



EXCHANGE STUDENTS (2026-2027)

WELCOME TALK

Facultad de Administración y Dirección de Empresas (FADE)

INTERNATIONAL RELATIONS STAFF

Amparo Baviera

Vice-Dean for International Relations

Ana Marí

Manager, FADE International Office

Javier Jorrin

Administration

Alejandra Pérez-Ramos

Assistant, Incoming Students

María Tomás

Assistant, Outgoing Students

CONTACT DETAILS



Poli[Cita] Appointments

- International Office (1st floor)
- **Face-to-face:** Monday–Friday, 11:30–13:30
- **Online (Teams):** Monday–Friday, 11:30–13:30
- Appointments available from your Intranet



Phone & Email

+34-96-3879788

+34-96-3879796

intade@ade.upv.es

Vice-Dean: ambapui@upv.es

UPV & FADE RANKING

#1

UPV ranked **#1 University in Spain**

#3

Bachelor of Business Administration and Management ranked **#3 degree in business in Spain**

UPV LOCATIONS



Valencia



Gandía



Alcoy



UPV IN NUMBERS

28,500

Students

3,000

Teachers and Researchers

1,500

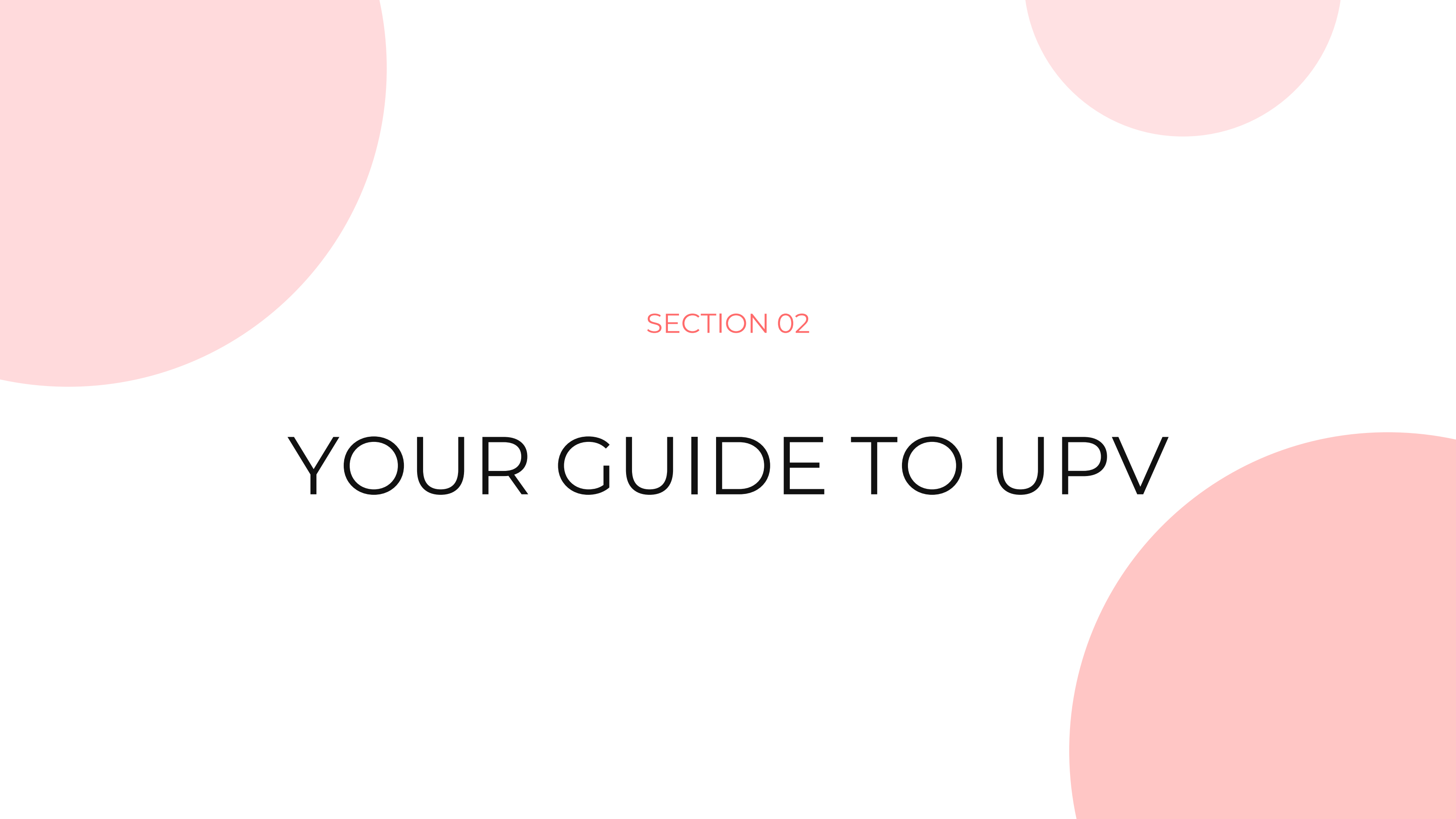
Administration and Services
Staff

GETTING TO KNOW

FACULTAD DE ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS (FADE)

