

[READ THIS DOCUMENT IN ENGLISH \(CLICK HERE\)](#)

CURSOS DE ESPAÑOL 2020-2021 – SEMESTRE B (CAMPUS DE VERA, VALENCIA) INSTRUCCIONES DE MATRÍCULA

- **Solicitudes de matrícula: 1 y 7 febrero (inclusive)**
- **Inicio de clases: 10 /11 febrero** (miércoles 10 para los grupos que tienen clase lunes y miércoles; jueves 11 para los grupos que tienen clase martes y jueves).
- Este curso **NO habrá examen de nivel la primera semana de clase**. Cada estudiante podrá pedir grupos de español del nivel superior al “Nivel español actual” validado en AIRE en la sección “**Idiomas / Mentor**” > Español actual y certificado

Nivel 0 – pueden pedir A1 (solo estudiantes de universidades asiáticas)

Nivel 0-SIN: - no pueden pedir curso de español

Usamos este nivel para estudiantes Erasmus que no han demostrado haber completado el nivel A1 antes de venir a Valencia

Nivel A1: pueden pedir A2

Nivel A2: pueden pedir B1

Nivel B1: pueden pedir B2

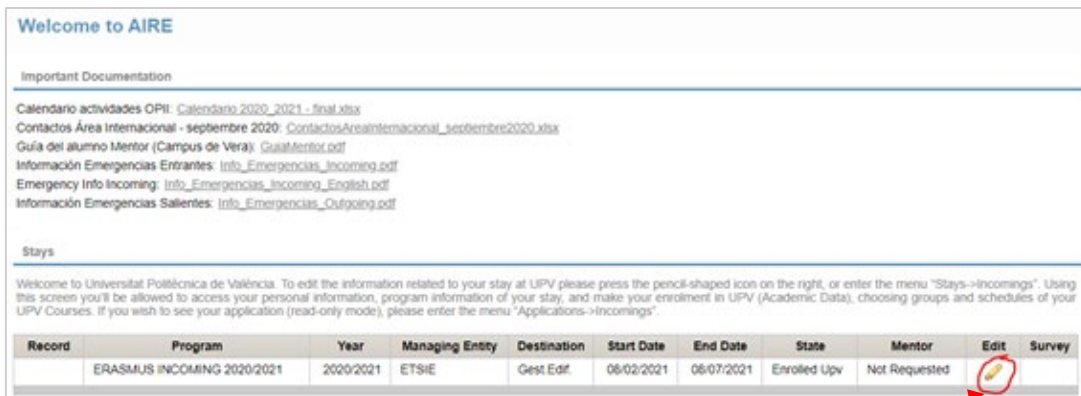
Si tu nivel actual no está validado, o si no estás de acuerdo con tu nivel, contacta con la oficina de Relaciones Internacionales de tu Escuela / Facultad en la UPV.

- **Los estudiantes con estancia para curso completo que hayan completado y aprobado un nivel A1, A2 y B1 podrán solicitar grupo del siguiente nivel (A2, B1 y B2).**
- La capacidad máxima de matrícula será de 30 personas (en algún grupo 35)

Paso 1. Acceder a la aplicación AIRE

www.opii.upv.es/incomings / <https://aplicat.upv.es/aire-app/>

>> acceso con “Identificador UPV / DNI” + PIN




Important Documentation

Calendario actividades OPII: [Calendario2020_2021_final.xlsx](#)
 Contactos Área Internacional - septiembre 2020: [ContactosAreaInternacional_septiembre2020.xlsx](#)
 Guía del alumno Mentor (Campus de Vera): [GuiaMentor.pdf](#)
 Información Emergencias Entrantes: [Info_Emergencias_Incoming.pdf](#)
 Emergency Info Incoming: [Info_Emergencias_Incoming_English.pdf](#)
 Información Emergencias Salientes: [Info_Emergencias_Outgoing.pdf](#)

