

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

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

The screenshot displays the 'FICHA DE ALUMNO' (Student Profile) page in the Atenea system. The left sidebar contains a menu with the following items: DATOS PERSONALES, DIRECCIONES, FORMACIÓN ACADÉMICA, EXPERIENCIA, DOCUMENTACIÓN OFICIAL, COVID-19, **NOTAS Y ASISTENCIAS** (highlighted in blue), DIPLOMA, and INFORMACIÓN ADICIONAL. The main content area is divided into several sections:

- PROGRAMA:** A dropdown menu showing 'GOMBA FEB-2020 - Baja voluntaria'.
- SECCIONES A LAS QUE PERTENECE EL ALUMNO:** A list of sections including 'F-1', 'F-General', and 'S-1'.
- NOTAS:** Fields for 'NOTA MEDIA ACUMULADA:' (Proficiency), 'NOTA MEDIA NUMÉRICA:' (3,4), and 'OBSERVACIONES:' (empty).
- ASISTENCIAS:** Fields for '% ASISTENCIAS:' (No hay información sobre las ausencias), 'Nº SESIONES:' (0), and 'TOTAL FALTAS:' (0).
- Other fields:** 'APTO INGLÉS:' (NO), 'ALUMNO SANCIONADO POR COMITÉ ÉTICO:' (NO), 'INTERCAMBIO:' (NO), and 'TURNO:' (Sin turno).

At the top right of the page, there are navigation buttons: 'RESUMEN DE ASIGNATURAS' (highlighted in yellow), 'DESGLOSE DE FALTAS', and 'GUARDAR'.

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 ANALYSIS	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		
ESTRUCTURA GOMBA Feb 21		
FIRST TERM		
COURSE	SESSIONS	Evaluation
PREPROGRAM FINANCIAL ACCOUNTING & ANALYSIS	4	NGS/NGU
PREPROGRAM ECONOMIC ENVIRONMENT	4	NGS/NGU
PREPROGRAM DATA ANALYTICS	4	NGS/NGU
ONLINE OPENING	1	N/A
CASE METHOD	2	N/A
ONLINE TOOLS WORKSHOP	1	N/A
TOTAL PREPROGRAM SESSIONS	16	
OPENING CEREMONY	1	N/A
CAREERS & PROFESSIONAL DEVELOPMENT	5	N/A
TEAMBUILDING I	3	CURVED in 2nd
COMMUNICATION FOR SUCCESS	5	CURVED
BUILDING HIGH PERFORMANCE TEAMS	3	CURVED
SOCIAL ENTREPRENEURSHIP	5	CURVED
WELLBEING	3	CURVED
INDUSTRY SPECIALIZED CONFERENCES	2	N/A
TOTAL F2F SESSIONS	27	
FINANCIAL REPORTING AND ANALYSIS	10	CURVED
ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS	10	CURVED
MANAGEMENT ACCOUNTING	10	CURVED
LEADING PEOPLE & TEAMS	10	CURVED
MARKETING MANAGEMENT	20	CURVED
STRATEGY	20	CURVED
TOTAL ONLINE SESSIONS	80	
SECOND TERM		
COURSE	SESSIONS	Evaluation
NEGOTIATION	5	CURVED
TEAMBUILDING II	2	CURVED
CREATIVITY & IDEATION	3	CURVED
NETWORKING I	2	CURVED in 3rd Term
CHANGE MANAGEMENT	4	CURVED
TRANSFORMATION WITH PURPOSE	5	CURVED
BUSINESS, GOVERNMENT & SUSTAINABILITY	5	CURVED
INDUSTRY SPECIALIZED CONFERENCES	2	N/A