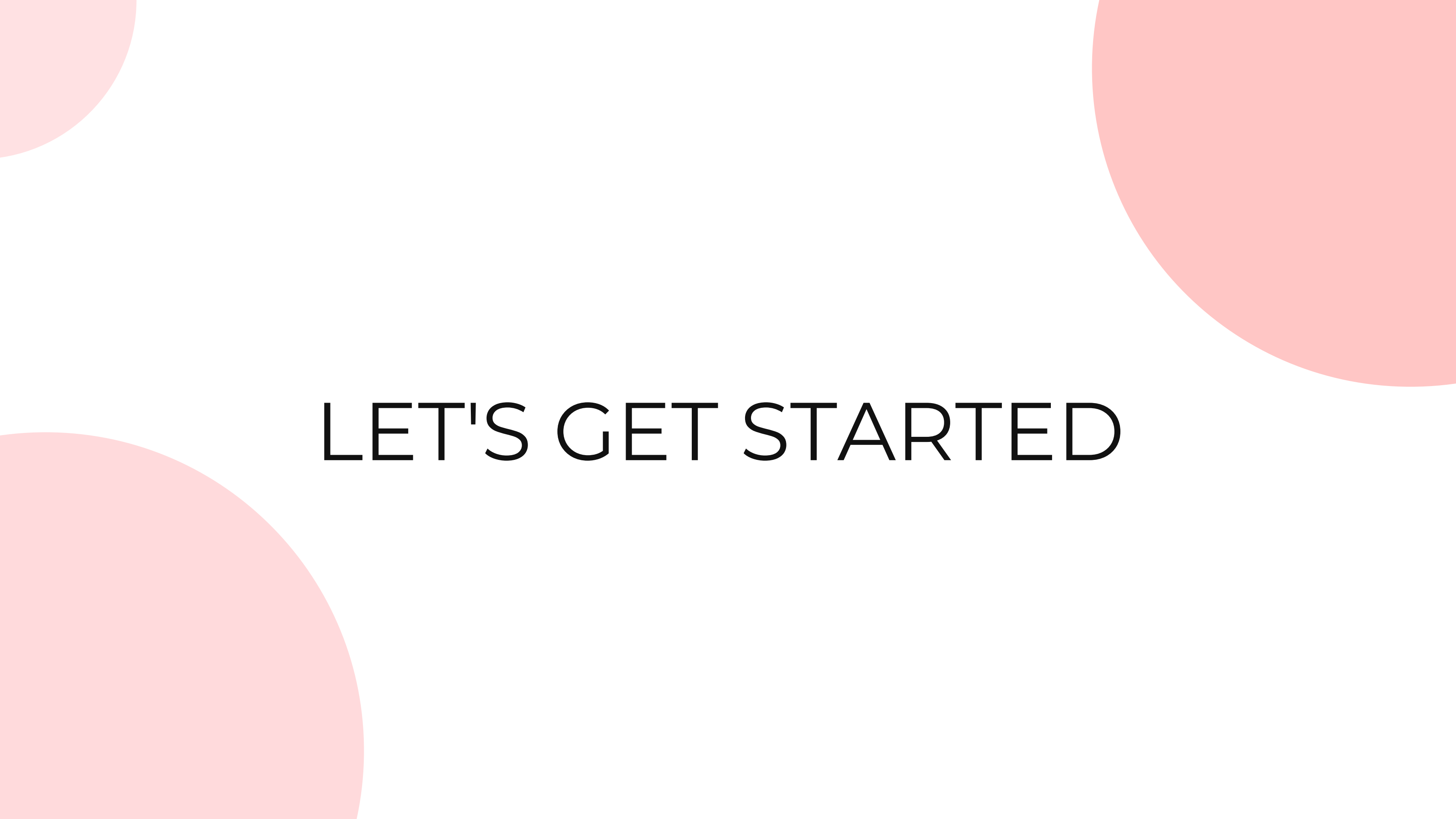
SECTION 01

STUDYING AT FADE



SECTION 02

YOUR GUIDE TO UPV

The background of the slide is white. There are three large, light pink circles positioned in the corners: one in the top-left, one in the top-right, and one in the bottom-left. The text "LET'S GET STARTED" is centered in the middle of the slide.

LET'S GET STARTED

STUDYING AT FADE



Academic calendar



How to log in



PoliformaT



Webmail



Office 365 + Teams



UPV app



FADE website

HOW TO LOG IN



PIN NUMBER

A four-number password used to:

- Register in courses
- Change to the UPV domain password in the Intranet
- Access the Intranet for the first time

HOW TO LOG IN



UPV DOMAIN PASSWORD

A long password (letters + numbers + symbols) used to access:

- Intranet, PoliformaT, Webmail
- UPV computers
- WiFi network

HOW TO LOG IN



ACCESS THE INTRANET

Go to **www.upv.es** and log in with your ID number and your PIN number.

INTRANET UPV

Introduce tu usuario y clave

 Usuario o DNI

 Clave 

[¿Has olvidado tu clave?](#)

Iniciar sesión



	Intranet Accede a los sistemas de información y de gestión que ofrece la UPV para cada uno de sus colectivos.
	Sede Electrónica Es la ventanilla desde donde podrás tramitar tus solicitudes y presentar de forma electrónica tu documentación.
	Correo UPV Esta aplicación permite a los usuarios acceder a su buzón de correo desde cualquier ordenador conectado a internet.
	PoliformaT Es la plataforma de teleformación donde los alumnos y profesores comparten la información.
	Office 365 Da acceso a la licencia educativa de Microsoft Office 365 que tiene contratada la UPV para sus estudiantes y personal.

HOW TO LOG IN

