your mobility stay.

If you have special medical needs, you should always take your medical record with you.

Accommodation

Universities offer a wide variety of accommodation options, such as dormitories on campus, for example. It is a good idea to check out all the options beforehand, as the quality, availability, and cost of this accommodation can vary considerably.

You should keep in mind that the host institution often includes information about accommodation in the welcome packages it emails directly to students, or on its website. Find out the average price of different types of accommodation before deciding which is the best option for you.



Some universities have a housing office that provides advice and help for finding local rented accommodation.

Not all host institutions help students to find rented accommodation on the free market, and so you may have to use the services of a private-sector company for this purpose. In this case, we recommend that you start looking at potential accommodation options well in advance of your departure date.

If you are unable to secure accommodation before you arrive, make sure your arrival date leaves you plenty of time to stay in affordable temporary accommodation while you search for something more permanent.

Before you travel...

Make sure you take enough cash to pay a deposit, and make sure you know where you have to go to pick up the keys. If you plan to stay at a hotel while you look for accommodation, book your room well in advance.

Before signing a rental agreement, make sure you understand all the clauses and that you get a receipt if you have to pay a deposit.

Admission at the Host Institution

When host institutions receive and review nominations, they contact the students to inform them about their own application process. All host institutions require students to register. It is the student's responsibility to complete the admission process at the host institution as stipulated and within the established timeframe.

- ✓ Not all host institutions send students details about their application process. If you have not received any communication relating to this process, go to the university's website and find the relevant information there.



Mobility Stay with “Study Abroad Fee”

Several universities in the **Bilateral** mobility program charge a Study Abroad Fee. Students with assigned destinations that include a Study Abroad Fee must accept this additional cost by reading and signing the “Study Abroad Fee Payment Consent” document.

You can find the template of this document on the International Office’s Blackboard. Once you have filled out the document you should send it through the follow-up form before the end of the academic year prior to the mobility stay.

The Study Abroad Fee will be charged to the bank account associated with tuition payment at *Universidad Europea de Valencia*, between the months of November and December of the academic year of the mobility stay.

Bilateral

Study Agreement

The Study Agreement is a document covering all the academic aspects of a mobility stay. It specifies, among other things, the courses to enroll in at UEV and the equivalent courses to be taken at the host institution. All students doing a study period abroad, regardless of the type of mobility, must complete this document.

The Study Agreement can reflect both the campus-based courses taken at the host institution and their UEV equivalents, as well as the “blended mobility” courses taken at the host institution. A “blended mobility” stay will need to be agreed upon with the host institution.

In the case of **Erasmus+** stays, the student must complete, in addition to this document, the Online Learning Agreement through the online platform. This will include the courses and credits included in the Learning Agreement. Any change in courses in this document must also be reflected in the OLA.

E+

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

Bilateral/
Garcilaso

Keep in mind ...

- The host institution courses included in the Study Agreement are not guaranteed. These courses are subject to the academic offering of the host institution, the number of places available, or possible scheduling issues.
- This document, as well as any changes made to it, must be approved by the International Mobility Advisor at UEV.
- You are responsible for revising and amending your enrollment at UEV in the event of any changes in the courses of your mobility stay that affect the enrolled courses in the current academic year at UEV.
- UEV courses included in this document that you do not enroll in on time will not be recognized; UEV courses that you have enrolled in but do not complete either during the study period abroad or at UEV will be graded “Incomplete”.
- This document can only include UEV courses that form part of UEV’s academic offering in the academic year of your mobility stay.

Online Learning Agreement Before Mobility

The Online Learning Agreement is a digital document showing the courses of the Study Agreement, the ones you will take during your **Erasmus+** mobility stay and the others that will be recognized on your return to UEV. This document is essential and must have the required signatures before the stay begins in order to be validated:

- ✓ For **Erasmus+** mobility students, the online document must be digitally signed by the International Mobility Advisor, the host institution’s coordinator, and the student.

*The OLA instructions will be provided once the nomination has been confirmed by the host institution.

Learning Agreement

INFORMATION

Please fill in the form to complete your learning agreement. The details collected will be shared with both your home institution and receiving institution.