PROGRAMA ORIGINAL				
ASIGNATURAS CURSADAS POR BA F1 20				
Asignatura	Créditos	Nota alfa	Nota Num	
PRE PROGRAM FINANCIAL REPORTING AND ANALYSIS - GROUP A	0	NGS	-	OK
PRE PROGRAM QUANTITATIVE METHODS - GROUP A	0	NGS	-	OK
CASE METHOD	0	NGS	-	OK
ONLINE TOOLS WORKSHOP				OK
TEAMBUILDING	0	Honors	4	OK
COMMUNICATION FOR SUCCESS	0	Honors	4	OK
BUILDING HIGH PERFORMANCE TEAMS	0	Excellence	3,66	OK
SOCIAL ENTREPRENEURSHIP	0	Pass	3	OK
LEADING THROUGH EMOTIONS	3	Honors	4	OK
FINANCIAL REPORTING AND ANALYSIS	14	Proficiency	3,33	ok
ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS	20	Proficiency	3,33	ok
MANAGEMENT ACCOUNTING	10	Pass	3	ok
LEADING PEOPLE & TEAMS	10	Proficiency	3,33	ok
MARKETING MANAGEMENT	20	Honors	4	ok
STRATEGY	20	Proficiency	3,33	ok
NEGOTIATION	5	Honors	4	ok
TEAMBUILDING	2	NGS	-	ok
CREATIVITY & IDEATION	3	Honors	4	ok
NETWORKING	2	NGS	-	ok
CHANGE MANAGEMENT	5	Pass	3	ok
Hizo Managing People in Digital Era con GOMBA Sept 21	5	Excellence	3,66	ok
NON MARKET STRATEGY	10	Proficiency	3,33	Esto e

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.

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

ASIGNATURAS DEL ALUMNO [REDACTED]							
GOMBA/FEB-2021							+ AÑADIR
<input type="checkbox"/>	ABR.	NOMBRE	TIPC	FECHA INI.	FECHA FIN	CRÉD	GRUPO
<input type="checkbox"/>	x	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	C	CAREERS	reg.	14/07/2022	29/07/2022	0	F-A
<input type="checkbox"/>	CPD	CAREERS & PRO	reg.	03/04/2021	28/09/2021	0	F-3
<input type="checkbox"/>	CM	CASE METHOD	reg.	20/02/2021	08/03/2021	0	F-3
<input type="checkbox"/>	CM	CHANGE MANA	reg.	15/09/2021	29/09/2021	0	F-3
<input type="checkbox"/>	CS	COMMUNICATIO	reg.	02/03/2021	19/03/2021	0	F-3

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

ASIGNATURAS DEL ALUMNO [REDACTED]

GOMBA/FEB-2021 + AÑADIR

<input type="checkbox"/>	ABR.	NOMBRE	TIPC	FECHA INI.	FECHA FIN	CRÉD	GRUPO
<input type="checkbox"/>	x	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	BGS	BUSINESS, GOVI	reg.	13/09/2021	02/10/2021	0	F-3
<input type="checkbox"/>	C	CAREERS	reg.	14/07/2022	29/07/2022	0	F-A
<input type="checkbox"/>	CPD	CAREERS & PRO	reg.	03/04/2021	28/09/2021	0	F-3
<input type="checkbox"/>	CM	CASE METHOD	reg.	20/02/2021	08/03/2021	0	F-3
<input type="checkbox"/>	CM	CHANGE MANAC	reg.	15/09/2021	29/09/2021	0	F-3
<input type="checkbox"/>	CS	COMMUNICATIO	reg.	02/03/2021	19/03/2021	0	F-3
<input type="checkbox"/>	CE	CORPORATE EN	reg.	05/02/2022	21/03/2022	10	F-3
<input type="checkbox"/>	CF	CORPORATE FIN	reg.	25/09/2021	13/12/2021	20	F-3
<input type="checkbox"/>	CVO	CREATING VALU	reg.	04/12/2021	21/03/2022	20	F-3
<input type="checkbox"/>	CI	CREATIVITY & ID	reg.	04/09/2021	18/09/2021	0	F-3
<input type="checkbox"/>	EEA	ECONOMIC ENV	reg.	13/03/2021	03/05/2021	10	F-3
<input type="checkbox"/>	EVC	ENTREPRENEUR	reg.	11/04/2022	27/06/2022	0	F-3
<input type="checkbox"/>	FF	FINAL EXAM	reg.	19/07/2022	19/07/2022	25	F-3

Destination intake / click on the course / Enroll

MATRICULAR ASIGNATURAS [X]

