Universidad de Huelva
Vicerrectorado de Internacionalización y
Compromiso Global

HOW TO COMPLETE YOUR REGISTRATION AND LEARNING AGREEMENT IN UMOVE

1. REGISTRATION:

After receiving the nomination from your home University you will receive a Registration email.

- Complete the Online Registration Form by clicking in the link which appears in the email.
- Log in with your email address and introduce the code which appears in the Registration email.
- Complete the form with your personal details (name, surname, sex, ID or passport, birth date and code)

Then, you will receive another email with your **UHU Username and Password.**

Those credentials will be valid for all your digital resources here in the UHU (Moodle, WiFi, UHU email, …).

Remember that all your mobility documents will be managed through UMove

2. PERSONAL AND ACADEMIC DETAILS:

Now with your new UHU username and password log in UMove Alumnos. Just note that the first time you log you will have to allow all the cookies, by clicking Permitir.

2.1. My placement. Information about my stay:

If you click My Placement you will have information and documents about your upcoming mobility.

- Click in "Information about my Stay"/ "Datos de mi estancia"
- Complete the necessary academic information (estimated arrival dates, language, …)

Keep in mind that each "Study cycle" mean:

- First cycle: Bachelor
- Second cycle: Master
- Third cycle: PhD

The "Number of completed higher education study years" is referred to the higher education years (university years) that you have studied before coming to the University of Huelva.

Once you have completed your Information about my "Stay", your "Letter of acceptance" goes to our Vicerrector to be signed. Once it is signed you´ll receive an email about this.

2.2 Learning Agreement

IMPORTANT INFORMATION ABOUT LEARNING AGREEMENTS

Please check with your home University if you are connected to OLA/EWP.

1. UNIVERSITIES WITH OLA
   Complete your Learning Agreement in OLA or in your software (MoveOn, SIGMA, MobilityOnline,…).
   We will automatically receive it in our software UMove so *you do not need to do anything else, yo do not need to complete your LA in UMove*

2. UNIVERSITIES WITHOUT OLA
   Send us an email with this information so we can unblock your LA in UMove
   Complete your LA in UMove as explained below

The process to make your Learning Agreement starts with the selection of the courses.

- Click Learning Agreement from your profile and "Edit" to see the available subjects and select them.
- You can filter by "Language of instruction" or by "Course term". Maximun ECTS allowed: 30 for a semester + 6 Spanish course (optional), and 60 for the whole year + 12 ECTS Spanish course (optional)
- Once selected all UHU courses, scroll down to the bottom of the page and click "Next" to add the courses from your home university

Learning Agreement

Original Learning

Ual University course			Home University course	
Course	**ECTS**		**Course**	**ECTS**
12101216 - Classical tradition in Spanish Literature: Reception of rhetorics and poetics	6		HOME1 - Home Course 1	6
49151106 - Biología vegetal y animal	6		HOME2 - Home Course 2	5
62103218 - Advanced Accounting	6		HOME3 - Home Course 3	6
Selected courses' ECTS total sum =	18		Selected courses' ECTS total sum =	17

Edit

Finish and send your proposal to your UAL Coordinator   Back

12101109 - Arabic II ⌄ More information		Spanish	2nd Semester	6	☐
12102202 - Arabic IV ⌄ More information		Spanish	2nd Semester	6	☐
14104302 - Attention to Disabilities ⌄ More information		Spanish	2nd Semester	6	☐
25153320 - Automatización y Control de Procesos ⌄ More information		Spanish	2nd Semester	6	☐
44102206 - Basic Electronics ⌄ More information		Spanish	2nd Semester	6	☐
50802204 - Basic Operations in Chemical Engineering ⌄ More information		Spanish	2nd Semester	6	☐
49151106 - Biología vegetal y animal ⌄ More information		Spanish	2nd Semester	6	☐
49152208 - Bioreactores ⌄ More information		Spanish	2nd Semester	6	☐
49152214 - Biotecnología microbiana ⌄ More information		Spanish	2nd Semester	6	☐
25152201 - Botánica Agrícola y Fisiología Vegetal ⌄ More information		Spanish	2nd Semester	6	☐

Selected courses' ECTS validation

Required fields are marked with *

Home University course

Course code	Course name		ECTS (Ex: 9.9)	
* HOME1	* Home Course		0	Add

Save   Close

- Click on "Save" when you finish

- Click "Close" to continue, and then click "Finish and send your proposal to your Coordinator in your host university"

Selected courses' ECTS validation

Required fields are marked with *

Edit   **Delete**

Home University course

Course code	Course name		ECTS (Ex: 9.9)		
HOME1	Home Course 1		6	Edit	Delete
HOME2	Home Course 2		5	Edit	Delete
HOME3	Home Course 3		6	Edit	Delete
				Add	

Add

Save   Close

The proposed LA will be shown as well as the date of its acceptance, and you will have access to the communication with your Coordinator section.

