## TRANSFERS (BETWEEN INTAKES OF THE SAME PROGRAM)

#### WHAT IS A TRANSFER?

Students who start in a program and intake, take a break and then join again to the same program but another intake.

#### **GOAL:**

Validate the subjects that the student has already taken in the program and intake of origin to appear in the Transcript of the program and intake of destination.

# Step 1. Information

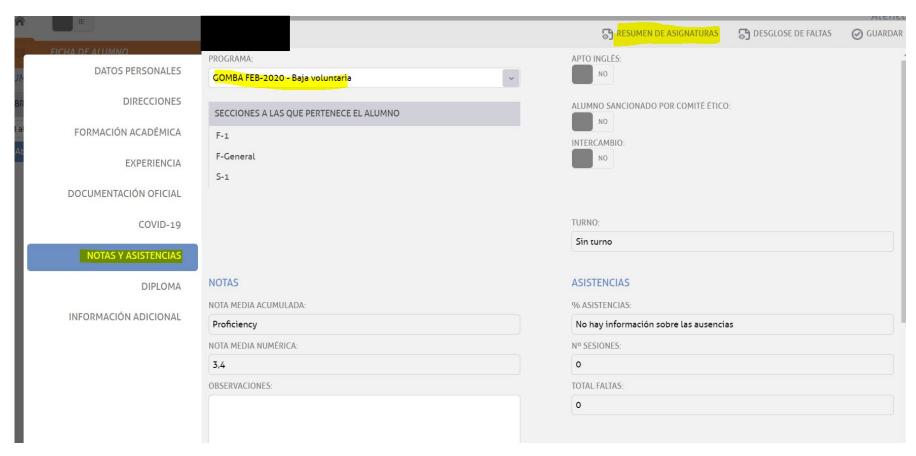
Program Management provides the information of the subjects to be validated, for example:

PROGRAMA DESTINO			PROGRAMA ORIGINAL			
ESTRUCTURA GOMBA Feb 21			ASIGNATURAS CURSADAS POR EN GOMBA F1 20			
FIRST TERM						
COURSE	SESSIONS	Evaluation	Asignatura	Créditos	Nota alfa	Nota Num
PREPROGRAM FINANCIAL ACCOUNTING & ANALYSIS	4	NGS/NGU	PRE PROGRAM FINANCIAL REPORTING AND ANALYSIS - GROUP A	0	NGS	-
PREPROGRAM ECONOMIC ENVIRONMENT	4	NGS/NGU	En la estructura de GOMBA Feb 20, hay 20 sesiones de EECA,	se puede c	onvalidar	
PREPROGRAM DATA ANALYTICS	4	NGS/NGU	PRE PROGRAM QUANTITATIVE METHODS - GROUP A	0	NGS	-
ONLINE OPENING	1	N/A				
ASE METHOD	2	N/A	CASE METHOD	0	NGS	-
ONLINE TOOLS WORKSHOP	1	N/A	ONLINE TOOLS WORKSHOP			
TOTAL PREPROGRAM SESSIONS	16					
DPENING CEREMONY	1	N/A				
CAREERS & PROFESSIONAL DEVELOPMENT	5	N/A				
TEAMBUILDING I	3	CUKVED IN 2NO	TEAMBUILDING	0	Honors	4
COMMUNICATION FOR SUCCESS	5	CURVED	COMMUNICATION FOR SUCCESS	0	Honors	4
BUILDING HIGH PERFOMANCE TEAMS	3	CURVED	BUILDING HIGH PERFORMANCE TEAMS	0	Excellence	3,66
SOCIAL ENTREPRENEURSHIP	5	CURVED	SOCIAL ENTREPRENEURSHIP	0	Pass	3
WELLBEING	3	CURVED	LEADING THROUGH EMOTIONS	3	Honors	4
NDUSTRY SPECIALIZED CONFERENCES	2	N/A				
TOTAL F2F SESSIONS	27					
FINANCIAL REPORTING AND ANALYSIS	10	CURVED	FINANCIAL REPORTING AND ANALYSIS	14	Proficiency	3,33
ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS	10	CURVED	ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS	20	Proficiency	3,33
MANAGEMENT ACCOUNTING	10	CURVED	MANAGEMENT ACCOUNTING	10	Pass	3
LEADING PEOPLE & TEAMS	10	CURVED	LEADING PEOPLE & TEAMS	10	Proficiency	3,33
MARKETING MANAGEMENT	20	CURVED	MARKETING MANAGEMENT	20	Honors	4
TRATEGY	20	CURVED	STRATEGY	20	Proficiency	3,33
TOTAL ONLINE SESSIONS	80					
SECOND TERM						
COURSE	SESSIONS	Evaluation				
NEGOTIATION	5	CURVED	NEGOTIATION	5	Honors	4
FEAMBUILDING II	2	CURVED	TEAMBUILDING	2	NGS	
CREATIVITY & IDEATION	3	CURVED	CREATIVITY & IDEATION	3	Honors	4
NETWORKING I	2	CURVED in 3rd Term	NETWORKING	2	NGS	
CHANGE MANAGEMENT	4	CURVED	CHANGE MANAGEMENT	5	Pass	3
TRANSFORMATION WITH PURPOSE	5	CURVED	Hizo Managing People in Digital Era con GOMBA Sept 21	5	Excellence	3,66
BUSINESS, GOVERNMENT & SUSTAINABILITY	5	CURVED	NON MARKET STRATEGY	10	Proficiency	3,33
INDUSTRY SPECIALIZED CONFERENCES	2	N/A				

