



## 01. APPLICATION PROCEDURE FOR EXCHANGE STUDENTS TO ETSII

2022-2023

### 1. Deadlines

PERIOD OF STUDIES IN UPV		
	SEM A/Fall (Sept-Jan)/ Full academic year	SEM B/Spring (Feb-Jul)
<b>Nomination deadline</b>	30 April	30 September
<b>Application EU/EFTA</b>	1 Apr - 15 May	1 Sept - 15 Oct
<b>Application non-EU/EFTA</b>	20 Mar - 15 May	1 Sept - 15 Oct

### 2. Nomination

You must have been nominated by your home coordinator, who should have contacted us by email ([internacional@etsii.upv.es](mailto:internacional@etsii.upv.es)) Please, confirm with your international office before applying.

Students who will do the exchange with the Direct Exchange-Promoe or KA107 Programs are nominated to the International Exchange Programmes Office or to the Internationals Affairs Office, respectively.

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

Go to <http://www.upv.es/entidades/OPII/infoweb/pi/info/818867normali.html> → click on *Request user ID and password (PIN number)*

*Note: Make sure to apply for ETSII (School of Industrial Engineering) when choosing school/faculty.*

### 4. Online Application

Go to <http://www.upv.es/entidades/OPII/infoweb/pi/info/818867normali.html> → click on “Apply for exchange. I already have user ID and password (PIN number)” and follow all the steps.

#### 4.1. Learning Agreement.

In your online application form, you should make a request of the courses you would like to take at UPV.

- It is recommended that you take about **30 ECTS** per semester. You will be asked to take a minimum of **20 ECTS**, including courses and/or your Master Thesis/Final Project if you intend to do it here.
- You should choose courses belonging to ETSII preferably; although you are allowed to choose a maximum of **12 ECTS** and no more than 2 subjects from a different UPV school/faculty (the Business Administration School is excluded from this selection). Direct Exchange-Promoe students can only take one course from another School. We cannot guarantee a place in those courses since each school/faculty at UPV has its own policy.

Please, check carefully in order to provide us a valid proposal.



Courses at ETSII are given either during the **semester A** or **semester B**. When choosing courses, pay special attention to the semester that the courses belong to.

#### **4.2. Brief description of the application online:**

You will find different tabs in AIRE:

- **Application Request:** Fill in your contact details and requested information about your home university. Make sure to complete the information of your tutor in your home university. If you can't find the name, you can add it by clicking the green button.
- **Destination:** Fill this tab regarding the type of activity you will do in the UPV and the length: Fall Semester (A), Spring Semester (B) or Academic Year (T).
- **Academic Agreement:** Add the courses for your proposal of Learning Agreement: If you wish to do your Bachelor or Master Thesis, you will have to add it as one more of the courses, with its corresponding code: all degrees have available a code corresponding to the Master or Bachelor Thesis. If you need additional credits, you will have to add them as a Project in the corresponding box at the bottom of the page.
- **Spanish:** You can request a Spanish course during your stay. This course will also appear in your Transcript of Records with a load of 4.5 ECTS. This course has typically 3 hours of class per week and the available levels are from A2 to B2 level (Direct Exchange students may also request an A1 level). The enrolment period will be launched when you are in Valencia. Places are limited and it is not meant for absolute beginners.
- **Mentor:** We offer the assignation of a student from ETSII-UPV to help you within the first days of your arrival and give you support and counsel (orientation in the city and on campus, looking for accommodation, finding the classrooms...). You can request a Mentor in this tab. The mentor assignment will depend on the students' availability.

#### **4.3. Documents to attach to the application:**

- **Recent official Transcript of Records** (grades)
- **Motivation Letter:** Written either in Spanish or in English.
- **Language Certificates: CEFR or equivalent**
  - Courses taught in Spanish: B1
  - Courses taught in **English:** B2 English level + A2 Spanish level\*

\* Direct exchange students are exempted of the Spanish A2; but we highly recommend at least an A1 or equivalent. Upload your personal background in Spanish

\* Students who carry just a project written and tutored in English may be exempted of this requirement but need to upload an English B2 certificate.

The certificates accepted are shown in AIRE, view instructions tab: *Language certificates ACLES*. We also accept the certificates issued by your university stating that you have the required level.
- **Printed Application Form:** Once you confirm your online application you have to print and upload it duly signed and stamped by you and your coordinator. Include a recent photograph.