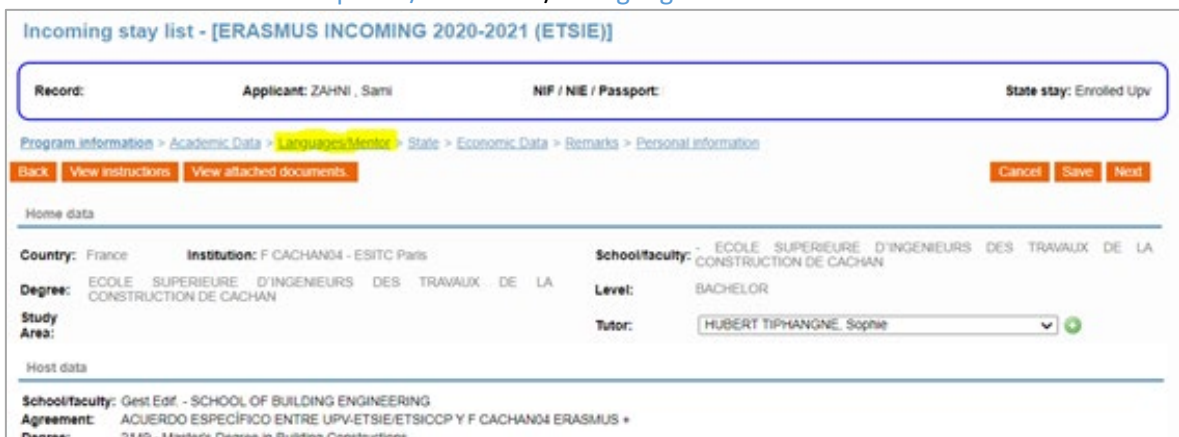
Stays

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
	ERASMUS INCOMING 2020/2021	2020/2021	ETSIE	Gest.Edif.	06/02/2021	06/07/2021	Enrolled Upv	Not Requested		

Pantalla de acceso a AIRE. Debes hacer clic en el icono del lápiz

Paso 2. Busca la sección “Español / Mentor” / “Languages Mentor”



Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: ERASMUS INCOMING 2020-2021 (ETSIE) Applicant: ZAHNI, Sami NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages Mentor > State > Economic Data > Remarks > Personal information

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Home data

Country: France Institution: F CACHAN04 - ESITC Paris School/faculty: - ECOLE SUPERIEURE D'INGENIEURS DES TRAVAUX DE LA CONSTRUCTION DE CACHAN

Degree: ECOLE SUPERIEURE D'INGENIEURS DES TRAVAUX DE LA CONSTRUCTION DE CACHAN Level: BACHELOR

Study Area: Tutor: HUBERT TIPHANGNE, Sophie

Host data

School/faculty: Gest.Edif. - SCHOOL OF BUILDING ENGINEERING
 Agreement: ACUERDO ESPECÍFICO ENTRE UPV-ETSIE/ETSICP Y F CACHAN04 ERASMUS +
 Degree: 2149 - Master's Degree in Building Constructions

Paso 3. Haz clic en Solicitar curso de español / Apply Spanish Course

Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

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Current and certified Spanish language level

Current Spanish level: B1

Description	Download	Document
B1 Spanish certificate		LC ZAHNI (4).pdf

Spanish Course

Apply Spanish course

Application state	School/faculty	Subj. Code	Cred	Date	Application Group	Sch	Subj	Regist. Date	Group	Marks 1st ch	2nd ch	Delete
Pending	Universit.	13459 - SPANISH IV GENERAL (B) B2	4.50									

Paso 4. Selecciona el grupo (opción de horario) que te interesa

Utiliza la

Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

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Current and certified Spanish language level

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B1 Spanish certificate		LC ZAHNI (4).pdf

Spanish Course

Application state	School/faculty	Subj. Code	Cred	Date	Application Group	Sch	Subj	Regist. Date	Group	Marks 1st ch	2nd ch	Delete
Pending	Universit.	13459 - SPANISH IV GENERAL (B) B2	4.50									

Paso 5. Mira los diferentes grupos y selecciona un grupo Las clases se estructuran en diferentes tipos (Teoría de Aula, Práctica de Laboratorio). Es información interna de organización de créditos en el Departamento.