Mobility Type	Semester
LA Status	

- Information
- Exchange Details
- Learning Components - Latest Proposal

Enrollment at UEV

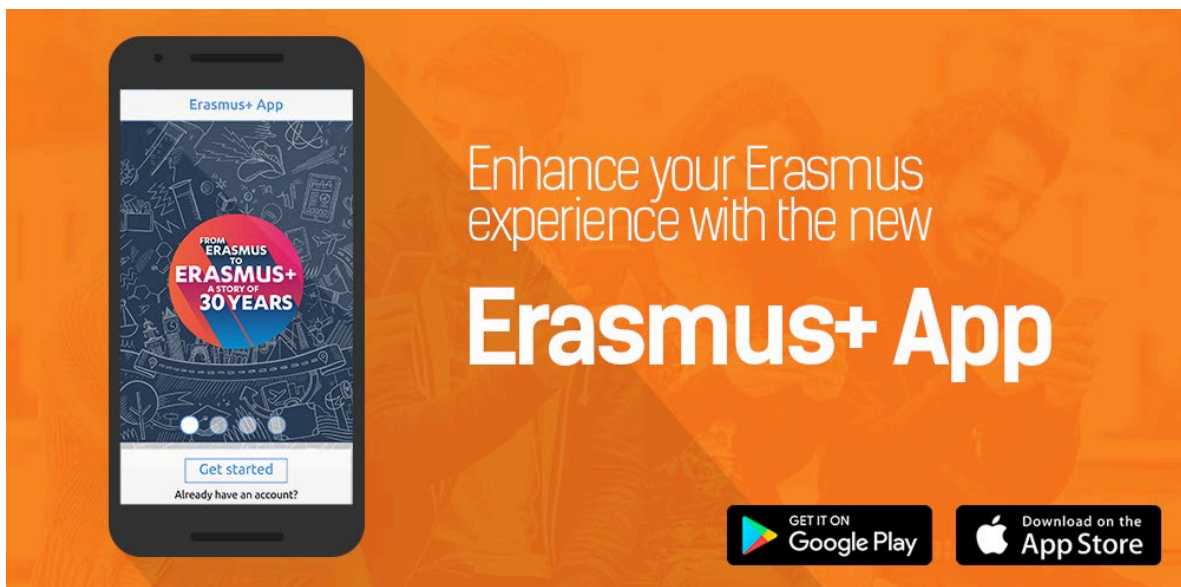
Being enrolled at UEV during the academic year of your mobility stay is an indispensable requirement. The courses you have to enroll in are the ones you have included in your Study Agreement and want to be recognized after your stay ends.

Any change in courses must be reviewed and validated by the Learning Agreement Expert. Once the amendment of the Study Agreement has been approved, don't forget to modify your enrollment at UEV if the academic year has already started.

Remember that, in the case of **Bilateral** mobility stays, you normally won't have to pay tuition at your host institutions unless you are told otherwise by the International Office or by your School due to the specific terms and conditions of the bilateral agreements. Students must pay any administrative fees to the host institutions.

Erasmus+ App

The *European Commission* and the *European University Foundation* developed an app that guides Erasmus+ participants throughout their mobility stay. This app will allow you to find everything you need to know about opportunities to go abroad with the Erasmus+ mobility program.



What does the Erasmus+ App offer?

- Integration with the Online Learning Agreement, in the future.
- Integration with the Online Linguistic Support (OLS) platform, in the future.
- Interactive control lists with a guide to all the steps you will need to take during a mobility stay.

- Structured information about existing Erasmus+ programs.
- Advice for your stay abroad (general and specific advice about your host country and city).
- A source of news and information about local events and activities.



Grant Agreement

The Grant Agreement is a contract stating your details and specifying the rights and obligations of UEV (“institution”) and the student (“beneficiary”), as well as the funding terms and conditions (monthly amount to be received and number of months).

The International Office will send you the Grant Agreement by email as soon as the Erasmus+ funds available for the corresponding academic year are published and as soon as we know which grants will be allocated to students with Erasmus+ mobility.

Once you receive the Grant Agreement, check the information, indicate the official start and finish dates of your stay, and sign the document. Then, send to the Erasmus email.

Online Linguistic Support (OLS) - Assessment test

The European Commission offers all Erasmus+ students, whether or not they have a grant, an online language learning system.

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

The OLS structure, which template you will receive by email, is as follows:

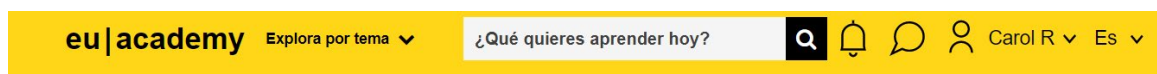
1. **OSL Initial test:** This test is obligatory but it has no academic consequences
2. **Online language course:** If the result of your level test is B2 or lower, you will receive a licence to do an online course. This course is optional.

The OLS is located into Eu Academy where the student create an Eu Login and accept the legal terms <https://academy.europa.eu/courses/welcome-to-the-euacademy/view/>

With the keys acced to the test web

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

The student joins the community and following the tutorial choose the language of the test. Once finished the test, the student keep images from the web.



Spotlight



During Your Stay

Confirmation of Arrival

When you arrive at the host institution, you should send us a completed Confirmation of Arrival. This document states your date of arrival and must be signed and stamped by the host institution. Once you have the document signed and stamped, send to the Erasmus email. Remember that this document certifies that you have started your Erasmus+ stay. Therefore, if we do not receive it, we will assume that you have decided to renounce your mobility stay.

- ✓ For participants who receive a European Commission grant, the first Erasmus+ grant payment will be made after all the obligatory “pre-stay” documents and the Confirmation of Arrival have been submitted. The first grant payment corresponds to approximately 70% of the envisaged total amount.