! I don't remember my PIN!

If you have forgotten or lost your PIN, click on the recovery link on the Intranet login page. Once you have typed in your details, you will receive a **temporary PIN valid for 24 hours**, and you will be able to change it to a domain password in your Intranet.



INTRANET UPV

Introduce tu usuario y clave

Usuario o DNI

Clave

[¿Has olvidado tu clave?](#)

Iniciar sesión



Datos de identificación de seguridad

Si no recuerdas tu contraseña de acceso (clave o pin, dependiendo de los casos), completa los datos que se incluyen a continuación. Recibirás en tu teléfono móvil un mensaje SMS con instrucciones para acceder a tu cuenta.

DNI*

Teléfono móvil* Incluir +CPXXXXX (CP=Código país) para móviles no españoles

Tipo usuario*

☐ Personal UPV o asimilado (clave dominio UPVNET)

☐ Alumno (clave dominio ALUMNO)

☒ Alumno (PIN)

☐ Externo (clave)

Frase de verificación*

☐ No soy un robot

reCAPTCHA

Privacidad - Términos

Enviar

Si eres extranjero, introduce en la casilla del DNI el número de pasaporte o NIE utilizado en la documentación que rellenaste al entrar a formar parte de la UPV. En la casilla del teléfono móvil, teclea el número facilitado en la documentación que rellenaste al entrar a formar parte de la UPV.

ACADEMIC CALENDAR



Semester A / Winter or Fall Semester

Starts: **September 7, 2026**

Ends: **January 29, 2027**



Semester B / Spring or Sumer Semester

Starts: **February 1, 2027**

Ends: **July 1 2027**

You can check the full calendar on the FADE website

TIMETABLE



YOUR TIMETABLE

Your timetable is available in your **Intranet**. You can synchronize it with your personal calendar app to always keep track of your classes.

