

# Steps for your registration

Erasmus + Blended Intensive Program **Ways of Seeing, Modes of Looking 2026**

20 April – 24 April 2026  
Valencia, Spain

As a participant in the ERASMUS BIP in UPV, you need to follow some steps to complete your registration.

Please read carefully the following information.

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

Registration deadline for STUDENTS!

You must complete all the steps of your registration before FEBRUARY 15<sup>th</sup> 2026

Any questions?

Email us at:

[relintba@upvnet.upv.es](mailto:relintba@upvnet.upv.es)

Thank you for your collaboration!

STEP1

## Activation of UPV PASSWORD

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

STEP2

## Registration of your personal data in AIRE

Fill in your personal details

STEP3

## Learning agreement, ID and insurance

Upload the required documents

## STEP1

# Activation of UPV PASSWORD

Necessary to obtain a UPV USERNAME and PASSWORD

1

Go to [this link](#)

2

Choose the option "Request user ID and password"

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

[Return](#) [Next](#)

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):  Family name 1 (X):  Family name 2:   
 Type of document (X):  Document Nº (X):  2nd Nationality:   
 Gender (X):  1st Nationality (X):  Country of Birth (X):  Province of Birth:   
 Date of Birth (X):  Place of Birth (X):

Contact Details

Spanish Mobile Number (if any):  Non-Spanish Mobile Number:  Landline:  Email (X):   
 Country (X):  Province:  City (X):  Postal Code:   
 St Type:  Address (X):   
 Number:  Staircase:  Floor number:  Letter/Door:

By sending the registration, I authorize the Universitat Politècnica de València to use the data provided to make communications with me. I 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 USERNAME and **PASSWORD**, together with the next steps to follow (note that you will receive it from noreply@upv.es, check your spam mailbox!)

- Useful documentation for your stay at the UPV**

Once you have completed your registration, and after 20/02/2026, you will be able to download from the AIRE application your Learning Agreement signed by the UPV, as well as the provisional UPV student card and your wifi credentials.

- Once the activity has finished**

From 25/04/2026 on you will be able to download the certificate of your activity from AIRE.

## STEP2

# 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"  
You will log in with your User and Password

#### 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**

Choose the option "Edit" in the call "  
**BIP-WAYS OF LOOKING - FACULTY  
OF FINE ARTS UPV - 20-24 April2026**"

**Welcome to AIRE**

**Important Documentation**

Información Emergencias Entrantes: [Info\\_Emergencias\\_Incoming.pdf](#)  
 Emergency Info Incoming: [Info\\_Emergencias\\_Incoming\\_English.pdf](#)  
 Información Emergencias Salientes: [Info\\_Emergencias\\_Outgoing.pdf](#)  
 Modelo Convenios\_Informe CRI\_Procedimientos: [modelos\\_convenios\\_15092023\\_Home\\_AIRE Julio 2025.rar](#)

**Applications**

Congratulations for your nomination to study in Valencia. To change your application please click on the pencil you will find in the column on the right. Please fill in all the information. Application request / Destination / Academic Agent / Spanish (optional) and Mentor (optional). Once all the information has been completed you will have to confirm and print your application. Don't forget to send the required documents to the International Office of your Host School at UPV as required.

Record	Call	Application Date	Awarded Destination	State	Mentor	Spanish	Edit
190832	BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026		Fac. BBAA	Draft	<input type="checkbox"/>	<input type="checkbox"/>	

Desarrollado en PHP con el framework de trabajo con la base de datos MySQL. Universidad Politécnica de Valencia

## 4

## Application details &gt; UPV Host School

Enter the information about the **home coordinator** and the **participant's contact details**.

Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026)

File number: 190832      Applicant: User TESI, TEst (F PARIS247)      UPV Login: PPA12456      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): F PARIS247 - ECOLE NATIONALE SUPERIEURE LOUIS LUMIERE  
 Centro:  Unidad:   
 País:  Población:  Código Postal:   
 Dirección:   
 Cargo:   
**Accept** **Cancel**

Country of origin: France      Institution: F PARIS247 - ECOLE NATIONALE SUPERIEURE LOUIS LUMIERE  
 Center/Faculty/School: **Home Coordinator:**    
 Email coordinator:   
 Name of current Degree at Home University (X):  Level (X):   
 Area of studies:  Semesters completed at home University:   
 Call contact  
 Email: relintba@upvnet.upv.es      Telephone: 963877226

**Return** **See instructions** **See attached documents**      **Cancel** **Save** **Next**

Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026)

File number: 190832      Applicant: User TESI, TEst (F PARIS247)      UPV Login: PPA12456      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**      **Cancel** **Save** **Next**

**Applicant's contact details**

Mobile: +34666666666      Foreign Telephone:  Mobile:  Telephone:  Email:   
 Country (X): France      Province:  (X): Valence      City:  Postal Code:   
 Route: Desconocido      Address (X): Rue Rue  
 Number:  Stair:  Floor number:  Letter/Door:   
**Origin Data**

