

## INSTRUCTIONS FOR INCOMING STUDENTS 2019-2020

### Before coming Instructions: REGISTRATION AND ENROLLMENT

#### 1- REQUIREMENTS FOR YOUR REGISTRATION AT UPV:

To continue with the registration process in our system as a student, please, note the following:

<b>NOTIFICATION &amp; UPLOADING DOCUMENTS</b>	<b>CONDITIONS APPLICABLE TO DOCUMENTS</b> <i>Remark: only English or Spanish versions will be accepted</i>	<b>DEADLINE</b> <i>To upload documents</i>
<p>In the coming days, you will receive an e-mail asking you to upload the documents (<i>note</i> that you will not be able to upload the documents until you receive such e-mail)</p> <p><b>REMARK:</b> from now on, you will access to your file in AIRE through the new <b>STAY status</b>. However, your Application file will always be available</p>	<p><b>1. Health insurance*</b> Valid health insurance covering the whole period of stay. The EHIC (European Health Insurance Card) is accepted. Equivalent Insurance policy ran by a private company is also accepted, but make sure it offers similar coverage; it must clearly state the validity during <b>your whole stay</b>. (*See "Section 4-General Remarks, paragraph b" below)</p> <p><b>2. Photocopy of your passport/ID card</b> KA107 students do not need to upload this document (since you already did)</p> <p><b>Remark:</b> If you have renewed it from the time you did the online application, you can <u>upload the new one but you must also inform our office by e-mail</u></p> <p><b>3. Academic Honesty and health insurance coverage</b> You have to download the corresponding FORM from AIRE (View Instructions tab), and upload it duly filled and signed</p> <p><b>4. Coordinator Sheet – from your home university</b> Download the corresponding FORM from AIRE (View Instructions section), and upload it duly filled and signed</p>	<p><b>Semester A:</b> <b>10<sup>th</sup> July 2019</b></p> <p>Semester B_ To be confirmed</p>



## **2- REQUIREMENTS FOR YOUR ENROLLMENT**

### **a. Information meeting**

Every exchange student MUST attend one information meeting, organised by the International Office of ETSII. According to your courses selection approved, you have to attend one of the following meetings:

#### **Students with Bachelor and/or Master's second year courses:**

- Information meeting 1: **If your surname starts with: "A" to "L" (included)**
  - Day 2<sup>nd</sup> September
  - Time 10:00 – 12:00 (Show up 15 minutes before the start of the meeting)
  - Place Salón de Actos (Building 5F: 2nd floor on the left hand once you go up the stairs)
  
- Information meeting 2: **If your surname starts with: "M" to "Z"**
  - Day 2<sup>nd</sup> September
  - Time 12:30 – 14:30 (Show up 15 minutes before the start of the meeting)
  - Place Salón de Actos (Building 5F: 2nd floor on the left hand once you go up the stairs)

#### **Students with only Master's first year courses or doing only a Project:**

- Information meeting 3:
  - Day 18<sup>th</sup> September
  - Time 11:30 – 13:30 (Show up 15 minutes before the start of the meeting)
  - Place Salón de Actos (Building 5F: 2nd floor on the left hand once you go up the stairs)

#### **Remark: International Welcome day for all UPV Incoming students**

Some days after your arrival, you will receive an e-mail inviting you to participate in the International Welcome day (it will probably take place during the third week of September, to be confirmed). It is important that you attend this meeting; you will receive useful information for your stay, and you will have the opportunity to meet your colleagues from other UPV schools.



SEPTEMBER 2019					
Monday 2	Tuesday 3	Wednesday 4	Thursday 5	Friday 6	Saturday 7
Information meeting 1 Information meeting 2	Beginning of courses registration at ETSII	Start of Bachelor and Master's 2 <sup>nd</sup> year courses			Deadline for Registration at ETSII
Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21
		Information meeting 3			
Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28
Start of Master's first year courses					

### **b. Groups selection**

**From the 1<sup>st</sup> August** the system will allow you to select on AIRE the groups for the theory, practice, and informatics and laboratory sessions for the courses you have previously chosen during the application process. **In ETSII we will start enrolling on the 3<sup>rd</sup> September (semester A), and the deadline to select groups will be the 7<sup>th</sup> September;** so, the earlier you have selected the groups, the earlier you will be enrolled.

Online tool to make your schedule (You will need a username and password and enter the "Horario Personalizado" tab): <https://etsiinet.upv.es/>

Remember that **ONLY EXCEPTIONAL CHANGES of courses will be accepted** (i.e. the group for the course selected during the application process is full, or there is an overlapping with another course). In case you make a change of courses (**deadline 7<sup>th</sup> September**), you will have to **keep the following criteria** when choosing a new course:

1. 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/or your Master Thesis/Final Project if you intend to do it here.