Erasmus+

Check-in

Once Bilateral and Garcilaso students have checked in at the host institution, they should communicate this by filling out the appropriate section on the follow-up form. Remember that this procedure certifies that you have started your mobility stay. Therefore, if you do not tell us you have checked in, we will assume that you have decided to renounce your mobility stay.

Bilateral/
Garcilaso

OLS Course

Once you have completed the initial test, at Curriculum you will have all the details and programs according to your level. You can choose between all the languages available all the times you want.

Erasmus
+

Learning Agreement During Mobility

- ✓ After arriving at the host institution, you might have to change one or more of the courses included in your Learning Agreement. You can edit your OLA into the editor of the platform. Remember that these changes need to be previously reviewed and validated by the International Mobility Advisor in the Learning Agreement and must have the required signatures in order to be validated: International Mobility Advisor, the host institution’s coordinator, and the student.

The Online Learning Agreement During Mobility must be completed, and with the required signatures, within 30 days of starting classes, i.e. 30 days after your date of arrival at the host institution. Changes cannot be made after this deadline. It must be signed into the platform.

Keep in mind ...

Make sure any change in your Learning Agreement is also reflected in your Study Agreement and in your academic record at UEV. Enrollment changes should be requested in the usual way. You can access the system and the information on how to make changes to your enrollment at our [web page](#).

Extend Your Mobility Stay

If you want to extend your mobility stay at the host institution, you must first obtain the approval of your International Mobility Coordinator. You must communicate your intention to extend your stay within the deadlines set by the host institution.

- ✓ Make sure you know the procedure and meet the host institution's requirements for being able to extend your stay.
- ✓ This extension will only be possible if the currently valid mobility agreement allows annual stays and if there are places available.

- ✓ In Erasmus the extension is related to the increasing of the grant, which is not confirmed.



Once you have extended your mobility stay, speak to your International Mobility Advisor and agree on which new courses to take, and then put them in the Online Learning Agreement During Mobility. If you make any changes that affect UEV courses, make sure these changes are reflected in your academic record.

Academic Monitoring and Course Assessment Criteria at the Host Institution

UEV cannot interfere with the academic monitoring and course assessment criteria of a host institution. All UEV students are subject to the same academic monitoring and assessment conditions as local students during their stay; and the local assessment system can neither benefit them nor be to their detriment. Even if the student has difficulty with the local language of instruction, the conditions, dates, deadlines and duration of the assignments, tests and exams will be the same as for local students.

However, students with special needs may request, through the mediation of UEV's Diversity Management Unit and the International Mobility Coordinator, that the host institution introduce measures to facilitate their inclusion in academic life and meet their needs when taking exams.

In this regard, the host institution, advised by the Diversity Management Unit, should adopt the necessary measures and, with the cooperation of the local faculty, help these students to integrate, give them any additional support they may need for study-related purposes, and/or meet their particular requirements for taking exams and participating in activities. For these special measures to be implemented, it is necessary that the student contact the Diversity Management Unit and the International Mobility Coordinator as soon as possible before the stay.

Academic Monitoring from UEV

Although your International Mobility Advisor will be in contact with you during your stay, we ask you to contact your advisor regularly to let them know how your stay is going; and, very especially, to contact your advisor as soon as you can if a problem or unforeseen circumstance arises, so that we can provide support and monitor the situation from UEV.

Integration in University Life

We encourage you to participate actively in university life and the life of the host city during your stay. Make the most of any activities and find out if there are any clubs you might like to join.

This will be a very useful way to get involved in university life there, practice the language, make friends and develop your intercultural skills, which are essential for your professional development. Try to mix with local students and those from other countries, both on campus (working in teams with them) and away from the university.

Local Language

If your stay abroad is in Europe, in a non-English-speaking country, in many cases you will be taught in English. In these cases, we also encourage you to learn the local language of the host country: mixing with local students, signing up for language learning courses, or taking part in activities or basic courses in the local language. Nowadays, what sets a young professional apart is knowing a third language, besides English.



Civic Engagement

A study period abroad should go beyond an academic learning experience at the host institution, in that you should also aim to develop civic values and the values of European identity, whether your stay is in Europe or in another continent. In relation to European identity, we are referring to values such as "unity in diversity" (strengthening European identity through education and culture, 2017) and other values such as human dignity, freedom, democracy, equality, the rule of law, and respect for human rights, including the rights of persons belonging to minorities and inclusion/non-discrimination.

The University's commitment to this is made clear in the Mission Statement of the European University Foundation, which seeks to promote the improvement of living conditions and equal rights for men and women, to safeguard health, the environment and cultural heritage, and to promote social development and social entrepreneurship.

These ethical competencies, of social engagement, of respect for diversity, and of appreciation of multiculturalism as a strength, are acquired with particular intensity while traveling, living and studying abroad, hence the importance of your international mobility.

In this regard, we encourage you to make the most of your stay and, if you have the opportunity, to take part in seminars or projects organized by your host institution to promote social action; or to join European projects such as the SocialErasmus Project or WE AfriHug, which promote cultural diversity; or, if your

stay is in Europe, to attend any seminars on European values that may take place at your host institution or in your host city.