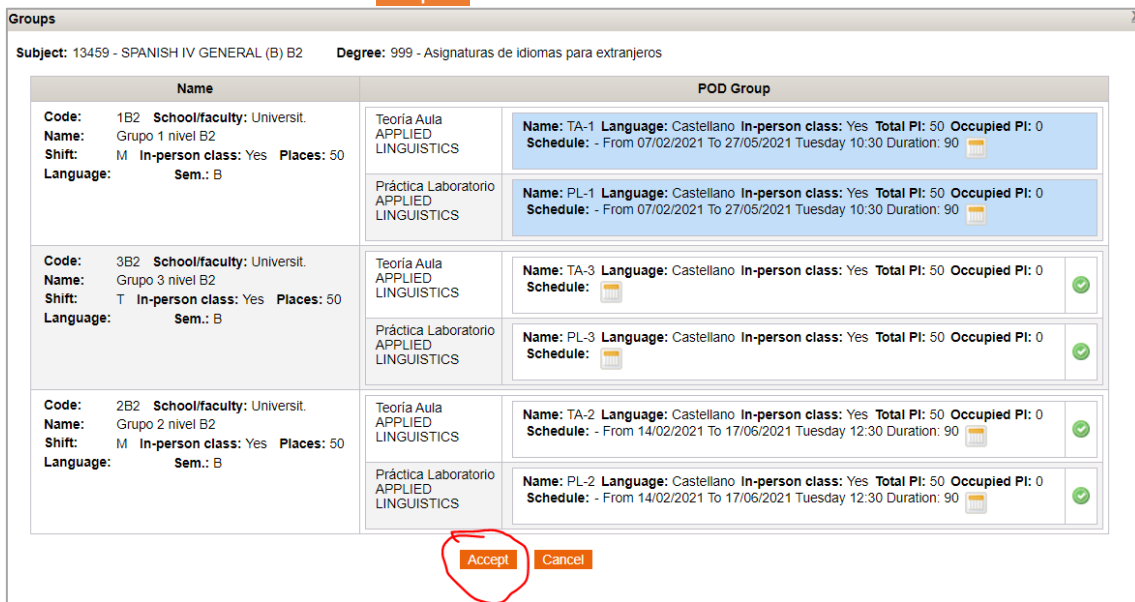
Importante, el nº de plazas que ves en AIRE NO es correcto (en situación COVID, la capacidad No es 50) ; la información de plazas ocupadas tampoco es realista, solo se ven las matrículas confirmadas, pero no puedes ver las personas que han solicitado matrícula y están esperando respuesta (confirmamos matrícula por orden de solicitud)

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: - From 14/02/2021 To 17/06/2021 Tuesday 12:30 Duration: 90