TIMETABLE — SYNCHRONIZE

1

Access your Intranet

2

Go to "Mi horario"

3

Select "Sincronizar"

4

Copy the link for your calendar app

5

Synchronize the timetable through the link

Información por temas

- > Profesores
- > Calendario de exámenes
- > Notas
- > **Horarios**
- > Documentación

Horario Personal

iCal

> Horario de Clases - Alumno (Horario de clases del alumno)

Ver direcciones URL del calendario

Suscribir online

Descargar fichero de eventos

Ver eventos

Gestionar Privacidad del calendario

Direcciones URL

1. Dirección recomendada para descargarse los eventos o para suscribirse a través de servicios web como Google Calendar o redes sociales:

<http://www.upv.es/ical/2275A70D21450C8344B2CB559A2CC53B22790F66CBB23A292BC839466D38C2A5320FB692548F5CA4D754BD487835D221>

2. Dirección recomendada para suscribirse y mantenerse permanentemente actualizado con los últimos eventos desde programas de gestión de calendarios instalados en su equipo como pueden ser Microsoft Outlook, Apple Calendar, o similares:

<webcal://www.upv.es/ical/2275A70D21450C8344B2CB559A2CC53B22790F66CBB23A292BC839466D38C2A5320FB692548F5CA4D754BD487835D221>

POLIFORMAT



UPV online platform for students and teachers

- Access to all courses registered
- Learning materials and assessment
- Assignment submission
- Communication with teachers
- "Videoapuntes" (recorded lectures)

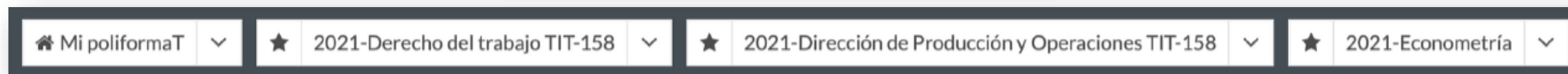
The screenshot shows the Poliformat web application interface. The header includes the Universitat Politècnica de València logo and the text "poli [formaT]". The main navigation menu on the left lists: Inicio (highlighted), Calendario, Recursos, Anuncios, Preferencias, Cuenta de usuario, Email UPV, Información Docente, and Ayuda PoliformaT. The main content area is titled "Inicio" and features a large announcement about a video lecture system maintenance from July 23 to 31. Below this, there is a section for "Nueva guía interactiva de bienvenida TIC para el estudiantado de la UPV" with a list of services and a link to access the guide. At the bottom, there are two small news items dated 01/03/2026 and 01/09/2025, and a button labeled "ÚLTIMAS".

POLIFORMAT — FAVOURITES



Highlight your courses

By clicking on **SITES/SITIOS** you can mark courses as favourite and create tabs at the top of the page to quickly navigate through your courses.



POLIFORMAT — WHAT'S INSIDE



Study guide



Guía Docente



Class materials



Recursos



Tasks and assignments



Tareas



Online exams



Exámenes



Marks



Calificaciones



Recorded lectures



Videoapuntes

STUDY GUIDE — GUÍA DOCENTE



Read it at the beginning of each course. It contains:

- Course contents
- Assessment methods (mid-term, final exams, assignments, practical classes, tests, presentations, oral exams...)
- Mandatory attendance
- Teacher(s) and how to contact them

Contenido guía docente (2019)

- › Descripción general de la asignatura
- › Competencias
- › Conocimientos recomendados
- › Selección y estructuración de las Unidades Didácticas
- › Distribución
- › Evaluación
- › Bibliografía

Información

- › Profesorado
- › Calendario de Exámenes
- › Resumen completo guía docente
- Guía docente firmada electrónicamente
([Castellano](#))

WEBMAIL



UPV's email service

- You will receive a lot of information through your UPV email (Office 365 / Outlook)
- You can redirect UPV emails to your private email address
- Always contact teachers and administration from your UPV email

WEBMAIL — EMAIL REDIRECT

1

Open "Utilidades" in your Intranet
→ Correo electrónico

- Correo electrónico
 - > Correo Office 365 UPV (Nuevo correo oficial)
 - > Utilidades
 - > Consulta de correos oficiales UPV
 - > Idioma Comunicaciones
 - > Suscripción a temas (correo electrónico)
 - > Suscripción a Noticias y Eventos

