

# Steps for your registration

**Intensive European Creative  
Futures València 2025**

**26 January – 1 February 2025  
València, Spain**

As a participant in the ERASMUS BIP EUROPEAN CREATIVE FUTURES 2025 program, you need to follow some steps to complete your registration.

Please read carefully the following information.

**Registration deadline  
at AIRE!**

**You must complete all  
the steps of your  
registration before  
NOVEMBER 29th**

**Any questions?**

Email us at:  
**relintba@upvnet.upv.es**

Thank you for your collaboration!  
International Team – ECF'25

**You will receive an email with  
instructions for each step of  
the process.**

## STEP 1

### **Activation of UPV PIN**

Create your UPV user account and get your PIN (access code)

## STEP 2

### **Registration of your personal data in AIRE**

Fill in your personal details

## STEP 3

### **Learning agreement / Mobility agreement, ID and insurance**

Upload the required documents

STEP 1

# Activation of UPV PIN

Necessary to obtain a UPV user and PIN

1

Go to [this link](#)

2

Choose the option “Request user ID and password (PIN number)”

**Instructions**

Students and staff from other universities or institutions must obtain a user ID and password (PIN number) before making application for admission.

[Request user ID and password \(PIN number\)](#)

[Apply for exchange. I already have user ID and password \(PIN number\)](#)

3

The first screen is **Home Institution Data**. Only fields listed as (X) are obligatory

- **Inst.:** you will find the name of your home university or higher education institution listed alphabetically in its original (national) language.
- **School/Faculty/Dept.:** leave this field blank.
- **Activity:** Choose Official Mobility Programmes (ERASMUS and similar)

**Home Institution Data**

Select your country, university or home institution.

**Country (X):**

**Inst. (X):**

**School/Faculty/Dept.:**

If you do not find the correct School, Faculty, or Department of your home institution on the list (or if the list is void), leave this field blank.

**Activity (X):**  Official Mobility Programmes (ERASMUS and similar)  Courses under agreement

4

The next screen will be **Host Unit / School or Faculty at UPV**. Choose **Fac. BBAA - FACULTY OF FINE ARTS**.

|                                  | UPV centers, schools, faculties                              | Campus |
|----------------------------------|--|--------|
| <input type="radio"/>            | Fac. Ade - FACULTY OF BUSINESS ADMINISTRATION AND MANAGEMENT | VERA   |
| <input checked="" type="radio"/> | Fac. BBAA - FACULTY OF FINE ARTS                             | VERA   |
| <input type="radio"/>            | EPS Alcoi - HIGHER POLYTECHNIC SCHOOL OF ALCOY               | ALCOY  |
| <input type="radio"/>            | EPS Gandia - HIGHER POLYTECHNIC SCHOOL OF GANDIA             | GANDIA |

5 The next screen to complete is

### Personal details - Contact information

- **First - last name:** Enter your name/s as they appear on your identity document. If you do not have a second family name, do not repeat your family name.
- **Identity card number:** Choose the option "Others." If you are a national or legal resident of an EU/EEA/EFTA country, write your identity card number. If you are a national from another country, preferably type a passport number. If you do not have a valid passport number at the time of application, you may use your national identity card number for application purposes. Do not use fake numbers
- **Non-Spanish Mobile Number:** No letters or more than 15 digits.

**Personal data**

|  |  |   |
|--|--|---|
| First name (X): <input type="text"/>       | Family name 1 (X): <input type="text"/>    | Family name 2: <input type="text"/>     |
| Type of document (X): <input type="text"/> | Document N° (X): <input type="text"/>      |   |
| Gender (X): <input type="text"/>           | 1st Nationality (X): <input type="text"/>  | 2nd Nationality: <input type="text"/>   |
| Date of Birth (X): <input type="text"/>    | Country of Birth (X): <input type="text"/> | Province of Birth: <input type="text"/> |
| Place of Birth (X): <input type="text"/>   |  |   |

**Contact Details**

|  |   |                                    |                                   |
|--|---|------------------------------------|-----------------------------------|
| Spanish Mobile Number (if any): <input type="text"/> | Non-Spanish Mobile Number: <input type="text"/> | Landline: <input type="text"/>     | Email (X): <input type="text"/>   |
| Country (X): <input type="text"/>                    | Province: <input type="text"/>                  | City (X): <input type="text"/>     | Postal Code: <input type="text"/> |
| St Type: <input type="text"/>                        | Address (X): <input type="text"/>               |                                    |                                   |
| Number: <input type="text"/>                         | Staircase: <input type="text"/>                 | Floor number: <input type="text"/> | Letter/Door: <input type="text"/> |

By sending the registration, I authorize the Universitat Politècnica de València to use the data provided to make communications with me. We inform you that your data become part of a file of students of the University, whose purpose is the academic and administrative management of students, as well as their participation in university services. You can exercise the rights of access, modification, cancellation and opposition in relation to your data before the Universitat Politècnica de València, Camino de Vera s/n, 46022 Valencia.