Sustainability in International Mobility

Universidad Europea is strongly committed to sustainability and we are working to help achieve the Sustainable Development Goals set out in the United Nations' Agenda 2030, following the recommendations of the European Commission's Erasmus Without Paper (EWP).

Therefore, we encourage you to facilitate the exchange and transfer of knowledge about good sustainable mobility practices with the students of other European universities, and to behave responsibly from a sustainability point of view, which encompasses educational aspects (applying what you will learn about sustainability in different subjects) as well as everyday life (using public transport or a bicycle to get around; sustainable consumption, etc.).



After Your Stay

Certificate of Attendance and Amendment to the Grant agreement

Once you finish your stay at the host institution, you should send us a completed Certificate of Attendance. This document states the actual start and finish dates of your stay, and it must be signed and stamped by the host university. Once you have the document signed and stamped, send it to the Erasmus email.

In many cases there may be contradictions between the arrival and departure dates filled in in the initial Grant agreement, and between the actual start and end dates of the stay. In that case, you must fill out, sign and send, with the actual dates of entry and exit, the Amendment to the grant agreement. This amendment, once completed and signed, would modify the date data of the initial grant agreement.

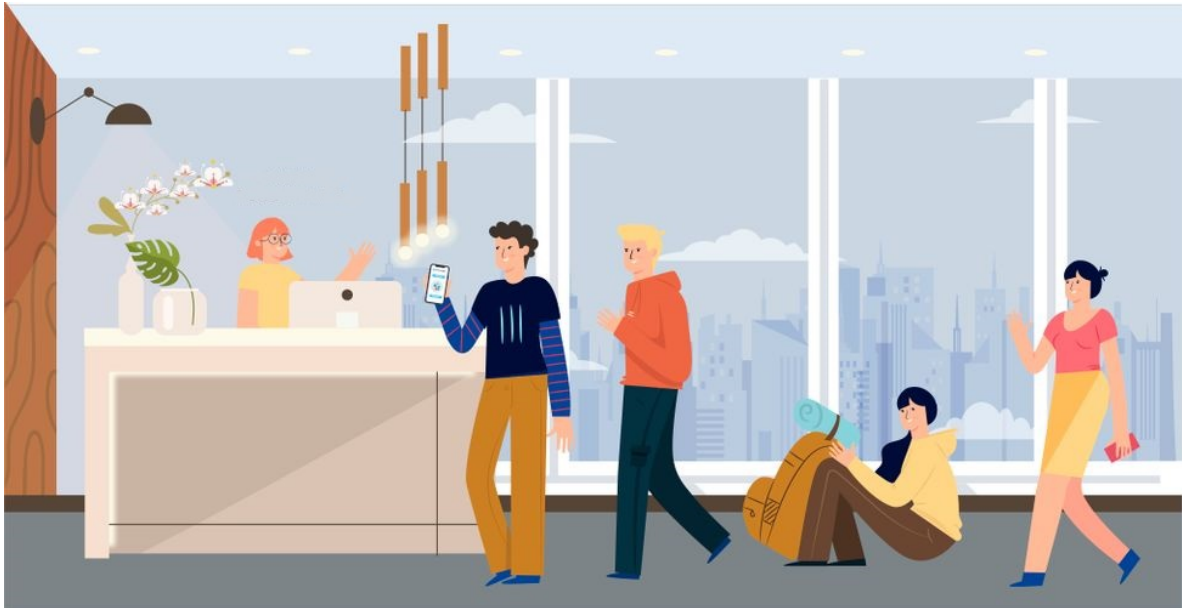
For participants who receive a European Commission grant, the final Erasmus+ grant payment will be made after all the obligatory “during and end of stay” documents and the Certificate of Attendance have been submitted. The final grant payment corresponds to approximately 30% of the envisaged total amount. This document is used to calculate the number of mobility days for the total grant.

Erasmus+

Checkout

As soon as Bilateral and Garcilaso students finish their stay, they should communicate this by filling out the appropriate section on the follow-up form. Remember that this procedure certifies that you have finished your mobility stay. Therefore, if you do not tell us you have checked out, we will assume that your stay is continuing.

Bilateral/
Garcilaso



Final Report

The Final Report is a European Commission questionnaire to be completed at the end of the Erasmus+ stay, and it allows each student to evaluate their stay. You will receive an email asking you to complete this questionnaire once you have finished your mobility stay and sent us the Certificate of Attendance.

This is the last document required for receiving the final 30% of the Erasmus grant.



Grade Conversion

Once you finish your mobility stay, whether it be a physical or “blended” mobility, the host institution will issue a Transcript of Records with your academic results. This document can reach UEV in two ways:

1. **Through the host institution:** Most host institutions send these transcripts to the International Office.
2. **Through the student:** If you receive the Transcript of Records directly, forward it to the International Office. Only Transcripts of Records that have been signed and stamped by the host institution will be accepted.