Country of origin: France      Institution: F PARIS247 - ECOLE NATIONALE SUPERIEURE LOUIS LUMIERE  
 Center/Faculty/School: **Home Coordinator:** Kotelt, Ghassan   
 Email coordinator: g.kotelt@ens-louis-lumiere.fr  
 Name of current Degree at Home University (X): Bachelor's degree in Photography      Level (X): BACHELOR  
 Area of studies:  Semesters completed at home University: 4

Call contact  
 Email: relintba@upvnet.upv.es      Telephone: 963877226

**Return** **See instructions** **See attached documents**      **Cancel** **Save** **Next**

## 5

Enter the information about the UPV host school as seen on the image.

Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026)

File number: 190832      Applicant: User TESI, Test (F PARIS247)      UPV Login: PPA12456      Status of application: Draft

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

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Details of host School or Faculty at UPV

Center/Faculty/  
School (X): **Fac. BBAA - FACULTY OF FINE ARTS**  
Degree (X): **144 - Bachelor's Degree in Fine Arts**  
Agreement:   
Coordinator: **BOSCH, ROIG, MARIA DEL PILAR (mabosroi@upvnet.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:** **20/04/2026**

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## 6

Enter the information about the Preliminary Academic Program as seen on the image.

Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026)

File number: 190832      Applicant: User TESI, Test (F PARIS247)      UPV Login: PPA12456      Status of application: Draft

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

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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: **UPV BIP**  
Activity: **WAYS OF SEEING, MODES OF LOOKING** Credits: **3**

Remarks:

Remarks

**Do not fill** the "Spanish > Mentor Student > Staff Notes > sections"

INCOMING application (BIP ECF-EUROPEAN CREATIVE FUTURES 2020 20Jan.-2Feb. 2020 (FADE/FBBAA))

File number: 178098      Applicant: MunsterTest, Shobhan (RLTRALEE01)      UPV Login: PA23669655      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

## 7

## Confirm the application

## Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April2026)

File number: 190832      Applicant: User TEST, TEST (F PARIS247)      UPV Login: F. PARIS247      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

## STEP3

# 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/FBAA))

File number:	178763	Applicant:	MunsterTest, Shiobhan (IRLTRALEE01)	UPV Login:	PA23669855	Status of application:	Application Sent
<a href="#">Application details</a> > <a href="#">UPV host School</a> > <a href="#">Preliminary Academic programme</a> > <a href="#">Spanish</a> > <a href="#">Mentor student</a> > <a href="#">Staff notes</a> > <a href="#">Status of application</a>							
<a href="#">Return</a> <a href="#">See instructions</a> <a href="#">See attached documents</a> <a href="#">Print Application</a> <a href="#">Previous</a>							
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"/>		<a href="#">Attach</a>	
<input type="checkbox"/>	Learning/Mobility Agreement		Learning Agreement / Mobility agreement signed by you and your home university	<input type="checkbox"/>		<a href="#">Attach</a>	
<input type="checkbox"/>	National ID / Passport		Scanned National ID / Passport	<input type="checkbox"/>		<a href="#">Attach</a>	

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

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## More information

### Learning Agreement for students

- **Option 1 PDF:** Please use this document template [LINK PDF L.A. TEMPLATE](#) 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: [LINK BIP DATA FOR OLA](#)

Once it is signed by you, download its PDF version from OLA and upload it on AIRE.

### Mobility Agreement for teaching staff

Please send us your Mobility Agreement duly signed by you and your Home Coordinator, at [relintba@upvnet.upv.es](mailto:relintba@upvnet.upv.es)

If you need the UPV data, [please check this link](#)

## 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 accidental 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. Transportar 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 is ready to download.
- Besides, after the BIP has finished (approx. from April 25<sup>th</sup> 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 "See attached documents"

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

File Nr.: 178098	Applicant: MunsterTest , Shiobhan	NIF / NIE / Passport: PA23669855	Status of mobility: Registered Upv
<a href="#">Program information</a> > <a href="#">Academic Data</a> > <a href="#">Languages/Mentor</a> > <a href="#">Administr. Steps</a> > <a href="#">Payment Details</a> > <a href="#">Staff notes</a> > <a href="#">Personal details</a>			
<a href="#">Back</a> <a href="#">View Instructions</a> <a href="#">View attached documents</a> <a href="#">Manager reports</a>		<a href="#">Cancel</a> <a href="#">Save</a> <a href="#">Next</a>	
<b>Home data</b>			
Country:	Ireland	Institution:	IRLTRALEE01 - INSTITUTE OF TECHNOLOGY TRALEE - MUNSTER TECHNOLOGICAL UNIVERSITY
Degree:	Bachelors Degree in Design	School/faculty:	BACHELOR
Study Area:		Tutor:	Lillis, Deidre