PROGRAMA: **GOMBA** CONVOCATORIA: **FEB-2021**

<input type="checkbox"/>	ABR.	NOMBRE	TIPO	FECHA INI.	FECHA FIN	CRÉDITC	GRUPO
<input type="checkbox"/>	BGS	BUSINESS, GOVERNME	reg.	13/09/2021	02/10/2021	0	F-3
<input type="checkbox"/>	C	CAREERS	reg.	14/07/2022	29/07/2022	0	F-A
<input type="checkbox"/>	CPD	CAREERS & PROFESSIC	reg.	03/04/2021	28/09/2021	0	F-3
<input type="checkbox"/>	CM	CASE METHOD	reg.	20/02/2021	08/03/2021	0	F-3
<input type="checkbox"/>	CM	CHANGE MANAGEMEN	reg.	15/09/2021	29/09/2021	0	F-3
<input type="checkbox"/>	CS	COMMUNICATION FOR	reg.	02/03/2021	19/03/2021	0	F-3
<input type="checkbox"/>	CE	CORPORATE ENTREPRE	reg.	05/02/2022	21/03/2022	10	F-3



MATRICULAR ASIGNATURAS [X]

PROGRAMA: **GOMBA** CONVOCATORIA: **FEB-2021**

<input type="checkbox"/>	ABR.	NOMBRE	TIPO	FECHA INI.	FECHA FIN	CRÉDITC	GRUPO
<input type="checkbox"/>	BGS	BUSINESS, GOVERNME	reg.	13/09/2021	02/10/2021	0	F-3
<input type="checkbox"/>	C	CAREERS	reg.	14/07/2022	29/07/2022	0	F-A
<input type="checkbox"/>	CPD	CAREERS & PROFESSIC	reg.	03/04/2021	28/09/2021	0	F-3
<input type="checkbox"/>	CM	CASE METHOD	reg.	20/02/2021	08/03/2021	0	F-3
<input type="checkbox"/>	CM	CHANGE MANAGEMEN	reg.	15/09/2021	29/09/2021	0	F-3
<input type="checkbox"/>	CS	COMMUNICATION FOR	reg.	02/03/2021	19/03/2021	0	F-3
<input type="checkbox"/>	CE	CORPORATE ENTREPRE	reg.	05/02/2022	21/03/2022	10	F-3
<input type="checkbox"/>	CF	CORPORATE FINANCE	reg.	25/09/2021	13/12/2021	20	F-3
<input type="checkbox"/>	CVO	CREATING VALUE THRU	reg.	04/12/2021	21/03/2022	20	F-3
<input type="checkbox"/>	CI	CREATIVITY & IDEATIO	reg.	04/09/2021	18/09/2021	0	F-3
<input type="checkbox"/>	DT	DIGITAL TRANSFORMA	reg.	25/09/2021	13/12/2021	20	F-3
<input type="checkbox"/>	EEA	ECONOMIC ENVIRONM	reg.	13/03/2021	03/05/2021	10	F-3
<input type="checkbox"/>	EVC	ENTREPRENEURIAL VE	reg.	11/04/2022	27/06/2022	0	F-3
<input type="checkbox"/>	FE	FINAL EXAM	reg.	19/07/2022	19/07/2022	25	F-3

MATRICULAR CANCELAR

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.

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

ASIGNATURAS DEL ALUMNO [REDACTED]

GOMBA/FEB-2021 CONVALIDAR ELIMINAR AÑADIR

ABR.	NOMBRE	TIPO	FECHA INI.	FECHA FIN	CRÉD	GRUPO
<input type="checkbox"/>	MANAGEM	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	MCC	MANAGEMENT A	reg.	24/04/2021	07/06/2021	10 F-3



CONVALIDAR ASIGNATURAS

CONVOCATORIA: GOMBA - FEB-2020

ABR.	NOMBRE	TIPO	NOTA ALFA	NOTA NUM
<input type="checkbox"/>	MANAGEMENT ACCOUNTING	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
MCC	MANAGEMENT ACCOUNTING	reg.	Pass	3