As soon as *Universidad Europea de Valencia* receives the Transcript of Records, the credit recognition process will begin. The applicable grade conversion table (table indicating equivalences between host institution grades and UEV grades) will be visible in the Study Agreement, as well as on the UEV website (see appendices to this document). If you have any doubts about your grades, you should contact your International Mobility Advisor.

Students must submit all the documentation required before, during and after their stay in order for the credit recognition process to begin.

Failed Courses. Retake Option at UEV

If you fail any of your courses at a host institution that only has one exam period, you are entitled to a retake at UEV during the second exam period. Each retake exam will correspond to the UEV course equivalent to the one failed at the host institution (i.e., the UEV courses recognized as being equivalent to the host institution courses). In this regard, you should take the following into account:

- **Assigned group and notification:** the failed UEV course does not have an assigned group to begin with because it is taken abroad. In order to be able to do the retake exam, you must notify your International Mobility Advisor before the July exam period so that you can be assigned to a group in the UEV course equivalent to the one you failed at the host institution. This will give you access to the virtual campus, and you will be able to let your professor know that you will be doing the retake exam.
- The content and methodologies of the failed course and the equivalent UEV course may differ, in spite of both courses being listed in the Study Agreement. You should keep in mind that the UEV professor will assess exclusively according to the content and methodologies of the UEV course, and that the exam cannot be adapted to what was taught at the host institution.
- With regard to the UEV course, it is advisable to get hold of the lecture notes and familiarize yourself with the course activities so that you can prepare for the exam as thoroughly as possible; you can arrange to have advising sessions with your UEV professor in the June-July retake preparation period.
 - ✓ **If a course has been failed in Semester 1 at the host institution, its UEV equivalent cannot be taken again in Semester 2 at UEV**, even it is available then: a course can only be taken once and, in the event of failing a course at the host institution, a student may only opt to retake the exam at UEV during the second exam period.

Appendices

Checklist

You can use this checklist to keep track of the processes and documentation to be

Process	Erasmus	Bilateral	Garcilaso	Deadlines
Study Abroad Fee (according to host institution) *		✓		30/06/2023
Study Agreement	✓	✓	✓	Before mobility officially starts
Learning Agreement	✓			Before mobility officially starts
Grant Agreement	✓			31/07/2023
OLS Test 1	✓			31/07/2023
Private insurance or European Health Insurance (the last one in case of Erasmus mobility)	✓	✓	✓	31/07/2023
Certificate of Arrival *	✓			Day of arrival at host institution
Check-in		✓	✓	Day of arrival at host institution
LA During Mobility	✓	✓	✓	Within 30 days of arriving at host institution
Certificate of Attendance + Amendment to Grant Agreement (in case of entry-exit dates contradictions) *	✓			Last day of stay at host institution
Checkout		✓	✓	Last day of stay at host institution
Final Report	✓			Within 7 days of finishing the mobility stay

submitted for each type of mobility stay, as well as the delivery deadlines for each document or process.

* The templates of these documents are available on the International Office virtual campus.

Erasmus+ grant holders must deliver the following documents:

- ✓ To receive the initial 75% of the grant (approximately): Grant Agreement, Learning Agreement, Certificate of Arrival, and result of OSL test.
- ✓ To receive the final 25% of the grant (approximately): Certificate of Stay and completed Final Report.

International Grade Conversion Tables: EUROPE

All grades below the minimum pass grade will be recorded as “4 - Fail”.

ECTS Grade system: A-Excellent (Sobresaliente); B-Very Good (Notable alto); C-Good (Aprobado alto-Notable); D-Satisfactory (Aprobado); E-Sufficient (Aprobado justo). The dividing line between these letters (ECTS Grade system) may change in certain programs. In case of discrepancy between letter and number, the number will prevail.

GERMANY

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	1	10	Sobresaliente
	1,1	9,8	Sobresaliente
	1,2	9,6	Sobresaliente
	1,3	9,5	Sobresaliente
	1,4	9,3	Sobresaliente
	1,5	9,2	Sobresaliente
	1,6	9	Sobresaliente
B	1,7	8,8	Notable
	1,8	8,7	Notable
	1,9	8,5	Notable
	2	8,3	Notable
	2,1	8,2	Notable
	2,2	8	Notable
	2,3	7,8	Notable
C	2,4	7,6	Notable
	2,5	7,5	Notable
	2,6	7,3	Notable
	2,7	7,2	Notable
	2,8	7	Notable
	2,9	6,8	Aprobado
	3	6,7	Aprobado
D	3,1	6,5	Aprobado
	3,2	6,3	Aprobado
	3,3	6,2	Aprobado
	3,4	6	Aprobado
	3,5	5,8	Aprobado
	3,6	5,7	Aprobado
	3,7	5,5	Aprobado

E	3,8	5,3	Aprobado
	3,9	5,2	Aprobado
	4	5	Aprobado

BELGIUM

<i>ECTS Grades</i>	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	20	10	Sobresaliente
	19	9,7	Sobresaliente
	18	9,5	Sobresaliente
	17	9,2	Sobresaliente
	16	9	Sobresaliente
B	15	8,5	Notable
	14	7,8	Notable
C	13	7,1	Notable
	12	6,4	Aprobado
D	11	5,7	Aprobado
	10	5	Aprobado