Paso 6. Recuerda hacer clic en **Aceptar** al final de la ventana

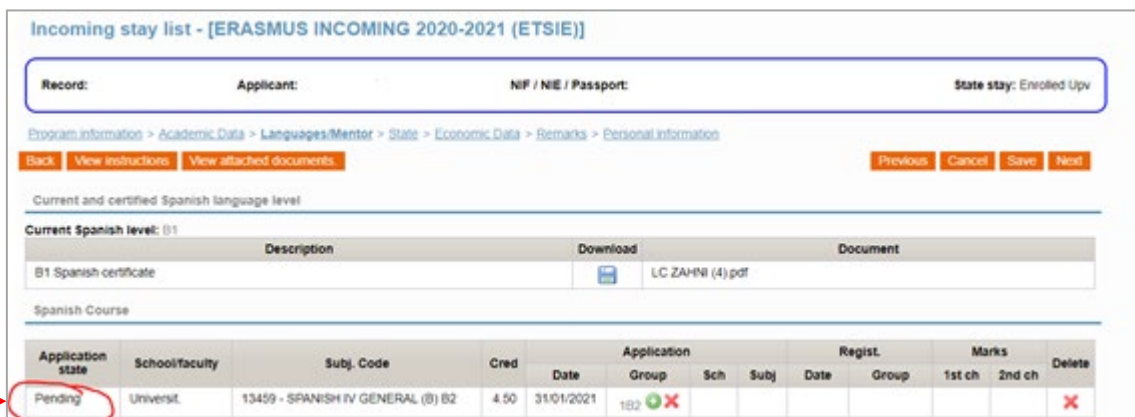


Subject: 13459 - SPANISH IV GENERAL (B) B2 Degree: 999 - Asignaturas de idiomas para extranjeros

Name	POD Group
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Code: 2B2 School/faculty: Universit. Name: Grupo 2 nivel B2 Shift: M In-person class: Yes Places: 50 Language: Sem.: B	<p>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</p> <p>Práctica Laboratorio APPLIED LINGUISTICS Name: PL-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</p>

Accept Cancel

Paso 7. Comprueba que se ve día y hora de tu solicitud



Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

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Current and certified Spanish language level

Current Spanish level: B1

Description	Download	Document
B1 Spanish certificate	[Download icon]	LC ZAHNI (4).pdf

Spanish Course

Application state	School/faculty	Subj. Code	Cred	Date	Application Group	Sch	Subj	Registr. Group	Marks 1st ch	Marks 2nd ch	Delete
Pending	Universit.	13459 - SPANISH IV GENERAL (B) B2	4.50	31/01/2021	1B2	[OK]	[X]				[X]

Paso 8. Espera confirmación a través de AIRE

Significado de los diferentes estados de tu solicitud de curso de español.

"Pendiente / Pending": tu solicitud se ha registrado correctamente. Ahora debe ser revisada por el personal de Relaciones internacionales de tu Escuela/Facultad

"Aceptado / Accepted": tienes el OK de la Oficina de Relaciones Internacionales de tu Escuela/Facultad. Esto NO garantiza la matrícula confirmada. Todavía tenemos que comprobar la capacidad de cada grupo y el número de solicitudes. Eso no depende de Relaciones Internacionales en tu Escuela/Facultad. La coordinación la hace la Oficina (central) de Programas Internacionales de Intercambio (OPII).

"Matriculado / Registered": tu matrícula es oficial. Puedes buscar la asignatura en Poliforma-T y en Microsoft Teams (solo en periodos de clases online). Puede tardar unas horas en aparecer.

SPANISH COURSES 2020-2021 – SEMESTER B (CAMPUS DE VERA, VALENCIA) INSTRUCTIONS FOR ENROLLMENT

- **Applications for enrolment (Spanish courses): 1 - 7 February (both included)**
- **Beginning of classes: 10 /11 February** (Wednesday 10 for groups with classes on Mondays & Wednesdays; Thursday 11 for groups with classes on Tues. & Thursdays).
- This year **there will be NO placement level on the first week of classes**. Each student will be able to apply for the level next as it appears validated on the AIRE portal in Section **"Languages / Mentor"** > Current and certified Spanish language level

Level 0 – you can apply for level A1 (only for students from Asian universities)

Level 0-SIN: - you cannot apply for a Spanish course

We use this level for Erasmus students who have not provided evidence of having completed level A1 before coming to Valencia.