**Remark:** All documents have to be uploaded to the online platform AIRE. Only Spanish or English versions are accepted



## 5. Evaluation of the applicants by the International Office: Acceptance/ Refusal

Take into account that the fulfillment of the ETSII's academic requirements (section 4 of this document) of your Learning Agreement will strongly influence our decision about your acceptance.

## 6. Building your schedule

The timetable will be available in this link by June or July and you will have the opportunity to make changes in your courses in case of overlapping (See → *Horarios*) along August, in case of overlaps:

<https://www.etsii.upv.es/index-es.php>

You will have little or no changes to make if you choose subjects of the same degree and course. Nevertheless, since you may be attending lectures from different degrees and/or years (i.e. Fluid Mechanics from 2<sup>nd</sup> year of GITI and Thermal Machines from 3<sup>rd</sup> year of GIE) you will have to make sure they will be compatible with each other: this means you will need to check that both **exam dates and the practical lessons do not overlap**.

Usually the subjects have different groups with different timetables. Furthermore, some courses are taught in different degrees (i.e. Machine Technology is taught in the 2<sup>nd</sup> year of GIE and the 3<sup>rd</sup> year of GITI). So even though it takes some time, you will have many possibilities when figuring out which groups to attend when building your own schedule and avoid further changes.

This is the link to the calendar 2021/2022:

<https://www.etsii.upv.es/horario/calendario-es.php>

### **STAFF AT INTERNATIONAL RELATIONS OFFICE:**

Arantxa Querol Monforte - Vice-Dean for International Relations

Esperanza Donat Torres- International Officer

#### **Contact person during the application period:**

Carlos Magrasó- International Officer Assistant

### **WEBSITE AND CONTACT INFORMATION:**

ETSII International Office  
Escuela Técnica Superior de Ingeniería Industrial  
Universitat Politècnica de València  
Camí de Vera s/n Valencia 46022  
Tel: +34 96 387 71 72

Email address: [internacional@etsii.upv.es](mailto:internacional@etsii.upv.es)

Website: <http://www.etsii.upv.es/relint>



## 02. ETSII ACADEMIC INFORMATION

### 1. Our Academic Offer

The subjects search tool is:

<http://www.upv.es/entidades/OPII/infoweb/pi/info/818871normali.html>

The School of Industrial Engineering offers the following degrees for the incoming students. Keeping in mind the requirements previously mentioned in *01. APPLICATION PROCEDURE*, our academic offer is:

#### **Bachelor Courses**

- **GITI:** Grado en Ingeniería en Tecnologías Industriales (**Bachelor's Degree in Industrial Engineering**). Click [here](#) to see the courses.
- **GIQ:** Grado en Ingeniería Química (**Bachelor's Degree in Chemical Engineering**). Click [here](#) to see the courses.
- **GIOI:** Grado en Ingeniería en Organización Industrial (**Bachelor's Degree in Industrial Organization Engineering**). Click [here](#) to see the courses.
- **GIE:** Grado en Ingeniería de la Energía (**Bachelor's Degree in Energy Engineering**). Click [here](#) to see the courses.
- **GIB:** Grado en Ingeniería Biomédica (**Bachelor's Degree in Biomedical Engineering**). Click [here](#) to see the courses.

#### **Master Courses**

- **MUII:** Máster en Ingeniería Industrial (**Master's Degree in Industrial Engineering**), which includes nine different branches:
  - Design and Manufacturing
  - Industrial Installations & Construction
  - Industrial Sustainability and Environment
  - Electronic Engineering
  - Process control, Automation and Robotics
  - Industrial Engineering & Management
  - Materials and Biomaterials
  - Mechanical Engineering
  - Electrical Engineering
  - Energy Generation
  - Use of Energy

Click [here](#) to see the courses.

- **MIQ:** Máster en Ingeniería Química (**Master's Degree in Chemical Engineering**). Click [here](#) to see the courses.