## More information

- In case of any errors, the website will display a message in red on top.
- Otherwise, you will get a message confirming that the pre-registration has been sent to the administrator for approval.
- The validation process is not automatic, it may take a couple of days.
- If the pre-registration is approved, you will receive an email with a login and a PIN, together with the next steps to follow (note that you will receive it from [noreply@upv.es](mailto:noreply@upv.es), check your spam mailbox!)
- **Useful documentation for your stay at the UPV**  
Once you have completed your registration, and after 29/11/2024, you will be able to download from the AIRE application your Learning Agreement / Mobility Agreement signed by the UPV, as well as the provisional UPV student card and your wifi credentials.
- **Once the activity has finished**  
From 05/02/2025 on you will be able to download the certificate of your activity from AIRE.

STEP 2

# Registration of your personal data in AIRE

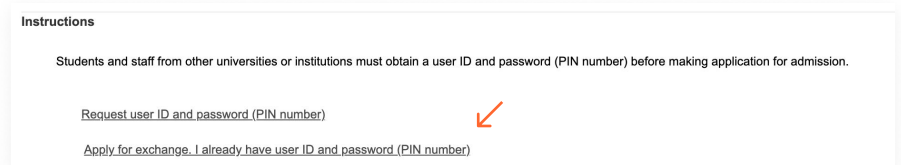
AIRE is the platform used by UPV to manage every international mobility

1

Go to [this link](#)

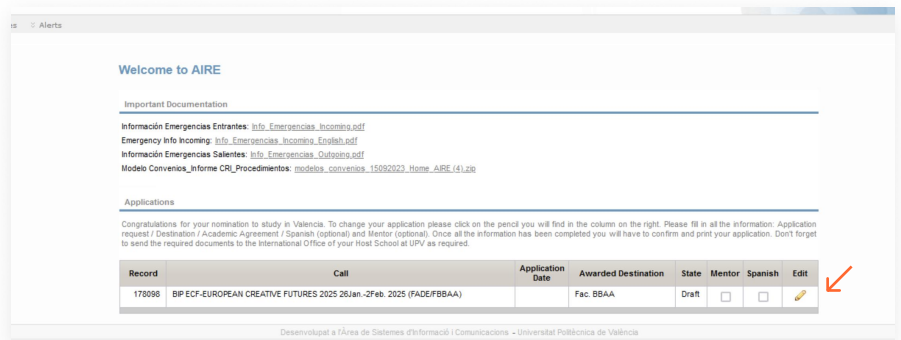
2

Choose the option “Apply for exchange”



3

Choose the option “Edit” in the call “BIP ECF-EUROPEAN CREATIVE FUTURES 2025”



4

Application details > UPV Host School  
 Enter the information about the home coordinator and the participant's contact details.

Incoming application (BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBAA))

File number: 178098    Applicant: MunsterTest, Shiohban (RLTRALEE01)    UPV Login: PA23669855    Status of application: Draft

**Non-UPV participants**

Name (X):  Surnames (X):  EWP:   
 Email (X):  Email 2:   
 Phone:  Extension:  Teléfono 2:  Extensión 2:  Fax:   
 Institution (X): RLTRALEE01 - INSTITUTE OF TECHNOLOGY TRALEE - MUNSTER TECHNOLOGICAL UNIVERSITY  
 Centro:  Unidad:   
 País:  Población:  Código Postal:   
 Dirección:   
 Cargo:

Origin data

Country of origin: Ireland    Institution: RLTRALEE01 - INSTITUTE OF TECHNOLOGY TRALEE - MUNSTER TECHNOLOGICAL UNIVERSITY  
 Center/Faculty/School:     Home Coordinator:

Name of current Degree at Home University (X):     Level (X):   
 Area of studies:     Semesters completed at home University:

Call contact

Email: relinba@upvnet.upv.es    Telephone: +34963877226

Incoming application (BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBAA))

File number: 178098    Applicant: MunsterTest, Shiohban (RLTRALEE01)    UPV Login: PA23669855    Status of application: Draft

Application details > UPV host School > Preliminary Academic programme > Spanish > Mentor student > Staff notes > Confirm application

Applicant's contact details

Mobile:  Foreign Telephone:  Mobile: +353963877222    Telephone:  Email (X): internacionalfbaa@gmail.com  
 Country (X): Ireland    Province:  City (X): Dublin    Postal Code: 122233  
 Route: Calle    Address (X): No Address at the moment  
 Number: 25    Stair:     Floor number:     Letter/Door:

Origin Data

Country of origin: Ireland    Institution: RLTRALEE01 - INSTITUTE OF TECHNOLOGY TRALEE - MUNSTER TECHNOLOGICAL UNIVERSITY  
 Center/Faculty/School:     Home Coordinator: Lillis, Deirdre   
 Email coordinator: deirdre.lillis@staff.tralee.ie  
 Name of current Degree at Home University (X): Bachelors Degree in Design    Level (X): BACHELOR  
 Area of studies:     Semesters completed at home University: 5

Call contact

Email: relinba@upvnet.upv.es    Telephone: +34963877226

5

Enter the information about the host school as seen on the image. If you are teaching staff, please indicate “Type of Activity: Teaching”

**Incoming application (BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBBAA))**

File number: 178098    Applicant: MunsterTest, Shiohban (RLTRALEE01)    UPV Login: PA23669855    Status of application: Draft

[Application details](#) > [UPV host School](#) > [Preliminary Academic programme](#) > [Spanish](#) > [Mentor student](#) > [Staff notes](#) > [Confirm application](#)

[Return](#) [See instructions](#) [See attached documents](#) [Previous](#) [Cancel](#) [Save](#) [Next](#)

Details of host School or Faculty at UPV

Center/Faculty/School (X):

Degree (X):

Agreement:

Coordinator:  [Allocate coordinator](#) [Delete coordinator](#)

UPV Coordinator

Home university coordinator

Type of activity

Teaching  Blended Intensive Program

Length

7 Days

Approx. Starting date

Approx. Starting date:

[Return](#) [See instructions](#) [See attached documents](#) [Previous](#) [Cancel](#) [Save](#) [Next](#)

6

Enter the information about the activity as seen on the image. If you are teaching staff, please indicate “Activity: ECF 2025 - TEACHER”

[Add choice](#)

Academic programme

Semester A credits: 0.0  
Semester B credits: 0.0  
Annual credits (T): 0.0 (When an annual course is partially attended because the student stays one semester, only 50% of the total credits will be assigned)

Activity

Please fill in the following data ONLY when completing Final Year Project or Master Thesis during the mobility stay.

Activity type:

Activity:  Credits:

Remarks:

Remarks

[Return](#) [See instructions](#) [See attached documents](#) [Previous](#) [Cancel](#) [Save](#) [Next](#)

Do not fill the “Spanish > Mentor Student > Staff Notes > sections”

Incoming application (BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBAA))

File number: 178098    Applicant: MunsterTest, Shiohban (RLTRALEE01)    UPV Login: PA23669855    Status of application: Draft

Application details > UPV host School > Preliminary Academic programme > Spanish > Mentor student > Staff notes > Confirm application

Return   See instructions   See attached documents    Previous   Cancel   Save   Next

Details of host School or Faculty at UPV

Center/Faculty/School (X): Fac. BBAA - FACULTY OF FINE ARTS

Degree (X): B5 - Bachelor's Degree in Design and Creative Technologies

Agreement:

Coordinator: HERRERO CORTELL, MIGUEL ANGEL (mhercor@har.upv.es)    Allocate coordinator   Delete coordinator

UPV Coordinator

Home university coordinator

Type of activity

Teaching    Blended Intensive Program

Length

7 Days

Approx. Starting date

Approx. Starting date: 26/01/2025

Return   See instructions   See attached documents    Previous   Cancel   Save   Next

7

Confirm the application

Incoming application (BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBAA))

File number: 178098    Applicant: MunsterTest, Shiohban (RLTRALEE01)    UPV Login: PA23669855    Status of application: Draft

Application details > UPV host School > Preliminary Academic programme > Spanish > Mentor student > Staff notes > Confirm application

Return   See instructions   See attached documents    Previous   Delete application   Confirm Application

Acceptance and verification of terms of use

Required documents

There is no documentation for this application

For this application to be valid, I am aware of the need to submit the required documentation and its delivery format.

Return   See instructions   See attached documents    Previous   Delete application   Confirm Application

Desenvolupat a l'Àrea de Sistemes d'Informació i Comunicacions - Universitat Politècnica de València

## STEP 3

# Upload your documents in AIRE

Upload your **Learning Agreement, ID/passport** and **Healthcare Insurance**

Once your documents are uploaded, the UPV international services will validate them and upload your documents duly signed by the UPV representatives.