2

Access "Redirección de correo"

- Utilidades
 - Cambiar contraseña de correo
 - Dirección Oficial
 - Correo Personal NO UPV
 - Redirección de correo

3

Type in your private email
address and input the activation
code sent

Acciones	
Redirigir a email:	Email de reenvio
Código de activación:	Dejar en blanco para recibir código de activación Ejecutar

MICROSOFT OFFICE 365

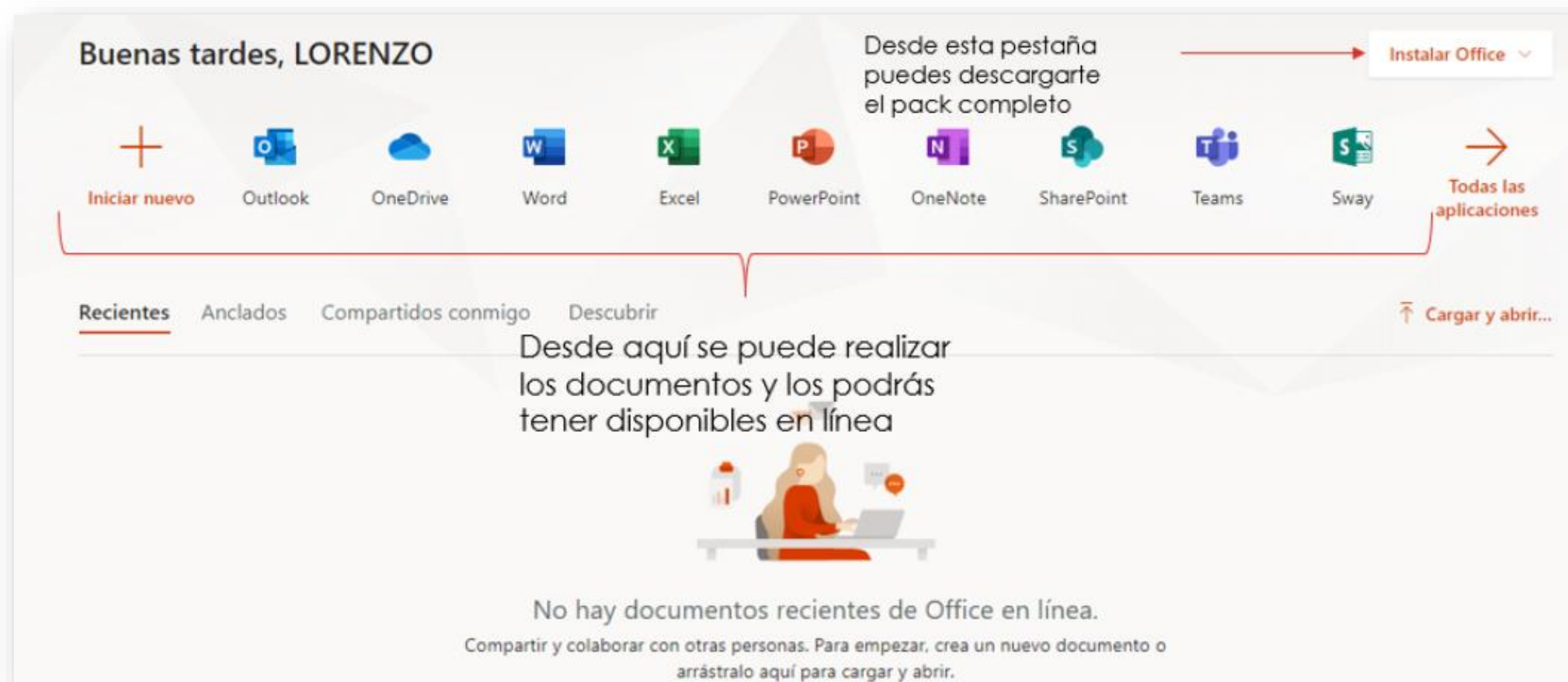


The UPV provides **free access** to the Office 365 suite. You can sign up with the university's email address.