### **Other Master's Degrees:**

There are other Master Programmes directed by departments with limited places for exchange students:

- MASTER'S DEGREE IN ENERGY TECHNOLOGIES FOR SUSTAINABLE DEVELOPMENT
- MASTERS DEGREE IN INDUSTRIAL CONSTRUCTIONS AND INSTALLATIONS
- MASTER'S DEGREE IN PROJECT MANAGEMENT
- MASTER'S DEGREE IN ADVANCED ENGINEERING IN PRODUCTION, LOGISTICS AND SUPPLY CHAIN MANAGEMENT
- MASTER'S DEGREE IN BIOMEDICAL ENGINEERING
- MASTER'S DEGREE IN INDUSTRIAL SAFETY AND ENVIRONMENT
- MASTER'S DEGREE IN COOPERATION TO THE DEVELOPMENT
- MASTER'S DEGREE IN MECHANICAL ENGINEERING
- MASTER'S DEGREE IN AUTOMATION AND INDUSTRIAL COMPUTING

*Remark:*

- *These courses will not count as courses from other school/faculty regarding the requirement of 12 ECTS from other schools/faculties*
- *The acceptance to these courses has to be approved by the master's management, require a B2 language level (English and/or Spanish) and a suitable academic background*
- *Availability may be limited in function of the COVID19 development*

### **Bachelor Project/ Master Thesis/ Final Project:**

It is also possible for students to carry out their Bachelor/ Master Thesis/ Final Project at ETSII. It is recommended to contact the research structures in the UPV **in advance** in order to find a supervisor (this supervisor has to be assigned to ETSII).

The project will have to be defended at ETSII before an examination panel.

In the following link you can find the contact information about the different structures in the UPV in order to do so: <http://www.upv.es/investigacion/estructuras/institutos-areas-en.html>

The number of ECTS for the projects in each degree (bachelor and masters) can be found in the degree information webpage.

For bigger projects (more than the established ECTS), complementary credits can be added to the project informing the international office in the application.

*Note: We only accept incoming students for an academic exchange. Neither Training nor Placement Agreement will be accepted at ETSII.*



## 2. Courses taught in English

In this link you can find the courses taught in **English at the UPV schools/faculties**.  
[http://www.opii.upv.es/enlaces\\_internos/docencia\\_ingles.asp](http://www.opii.upv.es/enlaces_internos/docencia_ingles.asp)

**Courses taught in English or English Friendly at ETSII:** Check the courses offered by ETSII more accurately in AIRE (See instructions section). This information will be updated at the beginning of the period of exchange and the student will be allowed to replace the course in case of changes.

Pay attention!! at ETSII we offer *Taught in English* and *English friendly* courses:

- **Taught in English:** courses are taught in English; laboratory sessions (practical session) are not 100% guaranteed to be in English.
- **English Friendly:** these courses **are taught in Spanish**, but you can ask and get an answer in English, both during the lectures and in tutorials. For these courses **you will need a B1 of Spanish**

## 3. Academic Calendar

When planning your trip to Valencia, note that before the start of classes you must attend the Information Meeting, attendance is compulsory (however, it may be online): **The dates of the information meetings will be announced later on**. We will send you the update.

Check the calendar for the 1<sup>st</sup> year Bachelor degrees in this link:

[https://www.etsii.upv.es/horario/documentos/21\\_22\\_GRADOS\\_Primeros\\_v3.pdf](https://www.etsii.upv.es/horario/documentos/21_22_GRADOS_Primeros_v3.pdf)

Check the calendar for the 2<sup>nd</sup> and 3<sup>rd</sup> year Bachelor degrees in this link:

[https://www.etsii.upv.es/horario/documentos/21\\_22\\_GRADOS\\_Segundo\\_Tercero\\_v4.pdf](https://www.etsii.upv.es/horario/documentos/21_22_GRADOS_Segundo_Tercero_v4.pdf)

Check the calendar for the 4<sup>th</sup> year bachelor degrees in this link:

[https://www.etsii.upv.es/horario/documentos/21\\_22\\_GRADOS\\_Cuarto\\_v6.pdf](https://www.etsii.upv.es/horario/documentos/21_22_GRADOS_Cuarto_v6.pdf)

Check the calendar for the 1<sup>st</sup> year of Master in Industrial Engineering and Master in Chemical Engineering in this link:

[https://www.etsii.upv.es/horario/documentos/21\\_22\\_MASTERES\\_Habilitantes\\_Primeros.pdf](https://www.etsii.upv.es/horario/documentos/21_22_MASTERES_Habilitantes_Primeros.pdf)

Check the calendar for the 1<sup>st</sup> year of Master in Industrial Engineering and Master in Chemical Engineering in this link:

[https://www.etsii.upv.es/horario/documentos/21\\_22\\_MASTERES\\_Habilitantes\\_Segundo.pdf](https://www.etsii.upv.es/horario/documentos/21_22_MASTERES_Habilitantes_Segundo.pdf)