### Step 2: Grades checkout

The Transcript from the program of origin is exported from Atenea in order to confirm if the information sent by Program Management matches with the one in Atenea.

<u>To export the Transcript</u>: Atenea / IE / Student's file / Grades and Attendance / Program of origin / Resumen de Asignaturas / Export



Master: GOMBA FEB-2020 Sección: F-1

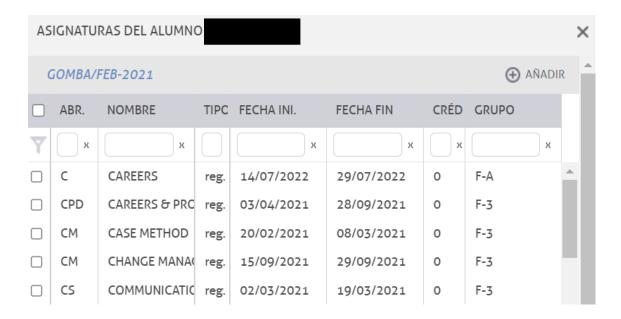
Asignatura	Créditos	Nota alfa	Nota Num
PRE PROGRAM FINANCIAL REPORTING AND ANALYSIS - G	0	NGS	-
PRE PROGRAM QUANTITATIVE METHODS - GROUP A	0	NGS	-
BUILDING HIGH PERFORMANCE TEAMS	0	Excellence	3,66
CASE METHOD	0	NGS	-
COMMUNICATION FOR SUCCESS	0	Honors	4
CORPORATE FINANCE	20	Excellence	3,66
CREATIVITY & IDEATION	0	Honors	4
DATA ANALYTICS FOR DECISION MAKING	10	Proficiency	3,33
DIGITAL TRANSFORMATION	20	Pass	3
ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANA	20	Proficiency	3,33
FINANCIAL REPORTING AND ANALYSIS	14	Proficiency	3,33
LEADER VISION	0	Honors	4
LEADING PEOPLE & TEAMS	10	Proficiency	3,33
LEADING THROUGH EMOTIONS	0	Honors	4
MANAGEMENT ACCOUNTING	10	Pass	3
MANAGING PEOPLE IN ORGANIZATIONS	10	Proficiency	3,33
MARKETING MANAGEMENT	20	Honors	4
NEGOTIATION	0	Honors	4
NETWORKING	0	NGS	-
NON MARKET STRATEGY	10	Proficiency	3,33
STRATEGY	20	Proficiency	3,33
TEAMBUILDING	0	Honors	4
TEAMBUILDING II	0	NGS	-
MANAGING PEOPLE IN DIGITAL ERA	5	Excellence	3,66

