



Guide for Outgoing Exchange Students 2024/2025



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!

International Mobility Office

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 for Erasmus mobilities.....	8
European Commission Erasmus+ Grants	8
Santander Erasmus Studies Scholarship	8
Before Your Stay	9
Travel Arrangements.....	9
Documentation.....	10
Visa	11
Health and Health Insurance.....	12
If you have special medical needs, you should always take your medical record with you.	14
Accommodation	14
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.....	15
Admission at the Host Institution.....	15
Mobility Stay with “Study Abroad Fee”	16
Study Agreement.....	16
Online Learning Agreement (Before Mobility).....	17
Erasmus+ App.....	18
Grant Agreement.....	19
Online Linguistic Support (OLS) – Assessment test.....	20
During Your Stay.....	21
Confirmation of Arrival.....	21
Check-in	21
OLS Course	21
Learning Agreement During Mobility.....	21
Extend Your Mobility Stay	22
Academic Monitoring and Course Assessment Criteria at the Host Institution	22
Academic Monitoring from UEM	23

Integration in University Life	23
Local Language	23
Civic Engagement	24
Sustainability in International Mobility	25
After Your Stay	26
Certificate of Attendance and Amendment to the Grant agreement	26
Checkout.....	26
Final Report.....	27
Grade Conversion.....	27
Failed Courses. Retake Option at UEM	28
Appendices	29
Checklist	29
International Grade Conversion Tables: EUROPE	30
International Grade Conversion Tables: NORTH AMERICA, SOUTH AMERICA, ASIA and OCEANIA	36

Preliminary Matters

COVID-19

Since the beginning of the health crisis caused by COVID-19, and due to the state of emergency declared by the Spanish Government (Royal Decree 463/2020 of March 14th -*Real Decreto 463/2020 de 14 de marzo*-), which has had a notable impact on all activities throughout Spain, including higher education, *Universidad Europea de Madrid* has continued to operate in virtual format, remaining in direct contact with the education authorities while following their instructions and guidelines.

The *International Mobility department* wants to reassure you that we are working hard to make sure your mobility stay will go ahead in the coming academic year. As of today, your stay remains as initially planned. If it were changed in any way, your International Mobility Coordinator would contact you by email. Likewise, if you decide to cancel your mobility stay or postpone it until the second semester (if possible), please inform your International Mobility Coordinator immediately.

We advise you not to book plane tickets or accommodation. If you decide to do so anyway, make sure the booking allows you to obtain a refund if you have to cancel it.

We also recommend that you check the host institution's information relating to any decisions they may make to guarantee the health and safety of their whole university community. Make sure you find out about the following aspects: study mode (on campus, online, or blended), hygiene, protection space restrictions and social distancing recommendations, all in accordance with the protocols of the local health authorities. All health and safety measures established by the host institution on its premises and by the host country must be complied with. The host institution may take disciplinary action against anyone who fails to comply, and our University reserves the right to take any action it may consider necessary if failure to comply with the measures endangers the health and safety of the university community of the host or home institution.

Finally, remember to follow the basic recommendations of the Ministry of Health and regularly check the [information](#) relating to the current health crisis.

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 **Erasmus Project Coordinator** manages all the documents from the beginning to the end of an Erasmus stay in order to give the student the Erasmus Grant and, if it's included, the Santander Erasmus Grant.

Types of Mobility

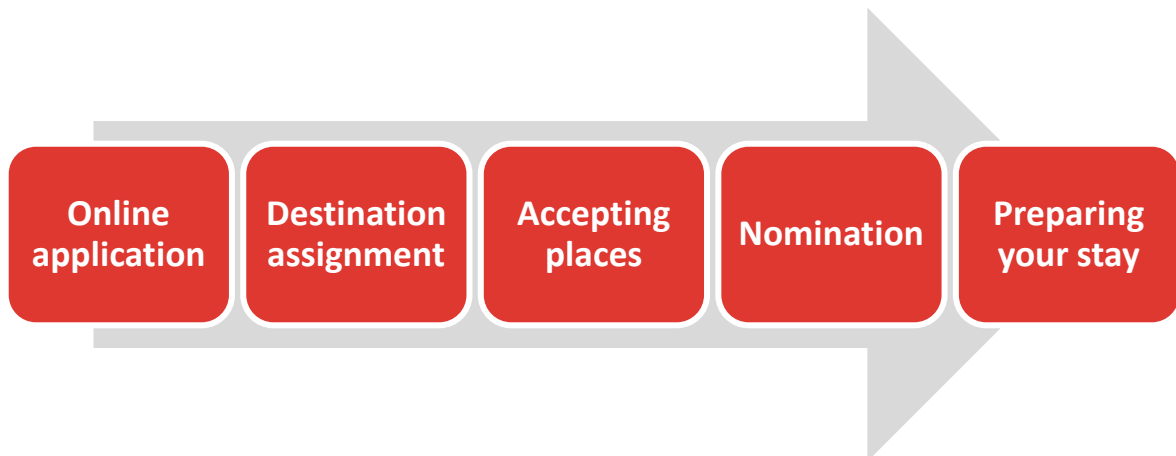
Depending on your chosen host institution, your study period abroad will be carried out under the umbrella of the following types of mobility:

- 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 UEM 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 Australia. Also Mexico, Costa Rica, Ecuador, Argentina, 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 Online General Petition (*Instancia General Online*) to your International Academic Advisor, stating the reason for cancellation.

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

Grants for Erasmus mobilities

European Commission Erasmus+ Grants

These grants are a form of financial aid funded by the European Commission and to be able to obtain the grant, is not necessary to complete any additional application procedure. Any student with an assigned Erasmus+ place is directly eligible for this grant at least for 3 months.

The quantity of the grant depends on the number of grants we are allocated by the European Commission. Therefore, there are two possible grants:

- **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.
 - ✓ 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.
- **Erasmus+ 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.

Erasmus+

Santander Erasmus Studies Scholarship

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. Make sure you meet the requirements and deadlines set out in the call for applications published into the Mobility Portal.

Erasmus+

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. 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 Madrid* 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 Madrid*, 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 UEM 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 UEM 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 MoveOn platform. This will include the courses and credits included in the Study Agreement. Any change in courses in this document must also be reflected in the Online Learning Agreement.

E+

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

Bilateral

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 Director of International Mobility at UEM.
- You are responsible for revising and amending your enrollment at UEM in the event of any changes in the courses of your mobility stay that affect the enrolled courses in the current academic year at UEM.
- UEM courses included in this document that you do not enroll in on time will not be recognized; UEM courses that you have enrolled in but do not complete either during the study period abroad or at UEM will be graded “Incomplete”.
- This document can only include UEM courses that form part of UEM’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 UEM. 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 Coordinator, the host institution’s coordinator, and the student.



Enrollment at UEM

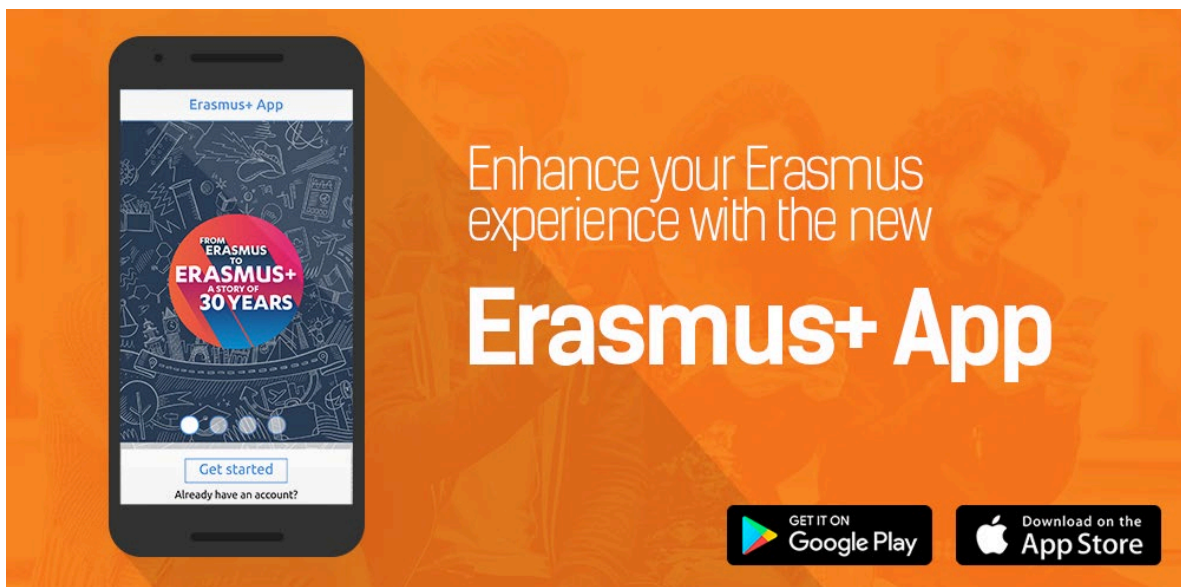
Being enrolled at UEM during the academic year of your mobility stay is an indispensable requirement. The courses you have to enroll in are the ones you have included in your Study Agreement and want to be recognized after your stay ends.