Level A1: you cannot apply for level A2

Level A2: you cannot apply for level B1

Level B1: you cannot apply for level B2

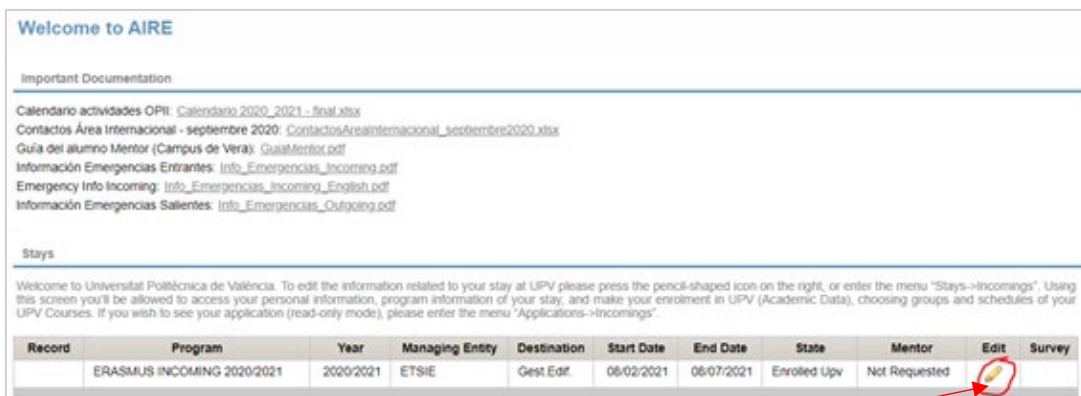
If your current Spanish level has not been validated or if you do not agree with it, contact the International Office in your host UPV School / Faculty.

- **Students staying for the full academic year who have successfully completed level A1, A2 or B1 in January will be able to apply for the next level (A2, B1 or B2).**
- The maximum capacity for enrollment will be 30 persons (35 in some groups).

Step 1. Access the AIRE online portal for incoming exchange students

www.opii.upv.es/incomings / <https://aplicat.upv.es/aire-app/>

>> Access with UPV identification (sometimes we call it DNI) + PIN number




Welcome to AIRE

Important Documentation

Calendario actividades OPII: [Calendario 2020_2021 - final.xlsx](#)
 Contactos Área Internacional - septiembre 2020: [ContactosAreaInternacional_septiembre2020.xlsx](#)
 Guía del alumno Mentor (Campus de Vera): [GuiaMentor.pdf](#)
 Información Emergencias Entrantes: [Info_Emergencias_Incoming.pdf](#)
 Emergency Info Incoming: [Info_Emergencias_Incoming_English.pdf](#)
 Información Emergencias Salientes: [Info_Emergencias_Outgoing.pdf](#)

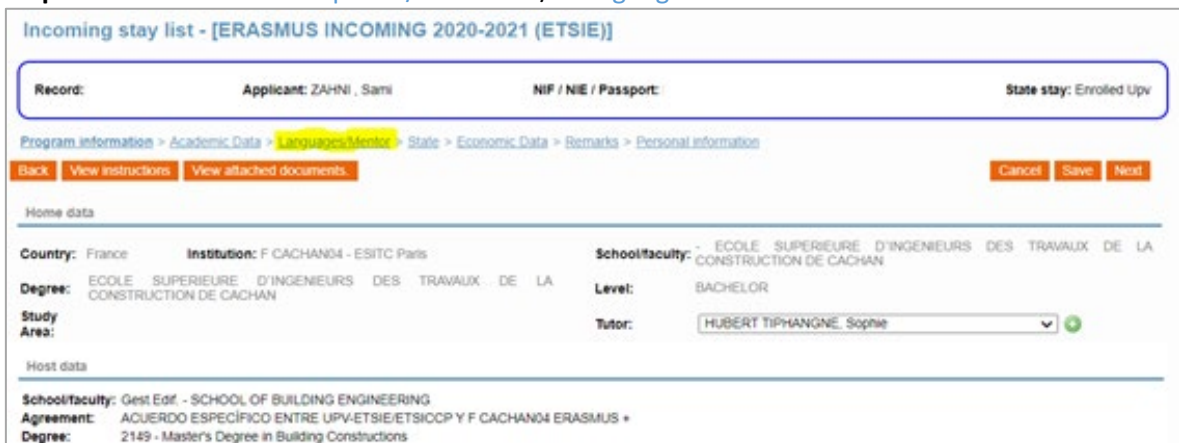
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Record	Program	Year	Managing Entity	Destination	Start Date	End Date	State	Mentor	Edit	Survey
	ERASMUS INCOMING 2020/2021	2020/2021	ETSIE	Gest Edif.	06/02/2021	06/07/2021	Enrolled Upv	Not Requested		