DENMARK

<i>ECTS Grades</i>	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	12	10	Sobresaliente
B	10	8,7	Notable
C	7	7,5	Notable
D	4	6,3	Aprobado
E	0,2	5	Aprobado

ECTS Grades

If the host university only issues “letter” grades (ECTS Grade system)

<i>ECTS Grades</i>	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	-	10	Sobresaliente
B	-	8,7	Notable
C	-	7,5	Notable
D	-	6,3	Aprobado
E	-	5	Aprobado

FINLAND

<i>ECTS Grade</i>	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	5	10	Sobresaliente
B	4	8,7	Notable
C	3	7,5	Notable
D	2	6,3	Aprobado
E	1	5	Aprobado

FRANCE

<i>ECTS Grade</i>	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	20	10	Sobresaliente
	19	9,7	Sobresaliente
	18	9,5	Sobresaliente
	17	9,2	Sobresaliente
	16	9	Sobresaliente
B	15	8,5	Notable
	14	7,8	Notable
C	13	7,1	Notable
	12	6,4	Aprobado
D	11	5,7	Aprobado
E	10	5	Aprobado

NETHERLANDS

<i>ECTS Grades</i>	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	10	10	Sobresaliente
	9,9	10	Sobresaliente
	9,8	9,9	Sobresaliente
	9,7	9,9	Sobresaliente
	9,6	9,8	Sobresaliente
	9,5	9,8	Sobresaliente
	9,4	9,7	Sobresaliente
	9,3	9,7	Sobresaliente
	9,2	9,6	Sobresaliente
	9,1	9,6	Sobresaliente
	9	9,5	Sobresaliente
	8,9	9,5	Sobresaliente
	8,8	9,4	Sobresaliente
	8,7	9,4	Sobresaliente
	8,6	9,3	Sobresaliente
	8,5	9,3	Sobresaliente
	8,4	9,2	Sobresaliente
	8,3	9,2	Sobresaliente
	8,2	9,1	Sobresaliente
	8,1	9,1	Sobresaliente
8	9	Sobresaliente	
B	7,9	8,8	Notable
	7,8	8,7	Notable
	7,7	8,5	Notable
	7,6	8,4	Notable
	7,5	8,2	Notable
	7,4	8	Notable
	7,3	7,9	Notable
	7,2	7,7	Notable

C	7,1	7,6	Notable
	7	7,4	Notable
	6,9	7,2	Notable
	6,8	7,1	Notable
	6,7	6,9	Aprobado
D	6,6	6,8	Aprobado
	6,5	6,6	Aprobado
	6,4	6,4	Aprobado
	6,3	6,3	Aprobado
	6,2	6,1	Aprobado
E	6,1	6	Aprobado
	6	5,8	Aprobado
	5,9	5,6	Aprobado
	5,8	5,5	Aprobado
	5,7	5,3	Aprobado
	5,6	5,2	Aprobado
	5,5	5	Aprobado

HUNGARY

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	5	10	Sobresaliente
B	4	8,3	Notable
C-D	3	6,7	Aprobado
E	2	5	Aprobado

IRELAND

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM	ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	70	9	Sobresaliente	A	100	10	Sobresaliente
B	69	8,9	Notable		99	10	Sobresaliente
	68	8,7	Notable		98	9,9	Sobresaliente
	67	8,6	Notable		97	9,9	Sobresaliente
	66	8,5	Notable		96	9,9	Sobresaliente
	65	8,3	Notable		95	9,8	Sobresaliente
	64	8,2	Notable		94	9,8	Sobresaliente
	63	8,1	Notable		93	9,8	Sobresaliente
	62	7,9	Notable		92	9,7	Sobresaliente
	61	7,8	Notable		91	9,7	Sobresaliente
	60	7,7	Notable		90	9,7	Sobresaliente
	59	7,5	Notable		89	9,6	Sobresaliente
	58	7,4	Notable		88	9,6	Sobresaliente
	57	7,3	Notable		87	9,6	Sobresaliente
56	7,1	Notable	86		9,5	Sobresaliente	
55	7	Notable	85		9,5	Sobresaliente	
C	54	6,9	Aprobado		84	9,5	Sobresaliente
	53	6,7	Aprobado		83	9,4	Sobresaliente
	52	6,6	Aprobado		82	9,4	Sobresaliente
	51	6,5	Aprobado		81	9,4	Sobresaliente
	50	6,3	Aprobado	80	9,3	Sobresaliente	
D	49	6,2	Aprobado	79	9,3	Sobresaliente	
	48	6,1	Aprobado	78	9,3	Sobresaliente	