Any change in courses must be reviewed and validated. Once the amendment of the Study Agreement has been approved, don't forget to modify your enrollment at UEM 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.
- 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 UEM (“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 (or at least approximated ones), 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:

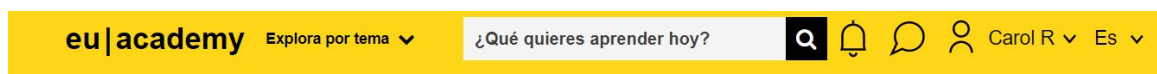
1. **OSL Initial test:** This test has no academic consequences.
2. **Online language course:** If the result of your level test is B2 or lower, you will receive a licence to do an online course.

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 total amount.

Erasmus+

Check-in

Once Bilateral 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

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 MoveON. Remember that these changes need to be previously reviewed and validated in the Study Agreement and must have the required signatures in order to be validated: International mobility Coordinator, the host institution’s coordinator, and the student. The deadline is up to 30 days after arriving.

Erasmus+

Keep in mind ...

Make sure any change in your Learning Agreement is also reflected in your Study Agreement and in your academic record at UEM. 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 Coordinator and agree on which new courses to take, and then put them in the Acuerdo de estudios and into Online Learning Agreement During Mobility if you are Erasmus. If you make any changes that affect UEM courses, make sure these changes are reflected in your academic record.

Academic Monitoring and Course Assessment Criteria at the Host Institution

UEM cannot interfere with the academic monitoring and course assessment criteria of a host institution. All UEM 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 UEM'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 UEM

Although your International mobility Coordinator 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 UEM.

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 in order, 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 and the economic grant.

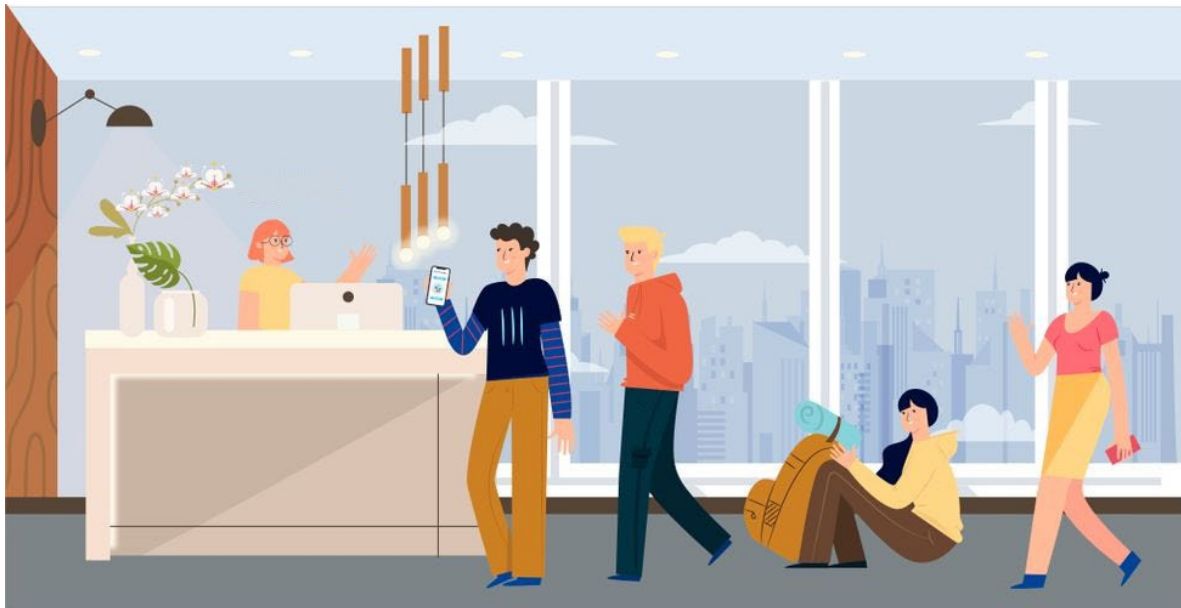
For participants who receive a European Commission grant, the final Erasmus+ grant payment will be made after all the obligatory “during and end of stay” documents and the Certificate of Attendance have been submitted. The final grant payment corresponds to approximately 30% of the envisaged total amount.

