0.1 APPLICATION PROCEDURE FOR EXCHANGE STUDENTS TO ETSII-UPV, ACADEMIC YEAR 2024/2025

1. Deadlines

PERIOD OF STUDIES AT UPV		
DEADLINES	SEM A/Fall (Sept-Jan)/ Full academic year	SEM B/Spring (Feb-Jul)
Nomination	30 April	30 September
Application	1 Apr - 15 May	1 Sept - 15 Oct
Documents	15 July	15 December

2. Nomination

You must have been nominated by your home coordinator. Please verify with your international office before applying. Students from the Direct Exchange-Promoe/KA107 Programs are nominated to the International Exchange Programmes Office (OPII) or to the Internationals Affairs Office, respectively.

3. Request user ID and password (PIN number) at UPV

Go to this link → click on *Request user ID and password (PIN number)*
Note: Make sure to apply for ETSII (Escuela Técnica Superior de Ingeniería Industriales / School of Industrial Engineering) when choosing the suitable school/faculty.

4. Online Application

Once you receive your User ID and Password:
Go to this link → click on "online exchange application" → "Apply for exchange. I already have the user ID and password (PIN number)" and follow all the steps.

4.1. Academic Agreement.

During your online application, you have to request the courses you would like to take at the UPV.

- It is recommendable to take about **30 ECTS** per semester. You must take a minimum of **20 ECTS**, including courses and/or your Thesis.
- You should choose courses belonging to ETSII, which is your host school at the UPV. Exceptionally, you can select up to 12 ECTS (semester) or 24 ECTS (full year) from another School/Faculty. We cannot guarantee a place on those courses since each school/faculty at UPV has its own criteria. The Business Administration School (FADE-Facultad de Administración y Dirección de Empresas) is not available.

Courses are structured in two semesters: **Semester A (Fall semester) and Semester B (Spring semester)**. When choosing courses, pay special attention to the semester that the courses belong to.

4.2. Online application:

Once you have access to AIRE, you will find different tabs:

DURING THIS PROCESS: The status will be "Draft"

- **Application Request**: Fill in your contact details and requested information about your home university. Make sure to complete the information about the **coordinator** at your home university.
- **Destination**: Type of academic activity at UPV and the expected duration: Fall Semester (A), Spring Semester (B), or Academic Year (T).
- **Academic Agreement:**
    o Add the **courses** for your Learning Agreement proposal: first select the UPV School where the course is taught, and then the degree. **Save your selection**. Check the courses available.
    o If you wish to do your **Bachelor's or Master's Thesis**, add it in the "Project" section, indicating the estimated number of ECTS needed. [Later on, we will register you on "Defensa TFG/TFM"].
    o **Courses taught in English are highly demanded. The capacity of these courses is limited.** We often have many more applicants than seats available, and we cannot always guarantee enrollment. Priority will be given to students from non-EU countries. **Courses in English will complement courses taught in Spanish, and exchange students will be admitted on the assumption that they are ready to follow courses in Spanish when necessary.**
    o Italian and Portuguese native speakers are expected to enroll in courses taught in Spanish.

<p align="center">**Check the list of courses taught in English.**</p>

- **Spanish language:**
    o **Language course along the semester**: You can request a Spanish language course, which has an academic load of 4.5 ECTS. Levels offered go from A2 to B2 (sometimes C1). If you are interested in this course, tick box in the "Spanish" tab.
    o **Intensive Spanish Course before the semester**: this fee-paying, 40 hour course, takes place at the Gandia Campus (around 60km from Valencia). It usually takes place in the second half of August(A)/January(B). This course doesn't provide an official certificate, but you will get an attendance certificate. Check the information.
- **Mentor**: An ETSII student can be allocated as your Mentor to guide you on the first steps at the UPV and give you counsel on general practicalities such as accommodation, campus life, etc. You can request a Mentor from this tab.

4.3. Documents to attach to the application:

The following documents must be uploaded through the online platform AIRE:

1. **Official Transcript of Records:** grades of your university program back home.
2. **Motivation Letter**
3. **English Language Certificate**
4. **Spanish Language Certificate**
5. **Printed Application Form:** Once you confirm your online application you must print and upload it once duly signed and stamped by yourself and your coordinator. Include a recent photograph.

4.4. Language requirements:

Direct Exchange Program with non-EU institutions, KA107/KA171 students	• Courses taught in Spanish: B1 of CEFR • Courses taught in English: B2 English level
Erasmus students (Intra-European mobility)	
Italian and Portuguese native speakers	See requirements in this link
Rest of students	• Courses taught in Spanish: **B1 of CEFR (B2 in some Master's)** • Courses taught in English: **B2 English level** + **A2 Spanish level**

- **REMARKS:**
- Check the list of language certificates accepted in **this link**.
- If you do not have an official language certificate, you must submit a statement signed by your home university. Choose the **Statement of Spanish Skills** that suits situation in this link:
  - Self-Statement of Spanish (only for Italian and Portuguese students)
  - Statement of A2/B1/B2 Spanish level signed by your home university
- **The Spanish Language certificate must be uploaded from the "Spanish" tab**; the rest of the documents are to be uploaded from the " Confirm application" tab.
- Concerning the document issued by your home university stating your English language level in case you cannot provide any of the accepted certificates, no special form is required. A written confirmation where the English level is clearly expressed, will be considered valid.

