

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.**

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

**Registration
deadline for
STUDENTS!**

**You must complete all
the steps of your
registration before
FEBRUARY 15th 2026**

Any questions?

Email us at:
relintba@upvnet.upv.es

Thank you for your
collaboration!

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

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The next screen will be **Host Unit / School or Faculty at UPV**. Choose Fac. **BBAFACULTY 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 |

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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.

The screenshot shows a registration form with two main sections: 'Personal data' and 'Contact Details'.

Personal data section:

- First name (X): [text input]
- Type of document (X): [dropdown menu]
- Gender (X): [dropdown menu]
- Date of Birth (X): [date picker]
- Place of Birth (X): [text input]
- Family name 1 (X): [text input]
- Document N° (X): [text input]
- 1st Nationality (X): [dropdown menu]
- Country of Birth (X): [dropdown menu]
- Family name 2: [text input]
- 2nd Nationality: [dropdown menu]
- Province of Birth: [dropdown menu]

Contact Details section:

- Spanish Mobile Number (if any): [text input]
- Non-Spanish Mobile Number: [text input]
- Landline: [text input]
- Email (X): [text input]
- Country (X): [dropdown menu]
- Province: [dropdown menu]
- City (X): [text input]
- Postal Code: [text input]
- St Type: [dropdown menu]
- Address (X): [text input]
- Number: [text input]
- Staircase: [checkbox]
- Floor number: [text input]
- Letter/Door: [text input]

Below the form, there is a checkbox for authorization and a privacy notice:

☐ 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 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 \(PIN number\)](#)

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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 2023.rtf](#)

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 Agreement / 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"/> |  |

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Application details > 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 April 2026)

File number: 190832 Applicant: User TEST, 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:

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: relinba@upvnet.upv.es Telephone: 963877226

Incoming application (BIP-WAYS OF SEEING, MODES OF LOOKING - FACULTY OF FINE ARTS UPV - 20-24 April 2026)

File number: 190832 Applicant: User TEST, 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

Applicant's contact details

Mobile: +34666666666 Foreign Telephone: Mobile: Telephone: Email (X):
Country (X): France Province: City (X): Valence 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: Koteit, Ghassan
Email coordinator: g.koteit@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: relinba@upvnet.upv.es Telephone: 963877226

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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:

BOGICH BODIG, 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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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 (FACULTY BBAA))

File number: 178098

Applicant: MunsterTest, Shiobhan (RLTRALEE01)

UPV Login: PA2369855

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

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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

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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.

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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/FBBAA))

File number: 178763 Applicant: MunsterTest, Shiohban (IRLTRALEE01) UPV Login: PA23669855 Status of application: Application Sent

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

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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"/> |
| <input type="checkbox"/> | Learning/Mobility Agreement | | Learning Agreement / Mobility agreement signed by you and your home university. | <input type="checkbox"/> | | Attach | <input type="checkbox"/> |
| <input type="checkbox"/> | National ID / Passport | | Scanned National ID / Passport | <input type="checkbox"/> | | Attach | <input type="checkbox"/> |

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
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. Transporter 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 25th 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/FBBAA)]

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

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

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Home data

| | | | | | |
|-------------|----------------------------|--------------|---|-----------------|-----------------|
| Country: | Ireland | Institution: | IRLTRALEE01 - INSTITUTE OF TECHNOLOGY TRALEE - MUNSTER TECHNOLOGICAL UNIVERSITY | School/faculty: | |
| Degree: | Bachelors Degree in Design | Level: | BACHELOR | Tutor: | Lillis, Deirdre |
| Study Area: | | | | | |