Home of the AIRE portal. Click on the pencil-shaped icon (→ Edit)

Step 2. Look for section "Español / Mentor" / "Languages Mentor"



Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: ZAHNI, Sani NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

Back View instructions View attached documents Cancel Save Next

Home data

Country: France Institution: F CACHAN04 - ESITC Paris School/faculty: - ECOLE SUPERIEURE D'INGENIEURS DES TRAVAUX DE LA CONSTRUCTION DE CACHAN

Degree: ECOLE SUPERIEURE D'INGENIEURS DES TRAVAUX DE LA CONSTRUCTION DE CACHAN Level: BACHELOR

Study Area: Tutor: HUBERT TIPHANGNE, Sophie

Host data

School/faculty: Gest Edif. - SCHOOL OF BUILDING ENGINEERING

Agreement: ACUERDO ESPECÍFICO ENTRE UPV-ETSIE/ETSICCP Y F CACHAN04 ERASMUS +

Degree: 2149 - Master's Degree in Building Constructions

Step 3. Click on [Solicitar curso de español](#) / [Apply Spanish Course](#)

Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

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Current and certified Spanish language level

Current Spanish level: B1

Description	Download	Document
B1 Spanish certificate		LC ZAHNI (4).pdf

Spanish Course

[Apply Spanish course](#)

Application state	School/faculty	Subj. Code	Cred	Date	Application Group	Sch	Subj	Regist. Date	Group	Marks 1st ch	2nd ch	Delete
Pending	Universit.	13459 - SPANISH IV GENERAL (B) B2	4.50									

Step 4. Choose your preferred group (timetable choice)

Use the  icon

Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

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Spanish Course

Application state	School/faculty	Subj. Code	Cred	Date	Application Group	Sch	Subj	Regist. Date	Group	Marks 1st ch	2nd ch	Delete
Pending	Universit.	13459 - SPANISH IV GENERAL (B) B2	4.50									

Step 5. Look at the different groups available and choose one. Classes will appear as structured in 2 different types (Classroom theory, Laboratory Practice). This is internal information for the academic department in charge.

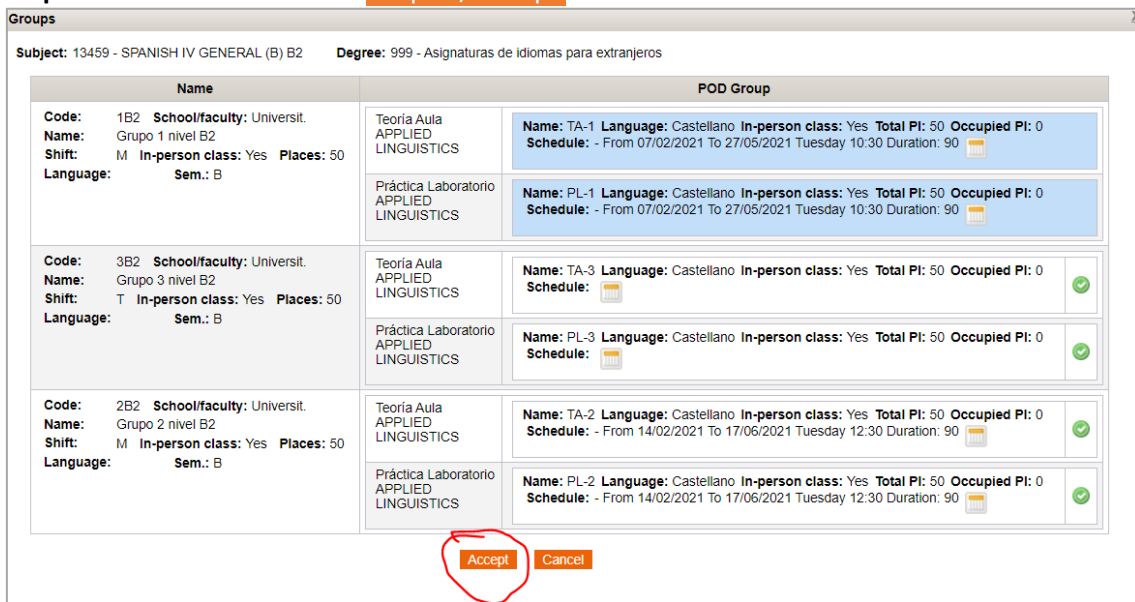
Important, the number of places (seats) that you can see offered on the AIRE portal is NOT correct (in COVID context, the capacity of the classrooms is NOT 50) ; you should also ignore the information on the number of places already occupied. AIRE displays the number of confirmed registered students, 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).