ONCE YOU CONFIRM YOUR APPLICATION: The status will change to "Application confirmed"

5. Evaluation of the applicants by the International Office

Consider that the fulfillment of ETSII's academic requirements (section 4 of this document) of your Learning Agreement will strongly influence our decision about your acceptance. It will take us several weeks to review all the applications, so please be patient. We will get in contact with you when necessary.

ONCE THE REVIEW PROCESS STARTS: new status "Application under review"
ONCE YOUR APPLICATION IS ACCEPTED: new status "Accepted by host School/Faculty"

6. Building your schedule

- Academic calendar and Timetables
- Feel free to use the schedule explorer to try all possible course combinations.

When making your Academic Agreement, you must consider the timetables of the different courses. Each course may have different groups with different timetables. You may have many possibilities when building your schedule, but must make sure that no courses are in conflict and **avoid time overlaps** in the:

- **Lectures**
- **Practical/Laboratory sessions**
- **Exam dates**

In August (for Semester A) /January (for Semester B), you will choose a group for each of your courses. During this period, you will be able to make small adjustments in the selected courses to make them fit your schedule. However, you must stick to the original requirements from ETSII, paying special attention to the ECTS credits limit (20 to 30 ECTS credits from ETSII, or 12 ECTS credits from other schools).

 Important things to consider

- 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.

- If you are taking a Bachelor or Master Thesis you MUST defend it at the ETSII (it is advisable to check the official calendar and defense dates: Trabajo Fin de Grado/Trabajo Final de Máster calendars)

7. Second round of documents

After your application is accepted, we will ask for two more documents: **National ID/Passport** and **Health Insurance**. The deadline to upload these documents is July 15th (for Semester A)/December 15th (for semester B), so **please make sure that you have your ID and health insurance cards updated by then**. If any of your cards is expired, or the expiration date is near the start of the semester, we will not be able to proceed with your application and will be forced to cancel it.

Check this link to find the requirements for health insurance. You will have to meet these requirements strictly in order for us to approve your insurance.

ONCE YOU UPLOAD THE DOCUMENTS: The status will change to "Incoming mobility created"

8. Our Academic Offer

BACHELOR COURSES		
DEGREE CODE	**DEGREE NAME**	**COURSES**
154	GITI: Grado en Ingeniería en Tecnologías Industriales **(Bachelor's Degree in Industrial Engineering)**	Link
155	GIOI: Grado en Ingeniería de Organización Industrial **(Bachelor's Degree in Industrial Organization Engineering)**	Link
187	GIQ: Grado en Ingeniería Química **(Bachelor's Degree in Chemical Engineering)**	Link
174	GIE: Grado en Ingeniería de la Energía **(Bachelor's Degree in Energy Engineering)**	Link
175	GIB: Grado en ingeniería biomédica **(Bachelor's Degree in Biomedical Engineering)**	Link
MASTER COURSES		
DEGREE CODE	**DEGREE NAME**	**COURSES**
154	MUII: Máster Universitario en Ingeniería Industrial **(Master's Degree in Industrial Engineering)**	Link
155	MIQ: Máster Universitario en Ingeniería Química **(Master's Degree in Chemical Engineering)**	Link
<u>LIMITED MASTER COURSES</u>		
The following Master Degrees are also available, but they have a very limited acceptance rate, a Spanish B2 level is required in most of them. Specific Academic Background is also required.		
2259	Máster Universitario en Tecnología Energética para el Desarrollo Sostenible **(Master's Degree In Energy Technologies for Sustainable Development)*** ***<u>Acceptance is very unlikely</u>. Please check energy-related courses in MUII**	Link
2177	Master Universitario en Construcción e Instalaciones Industriales **(Master's Degree in Industrial Constructions and Installations)**	Link
2250	Máster Universitario en Dirección y Gestión de Proyectos **(Master's Degree in Project Management)**	Link
2159	M.U. en Ingeniería Avanzada de Producción, Logística y Cadena de Suministro **(M.D. in Advanced Engineering in Production, Logistics and Supply Chain Management)**	Link
2269	Máster Universitario en Ingeniería Biomédica **(Master's Degree in Biomedical Engineering)**	Link
2166	Máster Universitario en Cooperación al Desarrollo **(Master's Degree in Cooperation to the Development)**	Link
2248	Máster Universitario en Ingeniería Mecánica **(Master's Degree in Mechanical Engineering)**	Link
2270	Máster Universitario en Automática e Informática Industrial **(Master's Degree in Automation and Industrial Computing)**	Link
2307	Máster Universitario en Seguridad Nuclear y Protección Radiológica **(Master's Degree in Nuclear Safety and Radiological Protection)**	Link