PROGRAMA DESTINO			PROGRAMA ORIGINAL			
ESTRUCTURA GOMBA Feb 21			ASIGNATURAS CURSADAS POR BA F1 20			
FIRST TERM			ASIGNATORAS CONSADASTOR			
COURSE	SESSIONS	Evaluation	Asignatura	Créditos	Nota alfa	Nota Num
PREPROGRAM FINANCIAL ACCOUNTING & ANALYSIS	4	NGS/NGU	PRE PROGRAM FINANCIAL REPORTING AND ANALYSIS - GROUP A	0	NGS	-
PREPROGRAM ECONOMIC ENVIRONMENT	4	NGS/NGU	En la estructura de GOMBA Feb 20, hay 20 sesiones de EECA,	se puede c	onvalidar	
PREPROGRAM DATA ANALYTICS	4	NGS/NGU	PRE PROGRAM QUANTITATIVE METHODS - GROUP A	0	NGS	-
ONLINE OPENING	1	N/A				
CASE METHOD	2	N/A	CASE METHOD	0	NGS	-
ONLINE TOOLS WORKSHOP	1	N/A	ONLINE TOOLS WORKSHOP			
TOTAL PREPROGRAM SESSIONS	16					
OPENING CEREMONY	1	N/A				
CAREERS & PROFESSIONAL DEVELOPMENT	5	N/A				
TEAMBUILDING I	3	CURVED IN 2nd	TEAMBUILDING	0	Honors	4
COMMUNICATION FOR SUCCESS	5	CURVED	COMMUNICATION FOR SUCCESS	0	Honors	4
BUILDING HIGH PERFOMANCE TEAMS	3	CURVED	BUILDING HIGH PERFORMANCE TEAMS	0	Excellence	3,66
SOCIAL ENTREPRENEURSHIP	5	CURVED	SOCIAL ENTREPRENEURSHIP	0	Pass	3
WELLBEING	3	CURVED	LEADING THROUGH EMOTIONS	3	Honors	4
INDUSTRY SPECIALIZED CONFERENCES	2	N/A				
TOTAL F2F SESSIONS	27					
FINANCIAL REPORTING AND ANALYSIS	10	CURVED	FINANCIAL REPORTING AND ANALYSIS	14	Proficienc	3,33
ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS	10	CURVED	ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS	20	Proficienc	3,33
MANAGEMENT ACCOUNTING	10	CURVED	MANAGEMENT ACCOUNTING	10	Pass	3
LEADING PEOPLE & TEAMS	10	CURVED	LEADING PEOPLE & TEAMS	10	Proficienc	3,33
MARKETING MANAGEMENT	20	CURVED	MARKETING MANAGEMENT	20	Honors	4
STRATEGY	20	CURVED	STRATEGY	20	Proficienc	3,33
TOTAL ONLINE SESSIONS	80					
CECCULO YEAR						
SECOND TERM COURSE	crecione					
	SESSIONS	Evaluation	NECOTIATION	5	Heners	4
NEGOTIATION	5	CURVED	NEGOTIATION TEAMBUILDING	2	Honors	4
FEAMBUILDING II	2	CURVED	CREATIVITY & IDEATION		NGS	
CREATIVITY & IDEATION	3	CURVED		3	Honors	4
NETWORKING I	2	CURVED in 3rd Term	NETWORKING	2	NGS	
CHANGE MANAGEMENT	4	CURVED	CHANGE MANAGEMENT	5	Pass	3 000
TRANSFORMATION WITH PURPOSE	5	CURVED	Hizo Managing People in Digital Era con GOMBA Sept 21		Excellence	
BUSINESS, GOVERNMENT & SUSTAINABILITY	5	CURVED	NON MARKET STRATEGY	10	Proficienc	3,33
INDUSTRY SPECIALIZED CONFERENCES	2	N/A				

### Step 3: Enrollment

Check if the student, in the destination program, is enrolled in the subjects that were taken in the program of origin and whose grades must be validated.