When your Coordinator accepts the LA proposal, the document you and your home coordinator have to sign will be available. The date of acceptance by your host Coordinator will be shown.

The generated document is the Official Learning Agreement Model. **WE URGE YOU TO USE THIS MODEL** as far as possible, to facilitate the process. Nonetheless, if it is compulsory for you to use the model provided by your university you can do so.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from **30/09/2016** till

Table A: Study programme abroad

HOST INSTITUTION		
Component code (if any)	**Component title (as indicated in the course catalogue) at the receiving institution**	**Number of ECTS**
12101216	La Tradición Clásica en la Literatura Española: la Recepción de la Retórica y Poética	6
49151106	Biología Vegetal y Animal	6
62103218	Contabilidad Avanzada	6
	Total:	18

Web link to the course catalogue at the receiving institution describing the learning outcomes:

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
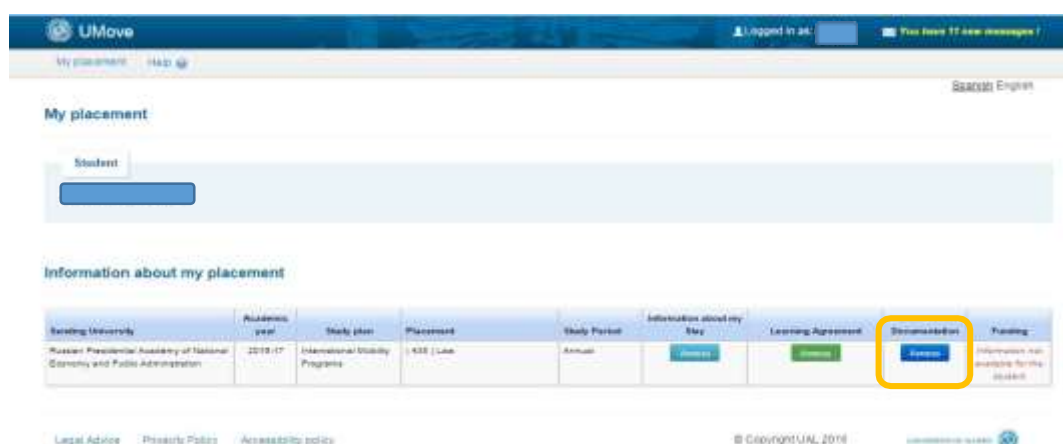
REPLACED COMPONENTS AT HOME INSTITUTION		
Component code (if any)	**Component title (as indicated in the course catalogue) at the sending institution**	**Number of ECTS**
HOME1	Asignatura origen 1	6
HOME2	Asignatura origen 2	5
HOME3	Asignatura origen 3	6
	Total:	17

Language competence of the student
The level of language competence in that the student already has or agrees to acquire by the start of the study period is:
A1   A2   B1   B2   C1   C2

Once the Learning Agreement is signed by you and your home university, you will have to upload it to UMove so your host Coordinator can sign it digitally and finish the process. To upload it, go to the "Documentation" section.

You have to click on "Documents to upload", and then on the blue button next to the document "Learning Agreement," which will be shown as *'Pending to incorporate'*.

Documents to download	Documents to upload

Document type	Status	Document	Actions
Passport/Identification Document *(*)*	Pending to incorporate		🔵
Public or private health insurance *(*)*	Pending to incorporate		🔵
Learning Agreement *(*)*	Pending Incorporate		🔵
Extension/Reduction of my stay	Pending to incorporate		🔵
Learning Agreement.First Semester modification	Pending acceptance of Student		
Learning Agreement.Second Semester modification	Pending acceptance of Student		

(*) Compulsory document

Back

Click on "Select File" to search the document on your computer, and once you have it, click "Start upload" to upload it to UMove.

Attach Learning Agreement of Filemon Pi

Select File   Start upload

C:\fakepath\Learning Agreement   Cancel loading

Cancel

The document will be added to your documentation and it will be available to download once your host coordinator has signed it.