	Intranet Accede a los sistemas de información y de gestión que ofrece la UPV para cada uno de sus colectivos.
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Área de Sistemas de Información y Comunicaciones
> Cartera de proyectos 2020
> Solicitud licencias MOOC gratuitas para una selección de cursos de edX
> Portal de autogestión
Office 365
> Doble factor de autenticación para VPN y Office365 UPV
> Acceso a la plataforma
Correo electrónico
> Correo Office 365 UPV (Nuevo correo oficial)
> Utilidades
> Consulta de correos oficiales UPV
> Idioma Comunicaciones
> Suscripción a temas (correo electrónico)
> Suscripción a Noticias y Eventos
Servicios de red
> Usuario de red
> Acceso remoto
> Páginas personales
> Registro de accesos
> Cambio clave dominio ALUMNO
> Intercambio
> Software

OFFICE 365 ACCESS



UPV MOBILE APP



miUPV app



This app will allow you to quickly receive information about what's happening at UPV:

- Grades and notices
- Calendar
- Student card
- Sport activities and libraries...
- And much more

To sign up: type in your **username (Passport number)** and the **domain password** (long one).

CONTACT THE INTERNATIONAL OFFICE — POLI[CITA]



POLI[CITA] – UPV appointments

Always request a **POLI[CITA]** with Intercambio Académico (1st floor).

You need to book at least ONE **welcome meeting** when you arrive in Valencia (if you haven't already).

Then we will give you the welcome pack + certificate of arrival.



How to book a POLI[CITA]

Request via your **UPV Intranet** or directly from the Faculty web.

¿Necesitas que te atiendan en persona?

Pide una cita

: poli[Consulta]

> A mi centro

> A otras unidades

: poli[Cita]

poli[Cita] - Appointment request

Choose the unit, school or faculty where you want to be assisted and the type of appointment you want to request.

Destination: *

☒ Schools and faculties ☐ Units ☐ Another

ADE - Faculty of Business Administration and Management

Type of appointment: *

Academic Exchange

Request an appointment

View my appointments

ACCOMMODATION IN VALENCIA



Shared flats

Flats database at <https://www.upv.es/entidades/sint/>
(English version → Incoming Students → Prepare your stay → Accommodation)



Halls of Residence

Colegio Mayor Galileo Galilei & other options in the city.

INTERNATIONAL OFFICE — TIPS



Email & WiFi

You were sent an e-mail with relevant details.

For technical issues, please contact Julio Chamorro, TIC operator of FADE (1st floor).

His e-mail is juchaful@aaa.upv.es , but you will be attended much faster if you contact him via Microsoft Teams.



Student Card

You received a temporary card. Download the app "mi UPV" for your permanent card.



Learning Agreements

Send changes to intade@ade.upv.es or via OLA.

Please notify us via e-mail as soon as your DLA has been signed by both you and your home university.

ENROLLMENT TO COURSES

- Confirmation of courses and groups: **September 1st–7th, 2026**
- Enrollment process completed before **September 7th** (except requested changes). Check in AIRE.
- English-taught courses are full; some students moved to Spanish courses.
- Changes by email to intade@ade.upv.es: **September 7th–14th, 2026**
- Changes confirmed by email as soon as possible.

CLASSES & ATTENDANCE



Classes start on **September 7th.**

ATTENDANCE IS MANDATORY

MENTOR



Mentors

Most of you requested a **Mentor** and received their contact details. Contact your mentor for assistance and integration into university life.

SPANISH COURSES



- Email from SINT (central mobility office) with schedules, groups and enrolment instructions
- Request enrolment in AIRE during the registration period
- Assigned level of Spanish according to the online test result
- If you have any issues or questions about them: write to mobility@upv.es with copy to intade@ade.upv.es .

UPV FACILITIES & SERVICES

You are welcome to use all facilities and services of UPV using your student card.



Library



**Sports and related
activities**



Intranet / PoliformaT



**Some services have fees
(certain sports, or the use of
the pool)**

Access via www.upv.es, acceso identificado

FOLLOW US ON SOCIAL MEDIA



@adeupv
twitter.com/adeupv



FADE UPV Group
[linkedin.com/groups/13580250](https://www.linkedin.com/groups/13580250)

FADE UPV page
<https://www.linkedin.com/company/adeupv>



@adeupv
[instagram.com/adeupv](https://www.instagram.com/adeupv)

IF YOU ARE HERE, YOU'VE MADE THE
RIGHT DECISION!

ENJOY STUDYING AT THE FADE!