Erasmus+

Checkout

As soon as Bilateral 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



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.

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

E+

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 UEM 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 Madrid* receives the Transcript of Records, the credit recognition process will begin. The applicable grade conversion table (table indicating equivalences between host institution grades and UEM grades) will be visible in the Study Agreement, as well as on the UEM website (see appendices to this document). If you have any doubts about your grades, you should contact your International mobility Coordinator.

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 UEM

If you fail any of your courses at a host institution that only has one exam period, you are entitled to a retake at UEM during the second exam period. Each retake exam will correspond to the UEM course equivalent to the one failed at the host institution (i.e., the UEM 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 UEM 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 Coordinator before the July exam period so that you can be assigned to a group in the UEM 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 UEM course may differ, in spite of both courses being listed in the Study Agreement. You should keep in mind that the UEM professor will assess exclusively according to the content and methodologies of the UEM course, and that the exam cannot be adapted to what was taught at the host institution.
- With regard to the UEM 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 UEM professor in the June-July retake preparation period.
 - ✓ **If a course has been failed in Semester 1 at the host institution, its UEM equivalent cannot be taken again in Semester 2 at UEM**, 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 UEM during the second exam period.

Appendices

Checklist

You can use this checklist to keep track of the processes and documentation to be submitted for each type of mobility stay, as well as the delivery deadlines for each document or process.

Process	Erasmus	Bilateral	Deadlines
Study Abroad Fee (according to host institution) *		✓	30/06/2024
Study Agreement	✓	✓	Before mobility officially starts
Online Learning Agreement	✓		Before mobility officially starts
Grant Agreement	✓		31/07/2024
Private insurance or European Health Insurance (the last one in case of Erasmus mobility)	✓	✓	31/07/2024
Certificate of Arrival Erasmus *	✓		Day of arrival at host institution
Check-in		✓	Day of arrival at host institution
OLA 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 Erasmus	✓		Within 7 days of finishing the mobility stay

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

BELGIUM

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	9,5	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

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

E	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
					99	10	Sobresaliente
B	69	8,9	Notable		98	9,9	Sobresaliente
	68	8,7	Notable		97	9,9	Sobresaliente
	67	8,6	Notable		96	9,9	Sobresaliente
	66	8,5	Notable		95	9,8	Sobresaliente
	65	8,3	Notable		94	9,8	Sobresaliente
	64	8,2	Notable		93	9,8	Sobresaliente
	63	8,1	Notable		92	9,7	Sobresaliente
	62	7,9	Notable		91	9,7	Sobresaliente
	61	7,8	Notable		90	9,7	Sobresaliente
	60	7,7	Notable		89	9,6	Sobresaliente
	59	7,5	Notable		88	9,6	Sobresaliente
	58	7,4	Notable		87	9,6	Sobresaliente
C	57	7,3	Notable		86	9,5	Sobresaliente
	56	7,1	Notable		85	9,5	Sobresaliente
	55	7	Notable		84	9,5	Sobresaliente
	54	6,9	Aprobado		83	9,4	Sobresaliente
	53	6,7	Aprobado		82	9,4	Sobresaliente
	52	6,6	Aprobado		81	9,4	Sobresaliente
	51	6,5	Aprobado		80	9,3	Sobresaliente
	50	6,3	Aprobado		79	9,3	Sobresaliente
D	49	6,2	Aprobado		78	9,3	Sobresaliente
	48	6,1	Aprobado		77	9,2	Sobresaliente
	47	5,9	Aprobado		76	9,2	Sobresaliente
	46	5,8	Aprobado		75	9,2	Sobresaliente
	45	5,7	Aprobado		74	9,1	Sobresaliente
	44	5,5	Aprobado		73	9,1	Sobresaliente
E	43	5,4	Aprobado	72	9,1	Sobresaliente	
	42	5,3	Aprobado	71	9	Sobresaliente	
	41	5,1	Aprobado	70	9	Sobresaliente	
	40	5	Aprobado				

ITALY

<i>ECTS Grades</i>	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)

<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

POLAND

<i>ECTS Grades</i>	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	
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	
	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	

E	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
P	65	7,4	Notable		90	9,6	Sobresaliente
	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	
D	55	5,8	Aprobado	80	9,2	Sobresaliente	
	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
	75	9,2	Sobresaliente		100	10	Sobresaliente
	74	9,1	Notable		99	10	Sobresaliente

D	73	9,1	Notable	HD	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/Van couver: 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