You will have to follow the same procedure to make the Changes to your LA in the period established for this purpose.
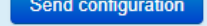
Signature of the Grant Agreement and Addenda (only for KA107)

Generation of the code for signature

To sign documents in uMove you will need to enter a **numerical code**. This one-time code will be generated by a "two-step verification" application, such as Google Authenticator, which you have to install and set it up correctly on your mobile phone.

IMPORTANT: Since you are going to work with a single-use QR code generated by the application and that code is refreshed every 30 seconds, a lag greater than this time between the time of the device and the time Google Authenticator prevents using the signature. Therefore, it is important that the device time is set to "Automatic" and not set manually.

This configuration **only needs to be done once**.

If you have not already done it, press the button on the screen of the documents and you will receive an email with the instructions to complete this step to the email address indicated on the screen in a hidden way for security reasons.
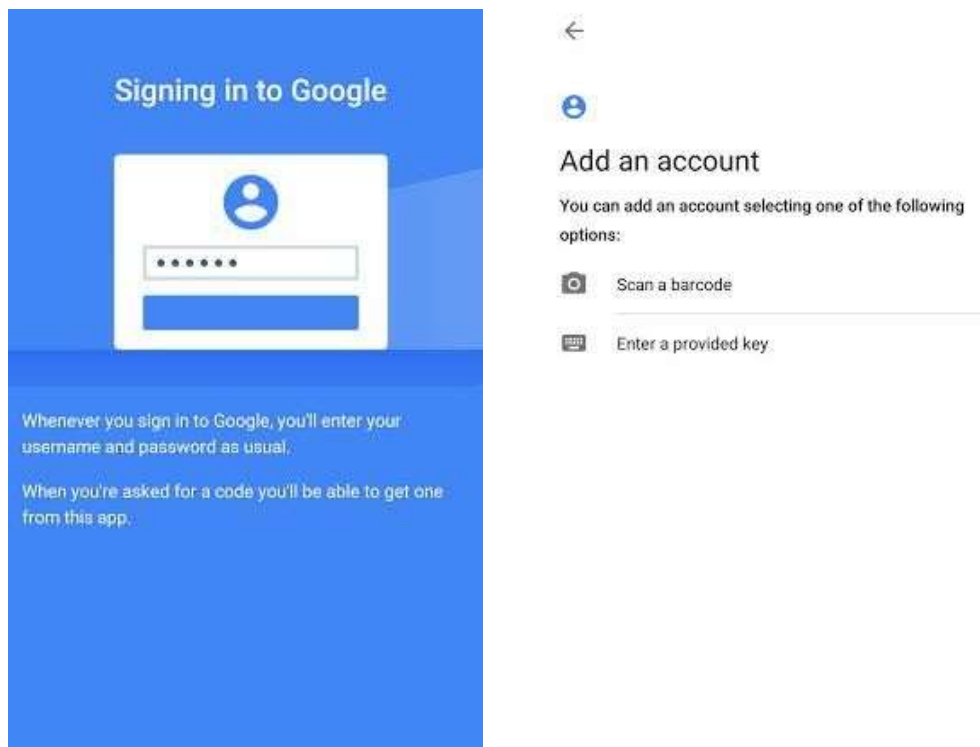
The instructions are the following ones:

1. - Access the app store on your mobile phone and install **Google Authenticator application**.

2. – Open the application and press **BEGIN** (Android) or **Start configuration (iOS).** Then select the option **Scan a barcode.**
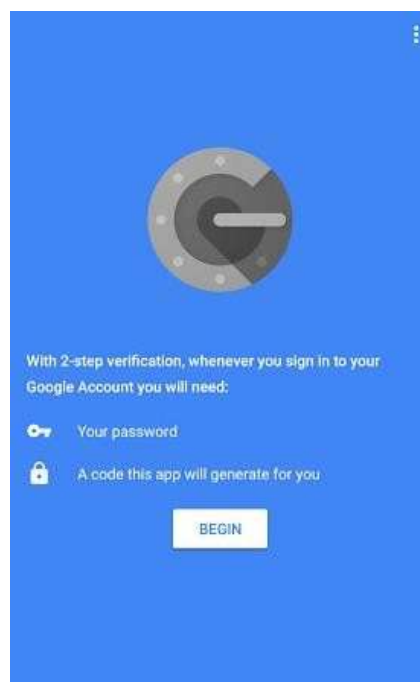
3. - Configure the app with your account in uMove. **Authorize the application** to access the camera.
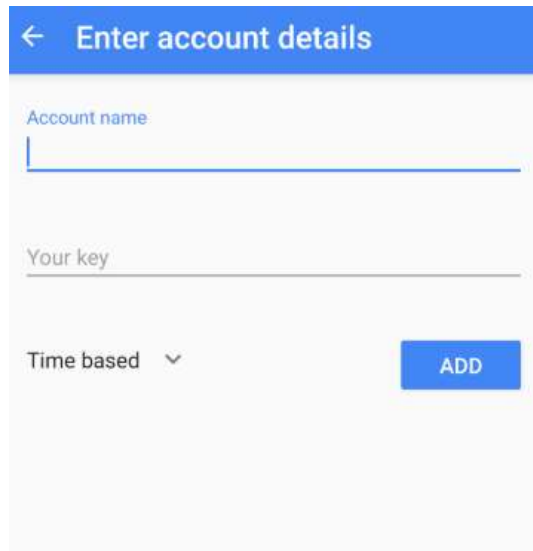