Incoming application (BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBBAA))

File number: 178763    Applicant: MunsterTest, Shobhan (IRLTRALEE01)    UPV Login: PA29669655    Status of application: Application Sent

Application details > UPV host School > Preliminary Academic programme > Spanish > Mentor student > Staff notes > Status of application

Return    See instructions    See attached documents    Print Application    Previous

Status

| Original (*)             | Document                    | Download | Description  | Displayed                | Attached doc. | Attached date | Delete attachment |
|--------------------------|-----------------------------|----------|--|--------------------------|---------------|---------------|-------------------|
| <input type="checkbox"/> | Healthcare Insurance        |          | Please upload it on a single PDF document                                      | <input type="checkbox"/> |               | Attach        | ×                 |
| <input type="checkbox"/> | Learning/Mobility Agreement |          | Learning Agreement / Mobility agreement signed by you and your home university | <input type="checkbox"/> |               | Attach        | ×                 |
| <input type="checkbox"/> | National ID / Passport      |          | Scanned National ID / Passport   | <input type="checkbox"/> |               | Attach        | ×                 |

Application History

| Status           | Date                | Made by                 |
|------------------|---------------------|-------------------------|
| Application Sent | 18/11/2024 19:17:17 | ARA MARTIN, ALBA MARINA |
| Draft            | 18/11/2024 19:16:55 | ARA MARTIN, ALBA MARINA |

Return    See instructions    See attached documents    Print Application    Previous

## More information

### Learning Agreement for students

- **Option 1 PDF:** Please use this document template [https://www.upv.es/contenidos/RRIBBAA/info/LA\\_ECF\\_25.doc](https://www.upv.es/contenidos/RRIBBAA/info/LA_ECF_25.doc) and upload it duly signed by you and your Home Coordinator.
- **Option 2 Online Learning Agreement:** If you are required to use OLA, please fill your OLA according to these data: <https://www.upv.es/contenidos/RRIBBAA/info/1250739normalc.html>. Once it is signed by you, download its PDF version from OLA and upload it on AIRE.

### Mobility Agreement for teaching staff

Please upload your mobility agreement duly signed by you and your Home Coordinator.

If you need the UPV data, please check this link: <https://www.upv.es/contenidos/RRIBBAA/info/1250745normalc.html>



## Healthcare Insurance

You can upload your European Health Insurance Card (EHIC) or alternative insurance policy. We strongly recommend to purchase an insurance policy with the minimum coverages:

1. Medical benefits, at least 50.000 EUR in case of accident or disease (medical and pharmaceutical expenses, hospitalization).
2. Emergency transport to home country when necessary, in case of disease or injury with a minimum of 50.000 EUR.
3. Transport or repatriation of remains to home country with a minimum of 50.000 EUR.
4. Travel assistance and civil liability.

Any document must have your name on it, be valid until the end of your stay in Spain and include a reference to the area of coverage (Spain, Europe or worldwide). Please upload it on a single PDF document.

## UPV ONCAMPUS insurance provider

UPV has an agreement with the insurance provider ONCAMPUS offering an insurance policy that covers the minimum requirements. It's not mandatory, you can use other insurance provider as long as it has the recommended coverage.

[You can find more information here.](#)

## Download your documents

- You will receive an e-mail when your Learning Agreement/Mobility Agreement is ready to download.
- Besides, after the ECF has finished (approx. from February 5th on), you will be able to download your certificates of participation.

### How to download documents from Aire

- Log in at [Aire](#)
- Click on “Stays” (edit icon)
- Click on the orange button “View attached documents”

Incoming mobility file - [BIP ECF-EUROPEAN CREATIVE FUTURES 2025 26Jan.-2Feb. 2025 (FADE/FBBAA)]

File Nr.: 178098    Applicant: MunsterTest, Shiohan    NIF / NIE / Passport: PA23669855    Status of mobility: Registered Upv

[Program information](#) > [Academic Data](#) > [Language/Mentor](#) > [Administr. Steps](#) > [Payment Details](#) > [Staff notes](#) > [Personal details](#)

[Back](#) [View instructions](#) [View attached documents](#) [Manager reports](#) [Cancel](#) [Save](#) [Next](#)

Home data

Country: Ireland    Institution: IRLTRALEE01 - INSTITUTE OF TECHNOLOGY TRALEE - MUNSTER TECHNOLOGICAL UNIVERSITY    School/faculty: Bachelors Degree in Design

Level: BACHELOR

Tutor: Lillis, Deirdre

Host data

School/faculty (X): Fac: BBAA - FACULTY OF FINE ARTS

Agreement (X): ACUERDO ERASMUS ENTRE UPV (FADE/FBBAA) Y IRLTRALEE01 BIP ECF2025 - (1)

Degree (X): 185 - Bachelor's Degree in Design and Creative Technologies

Specialty:

Tutoria:  [Assignar tutoria](#) [Borrar tutoria](#)

UPV Coordinator / s

Non-UPV Coordinator / s