UNIVERSITAT POLITÈCNICA DE VALÈNCIA

ESCOLA TÈCNICA SUPERIOR ENGINYERIA INDUSTRIAL VALÈNCIA

GUIDELINES FOR INCOMING EXCHANGE STUDENTS TO ETSII-UPV ACADEMIC YEAR 2024/25

1. IMPORTANT INFORMATION

Please, read the Pre-arrival instructions and registration for Incoming Exchange Students to UPV provided by the International Academic Exchange Office (OPII-UPV).

2. "TO DO" CHECKLIST:

☐ **Upload the documents in AIRE for your registration at UPV** not later than **July 15th/December 15th**. Failure to deliver these documents will result in the rejection of your exchange.

1. National identity card or passport.
2. Health insurance. See section 3.8.
3. A valid Spanish certificate (only if you were unable to upload it within the deadline of the application). See section 3.1.

Before you upload the documents: your status in AIRE will be "Pending enrol.docs"
Once we review and accept your documents: our status in AIRE will be "UPV Account created"

Enrolment in the courses: select your groups in the AIRE system. **August 1st-31st (A)/January 1st-31st (B)**

Attend the UPV Institutional Welcome Day: September 5th /February 8th

Attend the ETSII Welcome Meeting (MANDATORY): September 6th / February 9th

Should you need to, email the **documents to be signed** (previously filled in) to internacional@etsii.upv.es

Updating of your address on AIRE – Personal Information

Attend the lectures from the first day of class (classes start on September 9th/February 10th)

Change your course choices if needed. Deadline September 15th/February 14th

Enrolment in the Spanish Language Courses (managed by OPII)**.**

3. ADDITIONAL SPECIFIC INFORMATION FOR ETSII

3.1 Pending Language Certificates

If you have been engaged during the application to deliver a language certificate before arrival, **you must upload the document** in AIRE **no later than July 15th/December 15th.** Also, email us at **internacional@etsii.upv.es** informing us that you have uploaded it.
Check the general language requirements HERE. Some degrees may have special language requirements.

3.2 Welcome Meetings

- There will be an **UPV Institutional Welcome Day** for all UPV Incoming students, organized by the International Exchange Programmes Office (OPII). **Date: September 5th/February 8th**.
- **ETSII Welcome Meeting.** It is mandatory to attend this meeting organized by the ETSII International Office, in order to register your arrival**. Date: September 7th/February 9th.**

3.3 Enrolment in the courses

Registration of courses takes place every semester. Please, select the groups for the courses you have included in your learning agreement. The period is **from the 1st to the 31st of August (A)/ from the 1st to the 31st of January (B)**. Before choosing the groups, carefully check that there is no overlapping of classes or exam dates:

- The schedules for the courses.
- The Academic calendar.
- Link to the timetable tool (you will have access to the tool by the end of July).

Changes: the deadline for changes is Friday, September 15th/February 14th.

ONCE THE REGISTRATION PERIOD ENDS: your status in AIRE will change to "Course registration completed"

3.4 Important things to consider

- Class attendance is strongly encouraged, and presence on the first day 9th September is mandatory.
- It is a rule of ETSII not to make any exceptions with the exam dates or procedures of evaluation. This means, for instance, that no exams will be taken on a different date than the official one. Distance examination is not provided, and neither is long-distance exam review. Please, plan the end of your stay according to the dates of the final exams.

3.5 Bachelor/Master thesis or final project

Students conducting a Bachelor's/Master's Thesis (Bth/Mth) or Final Project, **are requested to defend the Thesis/Project at ETSII-UPV** before an academic panel, usually by the end of November or end of January (Fall semester) and by the end of June or early July (Spring Semester).

- Defense's calendar for Bachelor Thesis and Master Thesis
- Students will need to have a supervisor at ETSII. We strongly recommend looking for a supervisor before the arrival.
- Use This link to access the research bodies at UPV, departments, and university research institutes.

3.6 Arrival date and class attendance:

Remember that **attendance at the ETSII Welcome Meeting is mandatory**. This day will count as your official "Arrival date".

Keep in mind that **attendance to class on the first day is also compulsory**. The obligation to attend throughout the course is an academic matter; it is usually mandatory in all cases for practical and laboratory sessions. The information in this regard is usually given on the first day of classes.

3.7 Departure date

To issue the corresponding certificate, if requested, the student must send an email to internacional@etii.upv.es stating the **date**, **name** and **code** of the last exam attended or the day of defense of the thesis.

ONCE YOU FINISH YOUR STAY: your status in AIRE will change to "Mobility completed"

3.8 Online Learning Agreement signature- OLA

You can send the **Online Learning Agreement** for our signature. If your university does not use the online plataform, you can send us your **Learning Agreemen**t via email.

The **details for our School and University** that you must include in the documents whenever requested are:

Receiving institution

- Name: Universitat Politècnica de València
- Faculty/School: ETSII (Escuela Técnica Superior de Ingeniería Industrial)
- Erasmus Code: E VALENCI02 (only for Erasmus students)
- Address: Camí de Vera s/n 46022 - Valencia, Spain

Responsible person

- Name: Javier Sanchis Sáez
- Function: Vice-Dean for International Relations (Exchange Coordinator)
- Phone number: +34 963 87 71 72
- Email: internacional@etsii.upv.es

We will be able to **sign the LA once you are enrolled** in all the courses and/or in the, when the status on AIRE appears as "Course registration completed" for each course or project.

3.9 Health insurance requirements

- Check the Health Insurance requirements for UPV Exchange Students.
- **The student is responsible for verifying compliance with the coverages required.**
- Students **using a private insurance company of their choice**, before uploading the document to AIRE, must:
  - Check that the document clearly indicates compliance with our requirements.
  - Use a highlighter and underline the sections where the requested coverage is indicated.

3.10 Updating of your address on AIRE – Personal Information

Remember to include in AIRE, **not later than the 1st of September / 1st of Feburary,** your address in Valencia and at home (Personal information section). It is your responsibility to keep it updated throughout your stay.

3.11 Internship

Should you wish to, you can apply for an internship in a company. The office dealing with internships in companies in our School (ETSII) is the *Subdirección de Relaciones con Empresas.*

The management requires that the student is previously enrolled at ETSII, and its processing may require having an electronic signature in Spain; however, it may be convenient that you have the one from your country before moving to Valencia. This possibility is not advisable for students doing only one semester of exchange. We cannot guarantee an internship since companies do the selection of the candidates.

3.12 International Office summer Holidays

The ETSII International Office will be closed in August. All the admission procedures will be completed by the end of July. During August you will only have to choose the groups of the courses. When we return in September we will proceed with the course registration so that everything is ready upon your arrival.