Scan this QR code sent to your email, it will look like this:

Logically, in order to scan the QR code you should be reading this message in a different device that is not your mobile phone, for example, from your personal computer. **In case you cannot read this email in a different device or you have difficulties with your phone's camera**, you have to configure the application manually.

To do so, go to **Add an account,** select **Enter a provided key** and fill in the required fields with this information (for more convenience, copy and paste):

Account name: UMOVE

Your key: **3HKEBBBJMR5A36PDBRJYYY7OQJYYO6YH**

Both the QR code and the password **identify you in the signature process**, so you should be careful **not to share** them with anyone else.

4. - Once the app has been correctly installed, it will provide you with a **one-time numerical code** that will change every 30 seconds and it should be introduced during the signature process in uMove when requested.

Signature of the documents

Using the button on the documents page, you will access the signature screen that will look like this: If you need to change the language:
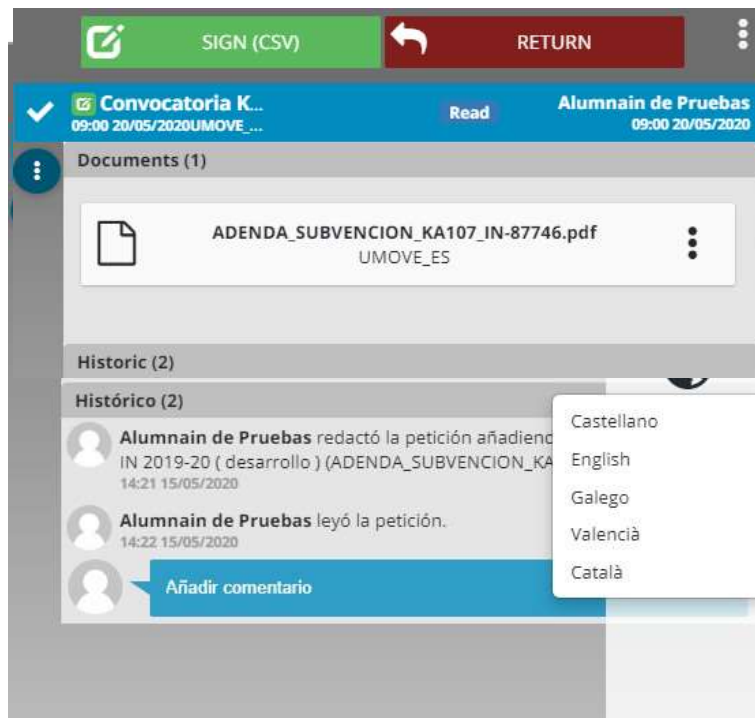
This screen allows you to download, sign or refund (return) the document:

- **To download the document for signature**: click on the document.

- **To sign the document**: click on the button

In this case, you will see a confirmation screen in which you must enter the code generated by Google Authenticator app, as explained in the previous paragraph.

Then you need to **confirm** that you agree with the content and consent the signature by clicking on the **compliance button** changing the status from NO to YES . You do not need to write anything in the Observations field, as it has no effect on the signature of the document.

Once this confirmation has been made, the button deactivated up to that moment, will be activated and you will have to click on it to complete the signature.

Once you sign the document, a confirmation screen will appear with the following message:

.

- **Return the request:** click on the button

If you decide to return the signature request, press this button and a screen will appear in which you must enter an observation explaining the reason:

Return (1)   ✖

Return reason

1000 available characters...

↩ RETURN   ✖ CANCEL

If you click on the button on this screen, the request to sign the

document will be returned and you will no longer be able to sign it.