Bachelor Thesis defense and application dates

[https://www.etsii.upv.es/horario/documentos/21\\_22\\_TFG.pdf](https://www.etsii.upv.es/horario/documentos/21_22_TFG.pdf)

Master Thesis defense and application dates



[https://www.etsii.upv.es/horario/documentos/21\\_22\\_TFM.pdf](https://www.etsii.upv.es/horario/documentos/21_22_TFM.pdf)

**Other Master degrees:**

<https://www.etsii.upv.es/horario/calendario-es.php>

#### 4. UPV Spanish Language Course

UPV also offers exchange students the possibility to enroll in a semester-long free Spanish course both in the Winter (A) and in the Spring (B) semester. These courses typically have 3 hours of class per week and they are offered from level A2 to B2 (not absolute beginners); A1 level may be available for students from Asian countries. The enrolment period will be launched when you are in Valencia.

Places are limited and the courses are usually really demanded. This Spanish course does not exempt the student from delivering the required Spanish certificate.

**Remark:** in case you are interested, there is an intensive fee-paying **Spanish language course** at Gandia Campus (around 60Km from Valencia). Courses usually take place in the second half of August. This course does not guarantee a specific level, but you get a certificate of attendance. For more information (dates, deadlines, prices...), please, visit: <http://www.upv.es/contenidos/ORI/info/745949normalc.html>

#### 5. To take into account

- It is **COMPULSORY** to be registered at ETSII before the semester starts and to attend one of the **INFORMATION Meetings** arranged for incoming exchange students at ETSII
- Class availability cannot be confirmed until enrolment process starts, once students have arrived to UPV
- Many of the courses involve practical laboratory sessions that are mandatory. It is **COMPULSORY** to attend lectures, particularly on the first day, and laboratory sessions that will allow you to take the exams
- It is compulsory to attend all the exams which you are registered in.
- It is a rule of ETSII not to make any exception with the exam dates or procedures of evaluation. This means, for instance, that no exams will be taken in a different date than the official one. Distance examination is not provided, neither distance exam's review. Please plan the end of your stay according to the final exams dates.
- It is not permitted to drop a course in which the student is enrolled as he/she is taking a place that could have been occupied by another student. Please take time to decide what courses you want to take during the application process.



- *Accommodation:* The students should look for it by themselves. They will have their mentor student help to find it. Also, on the UPV website, you can find some offers of flats to share and student housing: <http://www.upv.es/perfiles/estudiante/alojamientos-upv-es.html>

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### 03. DOCUMENTS FORMALITY

This sheet is meant to be read once you have been accepted by ETSII. If that is your case, congratulations! Official papers should be written either in English or Spanish, and no documentation needs to be sent by post mail. Let us know which documents your university may need during your exchange.

#### 1. Learning Agreement

Usually the Learning Agreement consists of two parts to be signed:

##### **Before your arrival at ETSII-UPV:**

This part is a proposed mobility program. We will sign it once the student is accepted. Having this part signed does not guarantee a place in the subjects of the proposed program since we enroll the students within the first days of their arrival. It can either be sent by mail or handed to our International Office once the student is in Valencia. It must have the exact same courses as those accepted in AIRE (in the Application window) once your application has been accepted.

##### **During your stay / During mobility:**

This part consists of a section with possible changes of the subjects: changes will be exceptional, so try to adjust as much as possible to your proposed program. We will sign this part when the student is *Admitted* in all his/her courses and/or projects.

#### 2. Certificate of arrival/departure

We will explain how to proceed with these documents in the Information Meetings at your arrival

#### 3. Additional Documents

You can find here some useful information about UPV that you may need when filling out the documents:

##### **Receiving institution**

- Name: Universitat Politècnica de València
- Faculty/School: ETSII (Escuela Técnica Superior de Ingeniería Industrial)
- Erasmus Code: E VALENCIO2 (only for Erasmus students)
- Address: Camí de Vera s/n 46022 - Valencia, Spain

##### **Responsible person**

- Name: Arantxa Querol Monforte
- Function: Vice-Dean for International Relations (Exchange Coordinator)
- Phone number: +34 963 87 71 72
- Email: [internacional@etsii.upv.es](mailto:internacional@etsii.upv.es)



#### 4. Acceptance Letter

When your online application is accepted you will receive an email concerning your acceptance. Nevertheless, some universities need a more detailed formal Acceptance Letter, usually to issue the visa or for some travel permissions. We do not write this letter unless the accepted student asks for it. If that is your case contact us demanding one.

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