

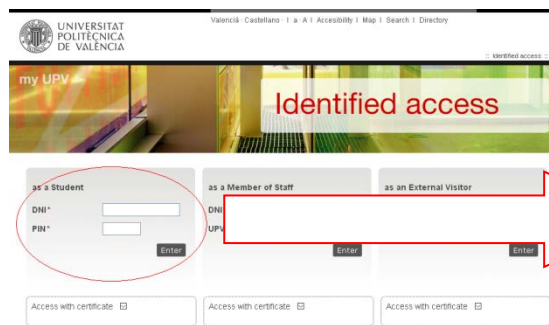
OFICINA DE PROGRAMES INTERNACIONALS D'INTERCANVI

How to register in Spanish Courses at UPV as a exchange student

You must first log into the AIRE application, through UPV intranet www.upv.es, or entering the link www.opii.upv.es/incomings



Enter your UPV ID (normally starting with a "P") and PIN as a student, and enter the Intranet as follows:



At the bottom in the UPV Intranet you'll find AIRE link.



Once you reach the AIRE home page you must edit your "stay" screen by clicking on the icon that looks like a pencil. In order to register in the Spanish courses the state of your stay must be "Enrolled UPV" or "Pending arrival".

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Welcome to AIRE

Important Documentation

Información general sobre los intercambios: [2012_infor_resolucion.pdf](#)

[Stays](#)

Welcome to Universitat Politècnica de València. To edit the information related to your stay at UPV please press the pencil-shaped icon on the right, or enter the menu "Stays->Incomings". Using this screen you'll be allowed to access your personal information, program information of your stay, and make your enrolment in UPV (Academic Data), choosing groups and schedules of your UPV Courses. If you wish to see your application (read-only mode), please enter the menu "Applications->Incomings".

Record	Program	Year	Managing Entity	Destination	Start Date	End Date	State	Mentor	Edit	Survey
188590	ERASMUS CURSO 2013/2014	2013/2014	ETSINF	ETSINF	03/07/2013	03/12/2013	Enrolled Upv	Requested		

Desenvolupat a l'Àrea de Sistemes d'Informació i Comunicacions - Universitat Politècnica de València

Once in the editing window, you must go to the "Languages/Mentor" tab.

Incoming stay list - [ERASMUS INCOMING 2013-2014 (BBAA)]

Record: 29 Applicant: IIF / IIE / Passport: State stay: Enrolled Upv

[Program Information](#) > [Academic Data](#) > [Languages/Mentor](#) > [State](#) > [Remarks](#) > [Personal Information](#)

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Home data

Your level must be set in the system according to the results of the placement test (next: view of your "Languages/Mentor" tab):

Incoming stay list - [ERASMUS INCOMING 2013-2014 (ETSIE)]

Record: Applicant: IIF / IIE / Passport: State stay: Enrolled Upv

[Program Information](#) > [Academic Data](#) > [Languages/Mentor](#) > [State](#) > [Remarks](#) > [Personal Information](#)

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Mentor

[Assign mentor](#) [Evaluate mentor](#)

Student	Email	Assignment date	State	Hours	Evaluation date	Result	File	Delete
		30/07/2013	Active					

Current and certified Spanish language level

Current Spanish level: A2

Description	Download	Document
A2 spanish certificate		spanish certificate.pdf

Spanish Course

[Apply Spanish course](#)

Application state	School/faculty	Subj. Code	Cred	Application Date	Group	Sch	Subj	Regist. Date	Group	Marks 1st ch	2nd ch	Delete
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Desenvolupat a l'Àrea de Sistemes d'Informació i Comunicacions - Universitat Politècnica de València

Level 0 – you can apply for level A1 (only for students from Asian universities and coming through the Erasmus KA107 program)

Level 0-SIN: - you cannot apply for a Spanish course
We use this level for Erasmus students who have not been able to succeed in the level test and don't provide proof that they have studied the language before.

Level A1: you can apply for level A2


Level A2: you can apply for level B1


Level B1: you can apply for level B2

In the previous screen, you can see that the current level of Spanish confirmed in the system for the student in the example is A2.

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There is a button to apply for the Spanish course. Once this button is pressed, the system adds the Spanish Language course of the following level (13448-Español III-General (A) B1 level in the example) as shown in the next screenshot:

Current Spanish level: A2 


Description	Download	Document
Higher Level I.B. Spanish (2 years)		grades.pdf

Spanish Course

[Apply Spanish course](#) | A ▾







Application state	School/faculty	Subj. Code	Cred	Application			Regist.		Marks		Delete	
				Date	Group	Sch	Subj	Date	Group	1st ch		2nd ch
Pendiente	Universit.	13448 - ESPAÑOL III GENERAL (A) B1	4.50									


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By clicking in the green plus icon  the system will offer you the different schedules of the different groups of this course.