E	47	5,9	Aprobado		77	9,2	Sobresaliente
	46	5,8	Aprobado		76	9,2	Sobresaliente
	45	5,7	Aprobado		75	9,2	Sobresaliente
	44	5,5	Aprobado		74	9,1	Sobresaliente
	43	5,4	Aprobado		73	9,1	Sobresaliente
	42	5,3	Aprobado		72	9,1	Sobresaliente
	41	5,1	Aprobado		71	9	Sobresaliente
	40	5	Aprobado		70	9	Sobresaliente

ITALY

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	30L (30 e Lode; or 30 cum Laude)	10	Sobresaliente
	30	10	Sobresaliente
	29	9,7	Sobresaliente
	28	9,3	Sobresaliente
	27	9	Sobresaliente
B	26	8,6	Notable
	25	8,1	Notable
	24	7,7	Notable
C	23	7,2	Notable
	22	6,8	Aprobado
D	21	6,3	Aprobado
	20	5,9	Aprobado
E	19	5,4	Aprobado
	18	5	Aprobado

NORWAY

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

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	-	10	Sobresaliente
B	-	8,7	Notable
C	-	7,5	Notable
D	-	6,3	Aprobado
E	-	5	Aprobado

POLAND

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	5	10	Sobresaliente
B	4,5	8,7	Notable
C	4	7,5	Notable

D	3,5	6,3	Aprobado
E	3	5	Aprobado

PORTUGAL

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	20	10	Sobresaliente
	19	9,7	Sobresaliente
	18	9,3	Sobresaliente
	17	9	Sobresaliente
B	16	8,4	Notable
	15	7,8	Notable
C	14	7,2	Notable
	13	6,7	Aprobado
D	12	6,1	Aprobado
	11	5,6	Aprobado
E	10	5	Aprobado

UNITED KINGDOM

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM	ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	70	9	Sobresaliente	A	100	10	Sobresaliente
B	69	8,9	Notable		99	10	Sobresaliente
	68	8,7	Notable		98	9,9	Sobresaliente
	67	8,6	Notable		97	9,9	Sobresaliente
	66	8,5	Notable		96	9,9	Sobresaliente
	65	8,3	Notable		95	9,8	Sobresaliente
	64	8,2	Notable		94	9,8	Sobresaliente
	63	8,1	Notable		93	9,8	Sobresaliente
	62	7,9	Notable		92	9,7	Sobresaliente
	61	7,8	Notable		91	9,7	Sobresaliente
	60	7,7	Notable		90	9,7	Sobresaliente
	59	7,5	Notable		89	9,6	Sobresaliente
	58	7,4	Notable		88	9,6	Sobresaliente
	57	7,3	Notable		87	9,6	Sobresaliente
	56	7,1	Notable		86	9,5	Sobresaliente
	55	7	Notable		85	9,5	Sobresaliente
	54	6,9	Aprobado		84	9,5	Sobresaliente

C	53	6,7	Aprobado		83	9,4	Sobresaliente
	52	6,6	Aprobado		82	9,4	Sobresaliente
	51	6,5	Aprobado		81	9,4	Sobresaliente
	50	6,3	Aprobado		80	9,3	Sobresaliente
	49	6,2	Aprobado		79	9,3	Sobresaliente
D	48	6,1	Aprobado	78	9,3	Sobresaliente	
	47	5,9	Aprobado	77	9,2	Sobresaliente	
	46	5,8	Aprobado	76	9,2	Sobresaliente	
	45	5,7	Aprobado	75	9,2	Sobresaliente	
	44	5,5	Aprobado	74	9,1	Sobresaliente	
E	43	5,4	Aprobado	73	9,1	Sobresaliente	
	42	5,3	Aprobado	72	9,1	Sobresaliente	
	41	5,1	Aprobado	71	9	Sobresaliente	
	40	5	Aprobado	70	9	Sobresaliente	

CZECH REPUBLIC

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A	1	10	Sobresaliente
B	1,5	8,7	Notable
C	2	7,5	Notable
D	2,5	6,3	Aprobado
E	3	5	Aprobado

SWEDEN

ECTS Grades	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
A-B	5	9	Sobresaliente
C-D	4	7,5	Notable
E	3	5	Aprobado

International Grade Conversion Tables: NORTH AMERICA, SOUTH AMERICA, ASIA and OCEANIA

All grades below the minimum pass grade will be recorded as “4 - Fail”.

ECTS Grade system: A-Excellent (Sobresaliente); B-Very Good (Notable alto); C-Good (Aprobado alto-Notable); D-Satisfactory (Aprobado); E-Sufficient (Aprobado justo). The dividing line between these letters (ECTS Grade system) may change in certain programs. In case of discrepancy between letter and number, the number will prevail.

USA Grade system: A: Excellent (Sobresaliente); B: Above average (Notable alto); C: Average (Notable-aprobado alto); D: Below average, but passing (Aprobado).

Australia Grade system: HD: High Distinction (Sobresaliente alto); D: Distinction (Sobresaliente); C: Credit (Notable); P: Pass (Aprobado).