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	<table border="1"> <tr> <td>Teoría Aula APPLIED LINGUISTICS</td> <td>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 </td> </tr> <tr> <td>Práctica Laboratorio APPLIED LINGUISTICS</td> <td>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 </td> </tr> </table>	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
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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	<table border="1"> <tr> <td>Teoría Aula APPLIED LINGUISTICS</td> <td>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 </td> </tr> <tr> <td>Práctica Laboratorio APPLIED LINGUISTICS</td> <td>Name: PL-2 Language: Castellano In-person class: Yes Total PI: 50 Occupied PI: 0 Schedule: </td> </tr> </table>	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:
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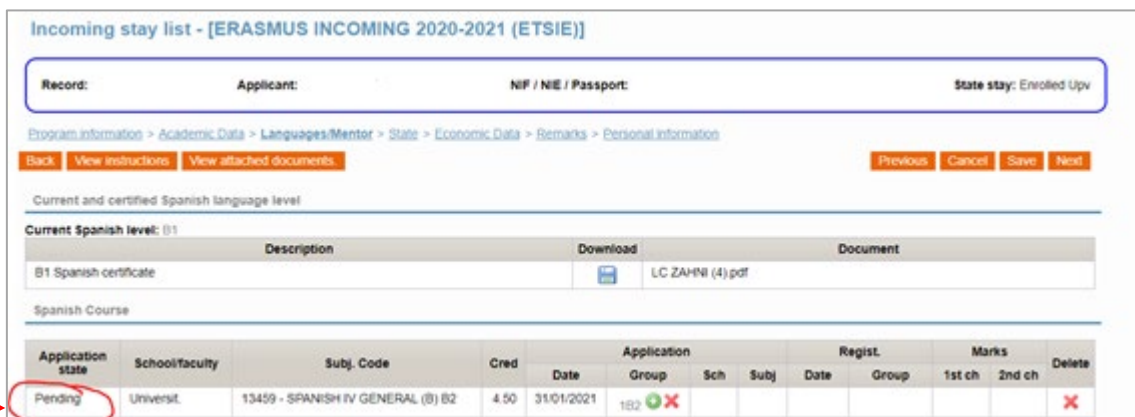
Step 6. Remember to click on **Aceptar/ Accept** at the bottom of the window



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	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
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Step 7. Check if you can see the day and time of your Application



Incoming stay list - [ERASMUS INCOMING 2020-2021 (ETSIE)]

Record: Applicant: NIF / NIE / Passport: State stay: Enrolled Upv

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

Back View instructions View attached documents Previous Cancel Save Next

Current and certified Spanish language level

Current Spanish level: B1

Description	Download	Document
B1 Spanish certificate		LC ZAHNI (4).pdf

Spanish Course

Application state	School/faculty	Subj. Code	Cred	Date	Application			Registr.		Marks		Delete
					Group	Sch	Subj	Date	Group	1st ch	2nd ch	
Pending	Universit.	13459 - SPANISH IV GENERAL (B) B2	4.50	31/01/2021	1B2							

Step 8. Wait for a confirmation on the AIRE portal

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 and on Microsoft Teams (during remote teaching periods). It might take a few hours to appear.