Groups

Subject: 13459 - SPANISH IV GENERAL (B) B2 Degree: 999 - Asignaturas de idiomas para extranjeros


Name	POD Group
Code: 1B2 School/faculty: Universit. Name: Grupo 1 nivel B2 Shift: M In-person class: Yes Places: 50 Language: Sem.: B	Teoría Aula APPLIED LINGUISTICS Name: TA-1 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: - From 07/02/2021 To 27/05/2021 Tuesday 10:30 Duration: 90 
	Práctica Laboratorio APPLIED LINGUISTICS Name: PL-1 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: - From 07/02/2021 To 27/05/2021 Tuesday 10:30 Duration: 90 
Code: 3B2 School/faculty: Universit. Name: Grupo 3 nivel B2 Shift: T In-person class: Yes Places: 50 Language: Sem.: B	Teoría Aula APPLIED LINGUISTICS Name: TA-3 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: 
	Práctica Laboratorio APPLIED LINGUISTICS Name: PL-3 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: 
Code: 2B2 School/faculty: Universit. Name: Grupo 2 nivel B2 Shift: M In-person class: Yes Places: 50 Language: Sem.: B	Teoría Aula APPLIED LINGUISTICS Name: TA-2 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: - From 14/02/2021 To 17/06/2021 Tuesday 12:30 Duration: 90 
	Práctica Laboratorio APPLIED LINGUISTICS Name: PL-2 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: 

DON'T FORGET TO SAVE EVERY CHOICE YOU MAKE. YOU MUST SEE  Saved AT THE TOP OF THE WINDOW.

There are only 40 places per group. You'll have more chances if you choose the group that has more places left, but choosing a group that apparently have places left doesn't assure you a seat. AIRE displays the number of confirmed registered students, but it doesn't show you how many students have requested enrolment in this group and are waiting for an answer (we confirm enrolment in order of request). After choosing group with the green tick, you must accept, and wait to be officially registered in the group.

You won't be officially registered, and your application might be rejected due to lack of places, until you see the word "Matriculada" in the subject application state. Like in the following screen:

Spanish Course

Application state	School/faculty	Subj. Code	Cred	Application			Regist.		Marks		Delete	
				Date	Group	Sch	Subj	Date	Group	1st ch		2nd ch
 Matriculada	Universit.	13448 - ESPAÑOL III GENERAL (A) B1	4.50	13/09/2013	4B1	A	A	13/09/2013	4B1			

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— Meaning of the status of your Spanish course application.

“Pendiente / Pending”: your request has been registered correctly. It has to be reviewed by the International Office staff in your host UPV School / Faculty

“Aceptado / Accepted”: you have the Ok of the International Office in your host UPV School / Faculty. This does NOT guarantee enrollment. We are still checking the capacity of each group and the number of requests. This is beyond the control of the International Office in your School/Faculty. Registrations are coordinated by the central International Student Exchange Programmes Office (OPII)

“Matriculado / Registered”: You are officially registered. You can search your course on the Poliforma-T platform. It might take a few hours to appear.

INFORMATION ABOUT THE COURSES AND SCHEDULES

Those are the schedules for the semester A. Don't choose a group that doesn't fit in your schedule. **Please notice that the starting date is different for each group:**

CAMPUS DE VERA Curso 2022-2023 - CUATRIMESTRE A

ASIGNATURA	GRUPO	INICIO	HORARIO	Profesor/a curso 22-23	Aulas
13446 - Español I General (A) A1	1A1	14/09/2022	Martes y jueves 15:00-16:30	Javier Montesinos	ETSI Informática Aula 0-0 Edificio 1E
13447 - Español II General (A) A2	1A2	14/09/2022	Martes y jueves 17:00-18:30	Javier Montesinos	ETSI Informática Aula 0-0 Edificio 1E
	2A2	20/09/2022	Martes y jueves 10:00 a 11:30	M ^a Jesús del Pozo	ETS Arquitectura Aula C11 Edificio 2A
	3A2	20/09/2022	Martes y jueves 11:30 a 13:00	M ^a Jesús del Pozo	ETS Arquitectura Aula C11 Edificio 2A
	4A2	14/09/2022	Lunes y miércoles 14:30 a 16:00	Aina Gallart	ETSI Diseño Aula 8h-1 (Edificio 8H Prefab)
13448 - Español III General (A) B1	1B1	15/09/2022	Martes y jueves 17:00 a 18:30	Ana M. González	ETSI Diseño Aula S33-José Andreu Edificio 7B
	2B1	14/09/2022	Lunes y miércoles 17:00 a 18:30	Carlos Gallego	ETSI Diseño Aula 8h-1 (Edificio 8H Prefab)
	3B1	20/09/2022	Martes y jueves 17:00 a 18:30	Carla Monleón	ETSI Diseño Aula 8h-1 (Edificio 8H Prefab)
	4B1	20/09/2022	Martes y jueves 18:30 a 20:00	Carla Monleón	ETSI Diseño Aula 8h-1 (Edificio 8H Prefab)
	5B1	14/09/2022	Lunes y miércoles 13:00 a 14:30	Aina Gallart	ETSI Diseño Aula 8h-1 (Edificio 8H Prefab)
13449 - Español IV General (A) B2	1B2	14/09/2022	Lunes y miércoles de 18:30 a 20:00	Carlos Gallego	ETSI Diseño Aula 8h-1 (Edificio 8H Prefab)
	2B2	15/09/2022	Martes y jueves 18:30 a 20:00	Ana M. González	ETSI Diseño Aula S33-José Andreu Edificio 7B
	3B2	14/09/2022	Lunes y miércoles de 12:00 a 13:30	Clara Ureña	ETS Arquitectura Aula A02 Edificio 2D

INICIO CUATRIMESTRE: 14/09/2022
FIN CUATRIMESTRE: 22/12/2022