AUSTRALIA (1)

University of Newcastle

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



AUSTRALIA (2)

Victoria University

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

BRAZIL

Univerdade de Potiguar

	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
	10	10	Sobresaliente
	9,9	9,9	Sobresaliente
	9,8	9,8	Sobresaliente
	9,7	9,7	Sobresaliente
	9,6	9,5	Sobresaliente
	9,5	9,4	Sobresaliente
	9,4	9,3	Sobresaliente
	9,3	9,1	Sobresaliente
	9,2	9	Sobresaliente
	9,1	8,8	Notable
	9	8,7	Notable
	8,9	8,6	Notable
	8,8	8,5	Notable
	8,7	8,4	Notable

	8,6	8,2	Notable
	8,5	8,1	Notable
	8,4	8	Notable
	8,3	7,9	Notable
	8,2	7,8	Notable
	8,1	7,6	Notable
	8	7,5	Notable
	7,9	7,4	Notable
	7,8	7,2	Notable
	7,7	7,1	Notable
	7,6	6,9	Aprobado
	7,5	6,8	Aprobado
	7,4	6,7	Aprobado
	7,3	6,6	Aprobado
	7,2	6,5	Aprobado
	7,1	6,3	Aprobado
	7	6,2	Aprobado
	6,9	6,1	Aprobado
	6,8	6	Aprobado
	6,7	5,9	Aprobado
	6,6	5,7	Aprobado
	6,5	5,6	Aprobado
	6,4	5,5	Aprobado
	6,3	5,4	Aprobado
	6,2	5,3	Aprobado
	6,1	5,1	Aprobado
	6	5	Aprobado

CANADA (1)

Carleton University; Vancouver Island University

Grade at Host University (Carleton: P.E.- Point Equivalence/Vancouver: G.P.A)	Grade at Host Institution (letter)	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
12/4,33	A+	10	Sobresaliente
11/4	A	9,5	Sobresaliente
10/3,67	A-	9,1	Sobresaliente
9/3,33	B+	8,6	Notable
8/3	B	8,2	Notable
7/2,67	B-	7,7	Notable
6/2,33	C+	7,3	Notable
5/2	C	6,8	Aprobado
4/1,67	C-	6,4	Aprobado
3/1,33	D+	5,9	Aprobado
2/1	D	5,4	Aprobado
1/0,67	D-	5	Aprobado

CANADA (2)

McGill University

Grade at Host University (G.P.A. Grade Points)	Grade at Host Institution (letter)	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
4	A	10	Sobresaliente
3,7	A-	9	Sobresaliente
3,3	B+	8	Notable
3	B	7	Notable
2,7	B-	6	Aprobado
2,3	C+	5,5	Aprobado
2	C	5,25	Aprobado
1	D	5	Aprobado

CHINA

Hunan International Economics University

Numerical Grade at Host University	Grade at Host Institution (letter)	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
-	A	10	Sobresaliente
-	B	8,3	Notable
-	C	6,7	Aprobado
-	D	5	Aprobado

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 Host University (G.P.A.-Grade Point Average)	Grade at Host Institution (letter)	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
4	A+	10	Sobresaliente
4	A	10	Sobresaliente
3,7	A-	9,4	Sobresaliente
3,3	B+	8,8	Notable
3	B	8,3	Notable
2,7	B-	7,8	Notable
2,3	C+	7,3	Notable
2	C	6,8	Aprobado
1,7	C-	6,4	Aprobado
1,3	D+	5,9	Aprobado
1	D	5,4	Aprobado
0,7	D-	5	Aprobado

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

UNITED STATES (2)

University of California Irvine; Embry Riddle Aeronautical University (*)

Grade at Host University (G.P.A Grade Point Average)	Grade at Host Institution (letter)	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
4	A+, A, A-	10	Sobresaliente
3	B+, B, B-	8,3	Notable
2	C+, C, C-	6,7	Aprobado
1	D+, D, D-	5	Aprobado

(*) This University does not have “+” “-“, only the letters A, B, C, D.

UNITED STATES (3)

Pace University; Kent State University; New York Film Academy

Grade at Host University (G.P.A Grade Point Average)	Grade at Host Institution (letter)	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
4	A	10	Sobresaliente
3,7	A-	9,5	Sobresaliente
3,3	B+	8,8	Notable
3	B	8,3	Notable
2,7	B-	7,8	Notable
2,3	C+	7,2	Notable
2	C	6,7	Aprobado
1,7	C-	6,2	Aprobado
1,3	D+	5,5	Aprobado
1	D	5	Aprobado

MEXICO

Universidad del Valle de México

Letter Grade at Host University	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
E	10	10	Sobresaliente
MB	9	8,3	Notable
B	8	6,7	Aprobado
S	7	5	Aprobado

PERU

Universidad Peruana de Ciencias

Letter Grade at Host University	Numerical Grade at Host Institution	Equivalent Numerical Grade at UEM	Equivalent Grade at UEM
-	20	10	Sobresaliente
-	19	9,5	Sobresaliente
-	18	9	Sobresaliente
-	17	8,2	Notable
-	16	7,4	Notable

-	15	6,6	Aprobado
-	14	5,8	Aprobado
-	13	5	Aprobado