<u>How to check it</u>: Sections and groups / program / section / double click on the student's name:

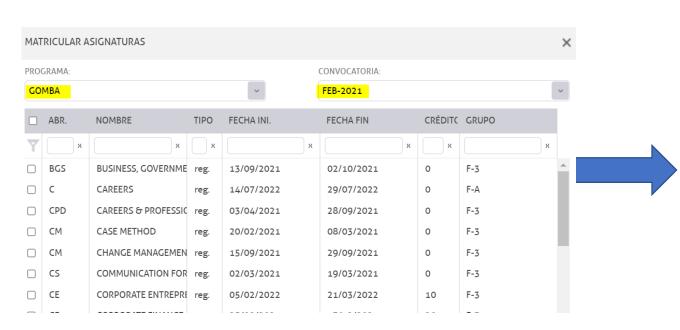


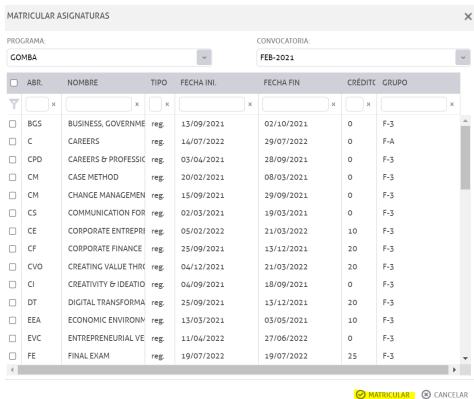
# Step 4: If the student is not enrolled in the destination program courses

Sections and groups / destination program / section / click on student's name / Add

AS	IGNATU	RAS DEL ALUMNO	) '						×
(	GOMBA/FEB-2021   • AÑADÍR								
	ABR.	NOMBRE	TIPC	FECHA INI.	FECHA FIN	CRÉD	GRUPO		
Y	х	х		х	х	х		х	
	BGS	BUSINESS, GOVE	reg.	13/09/2021	02/10/2021	0	F-3		
	С	CAREERS	reg.	14/07/2022	29/07/2022	0	F-A		
	CPD	CAREERS & PRO	reg.	03/04/2021	28/09/2021	0	F-3		
	CM	CASE METHOD	reg.	20/02/2021	08/03/2021	0	F-3		
	CM	CHANGE MANAC	reg.	15/09/2021	29/09/2021	0	F-3		
	CS	COMMUNICATIO	reg.	02/03/2021	19/03/2021	0	F-3		
	CE	CORPORATE EN	reg.	05/02/2022	21/03/2022	10	F-3		
	CF	CORPORATE FIN	reg.	25/09/2021	13/12/2021	20	F-3		
	CVO	CREATING VALU	reg.	04/12/2021	21/03/2022	20	F-3		
	CI	CREATIVITY & IC	reg.	04/09/2021	18/09/2021	0	F-3		
	EEA	ECONOMIC ENV	reg.	13/03/2021	03/05/2021	10	F-3		
	EVC	ENTREPRENEUR	reg.	11/04/2022	27/06/2022	0	F-3		
4	FF	ΓΙΝΔΙ ΕΧΔΜ	rec	10/07/2022	10/07/2022	25	F_7	<b>+</b>	<b>*</b>

#### Destination intake / click on the course / Enroll





#### Step 5: validation of courses and grades

The courses and grades taken in the program of origin have to be validated in the destination program.

<u>Procedure</u>: Sections and Groups / destination program / section / double click on student's name / click on the course / Validate / Program of origin / course / Accept.

