

INSTRUCTIONS FOR INCOMING STUDENTS

UNIVERSITAT POLITÈCNICA DE VALÈNCIA

2017/2018



Index

ACADEMIC INFORMATION	2
1. Learning Agreement Requirements	2
2. Language Requirements	2
3. Bachelor Courses	2
4. Master courses	3
5. Other Master Programmes	3
6. Master Thesis/ Final Project	3
7. Courses taught in English	3
8. Academic Calendar	3
APPLICATION PROCEDURE	4
1. Deadlines.....	4
2. Nomination	4
3. Request user ID and password (PIN number) at UPV.....	4
4. Online Application	4
5. Building your schedule	5
DOCUMENTS FORMALITY	6
1. Learning Agreement.....	6
2. Acceptance Letter	7
3. Certificate of arrival/departure	7
4. Filling documents	7
GENERAL INFORMATION.....	8
1. Accommodation	8
2. Exam Dates	8
3. Spanish Intensive Course	8



ACADEMIC INFORMATION

1. Learning Agreement Requirements

It is recommended that you take about **30 ECTS** per semester. You will be asked to take a minimum of **20 ECTS** per semester, including courses and your Master Thesis/Final Project if you intend to do it here.

You should choose courses belonging to ETSII, nevertheless you are allowed to choose up to **12 ECTS** from a different UPV school. We cannot guarantee a place in those courses since each faculty at UPV has its own policy.

Note: This procedure is for students coming under the ERASMUS+ Studies. ERASMUS+ Training will not be accepted.

2. Language Requirements

In order to follow the subjects and take the most out of the ERASMUS+ experience the Spanish level required is A2. However, B1 is recommended.

For those willing to take English courses our academic staff asks for a B1 English level, although a B2 is recommended.

Exceptions can be considered if the applicant intends to do ONLY project work supervised in English or another language. A letter or mail explaining this circumstance should be enclosed with the application material.

3. Bachelor Courses

These are the Bachelor Degrees from our school:

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



4. Master courses

- **MII:** Máster en Ingeniería Industrial (**Master's Degree in Industrial Engineering**).
To see courses click [here](#).
- **MIQ:** Máster en Ingeniería Química (**Master's Degree in Chemical Engineering**).
To see courses click [here](#).

5. Other Master Programmes

There are other master programmes directed by departments with limited places for exchange students:

- Máster en Automática e Informática Industrial
- Máster en Construcciones e Instalaciones Industriales
- Máster en Dirección y gestión de proyectos
- Máster en Ingeniería avanzada de producción, logística y cadena de suministro
- Máster en Ingeniería biomédica
- Máster en Ingeniería mecánica
- Máster en Seguridad industrial y medioambiente
- Máster en Tecnología energética para desarrollo sostenible

Note: These subjects will not count as subjects from other school/faculties regarding the requirement of 12 ECTS from outer schools/faculties.

6. 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 departments in advance in order to find a supervisor. The standard work load for a Bachelor Thesis is 12 ECTS and 30 ECTS credits for Master Thesis. If you do not achieve the minimum of 20 ECTS you should fill your Learning Agreement adding subjects.

7. Courses taught in English

Here you can find the list of courses taught in English. It will be refreshed since next academic year we will have more courses taught in English.

http://www.opii.upv.es/enlaces_internos/docencia_ingles.asp?centro=D

8. Academic Calendar

Semester A: From the 5 th of September 2016 till the 27 th of January 2017	Holidays Christmas: 23 rd December- 6 th January
Semester B: From the 30 th of January 2017 till the 23 rd of June 2017	Holidays Fallas: 17 th March – 19 th March Easter: 13th April - 24 th April



APPLICATION PROCEDURE

1. Deadlines

First/A/Autumn Semester & Whole Academic Year	Europe	From the 1 st of April 2015 till the 31 st of May 2015
	Rest of the World	From the 20 th of March 2015 till the 15 th of May 2015
Second/B/Spring Semester	Europe	From the 1 st of April 2015 till the 31 st of October 2015
	Rest of the World	From the 20 th of March 2015 till the 15 th of October 2015

2. Nomination

The person in charge of the international relations at home institution should contact us by email to officially nominate the students as exchange students.

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

Go to <https://www.opii.upv.es/incomings> → click on *Request user ID and password (PIN number)*

4. Online Application

Go to <https://www.opii.upv.es/incomings> → click on *Apply for exchange. I already have user ID and password (PIN number) and follow all the steps*

In the application you will find different tabs:

Application request:

Fill in your contact details and some information from your home university.

Destination:

Fill this tab regarding what type of activity you will do in the UPV and the length: Fall Semester, Spring Semester or Academic Year.



Academic Agreement:

Here is where you add the courses or projects you will be following in UPV. You will have to adjust your Learning Agreement to the requirements previously mentioned. Make sure to check the semester in which the courses are taught and the campus (our campus is in Valencia, not Gandía nor Alcoy). If you want to add a project you will have to do it at the bottom of this page, not as a course.

Spanish:

In this tab you can request to take a Spanish course during your stay. This course works as a subject and will also appear at your Transcript of Records counting as 4.5 ECTS. The courses have typically 3 hours of class per week and cover a range from A2 to B2 level. The enrolment period will be launched when you are in Valencia. Places are limited.

Mentor:

We also offer the assignation of a student from UPV to help you within the first days and give you support and counsel (orientation in the city and on campus, looking for accommodation, finding the classes...). You can ask for a Mentor in this tab.

You will have to fill in all the application tabs and upload these documents:

- Recent Transcript of Records
- Motivation Letter (either in Spanish or English)
- Spanish language certificate (according to the requirements mentioned before)*
- Printed Application signed by your coordinator**

*If you are going to the intensive Spanish course in Gandía you will have to mail us and let us know. In this case you will not have to upload a Spanish certificate since you will achieve it some weeks before coming.

**You can download this document from AIRE once you have confirmed your application. Print it and upload it after you and your coordinator sign it.

5. Building your schedule

If you are going to take courses you will need to check the schedules in order to avoid possible overlaps. Since you can take courses from different degrees and/or years (i.e. Fluid Mechanics from 2nd year of GITI and Thermal Machines from 3rd year of GIE) you have to see if they are compatible with each other: this means to make sure the exam dates and the practical lessons do not overlap.



Usually the courses have different groups with different timetables. Moreover, sometimes the same course is taught in different degrees (i.e. Machine Technology is taught in the 2nd year of GIE and the 3rd year of GITI), so even though it takes some time, you have many possibilities when building your own schedule.

To see the timetables and exam dates of the ETSII click here: [here](#)

DOCUMENTS FORMALITY

As we said in the section 'Academic Information', we do not accept any Training Agreement. Documents to be signed should be written either in English or Spanish, and no documentation should be sent by post mail. Let us see which documents may be needed by the sending institution:

1. Learning Agreement

Usually the Learning Agreement consists of two parts to be signed by us (the receiving institution).

The one before the mobility

This part is a proposed mobility programme. We will sign it once the student application is accepted. Having this part signed do not guarantee a place in the courses of the proposed programme since we enrol the incoming students within the first days of their arrival.

It can be sent by email or either brought to our International Office once the student is in Valencia. It must be with the same courses as the requested in the online application beforehand accepted.

The one during the mobility

This part consists of a section with possible changes on the subjects. Changes will be exceptional, so try to adjust as much as possible to your proposed programme. We will sign this part when the student is registered in all his subjects and/or projects.



2. Acceptance Letter

When your online application is accepted you will receive an email concerning your acceptance. Nevertheless, some universities need a formal Acceptance Letter more detailed, 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 write as demanding one.

3. Certificate of arrival/departure

We will explain how to proceed with these documents in the information meetings.

4. Filling documents

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

Receiving institution:

- Name: Universitat Politècnica de València
- Faculty/School: ETSII (Escuela Técnica Superior de Ingenieros Industriales)
- Erasmus Code: E VALENCI 02
- Adress: Camí de Vera s/n 46022

Responsible person:

- Name: Arantxa Querol Monforte
- Function: Vice-dean for International Relations
- Phone number: +34 963 87 71 72
- Email: internacional@etsii.upv.es



GENERAL INFORMATION

1. Accommodation

The students may look for it by themselves. They will have their mentor's student help to find it. Also in the UPV website, there are offers of flats to share:

<http://www.upv.es/perfiles/estudiante/alojamientos-upv-es.html>

2. Exam Dates

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 sent by fax or taken in a different date than the official one.

3. Spanish Intensive Course

Before the beginning of each semester, there is an intensive course of Spanish in which students can obtain an attendance certificate. It will take place in the campus of Gandía. This course counts as 4 ECTS as long as your home university accepts it. It will not appear in your Transcript of Records, however, you will obtain a diploma. For more information visit:

<http://www.upv.es/entidades/OPII/infoweb/pi/info/818854normali.html>

STAFF AT INTERNATIONAL RELATIONS OFFICE:
Arantxa Querol Monforte - Vice-Dean for International Relations
Josefina Soler Martínez - International Relations Officer
WEBSITE AND CONTACT INFORMATION:
International Office ETSII
Escuela Técnica Superior de Ingenieros Industriales
Universidad Politécnica de Valencia
Camí de Vera s/n Valencia 46022
Tel: +34 96 387 71 72 / Fax: +34 96 387 91 70
Email address: internacional@etsii.upv.es
Website: <http://www.etsii.upv.es/relint>