2. Courses for MUTEDS/Master's Degree in Energy Technologies for Sustainable Development courses are very restricted, particularly for semester A
3. Courses for Masters other than MUII (Master in Industrial Engineering) and MUIQ (Master in Chemical Engineering) may have special requirements and **any new request** (other than those requested during the application process) **for courses** of these masters **will have to be asked for through a Form Request upon arrival**
4. You should choose courses belonging to ETSII, although you are allowed to choose 20% from another school, typically a maximum of 12 ECTS and no more than two subjects (SICUE and Direct Exchange students can only take one course) from a different UPV school. We cannot guarantee a place in those courses since each school/faculty at UPV has its own policy.

Courses for ADE/Business Administration Faculty are not available.

5. Generally speaking, if you are a Bachelor student, you should take courses from bachelor degree; similarly, if you are a master student, you should take courses from master degree

### **3- STUDENTS DOING A FINAL PROJECT**

Students doing a Final Project (Bachelor or Master Thesis) will defend the Project at ETSII-UPV before a jury, usually by the end of June or early July (Spring Semester), and end November or end January (fall semester), and will need a supervisor at ETSII.

#### **Who can be your supervisor? He/She:**

- Has to be a teacher in your degree (the degree you have been assigned in AIRE, in function of the courses you have selected) or in the same field (i.e. Bachelor degree in Industrial Engineering and Master's degree in Industrial Engineering)
- Or must have taught in the two previous courses at ETSII
- Or be a teacher assigned to ETSII
- Furthermore, in a research-orientated Master Thesis you will need a PhD supervisor

This is the link for you to contact the teachers:

<https://www.upv.es/organizacion/departamentos/index-en.html>

Normally, the supervisor that you contact will comply with the above (he/she can confirm it), but we can also advise you at your arrival.



#### **4- GENERAL REMARKS**

##### **a. Student's card**

Once you are registered at ETSII-UPV, you will receive an e-mail with the instructions for you **to pick up your student's card**. Please, proceed accordingly when you arrive at UPV in September.

However, if for any reason you need a provisional student's card, we will be able to provide you with one at your arrival.

##### **b. International medical insurance**

It is necessary that a specific expiring date that covers your whole stay is clearly stated in the documents you submit.

Apart from the EHIC (for European students), or the personal option chosen by the student, the UPV can offer as an option for incoming students with the following company:

ONCAMPUS (subscription on this link):

<http://oncampus.es/universidad/universitat-politecnica-de-valencia/>

Premium: 2019\_20: 199€

**Erasmus students:** the **UPV minimum requirement** of medical benefits coverage (in case of a private company insurance policy) has to be **18,000€**

**Direct Exchange (PROMOE) and Erasmus KA107 students:** UPV Minimum requirements:

- Medical benefits of at least 50,000 Euros due to accident or illness of the Exchange Student
- Transport or repatriation to his/her home country in case of illness or injury of the Exchange Student of an unlimited amount.
- Transport or repatriation of the deceased insured of an unlimited amount. We could also accept a coverage for transport or repatriation of the decedent of more than 50,000€

##### **c. Certificate of arrival/departure:**

The dates we will certify in the "duration of your stay as exchange student" in your Certificate of Attendance will be:

- **Arrival date:** the day of attendance to the Information Meeting.

For students attending the "Spanish Intensive course in Gandia", the date named in the certificate will be the one of the first day of the course. **Hand in a photocopy of the certificate issued in Gandia when you go to the Information Meeting**, in order to justify your attendance.



- **Departure date:** it will depend on your last exam at ETSII (in January/February or in June/July, depending on the semester).

If your home university has a specific form, you should hand it to the International Office. It will be signed, and it will be available for you to pick it up from our Office a few days later.

#### **d. Learning Agreement - LA**

We will be able to sign your *LA during mobility* once you are enrolled in all the courses and in the project (it is to say, once the status on AIRE appears as “admitted” for each course or project). However, if your home university so requests, we will be able to sign the *LA Before Mobility* (that includes the courses you selected during the application process)

#### **e. Updating of your address on AIRE – Personal Information**

As soon as you know it, **and not later than the 2<sup>nd</sup> September**, you will have to include on AIRE your address in Valencia and at home (Personal information section). It is your responsibility and **you will have to keep updated your address on AIRE along all your stay.**

#### **f. International Office summer Holidays**

Note that the ETSII International Office will be closed in August.

#### **g. Pending Language Certificates**

If you are **engaged to deliver the certificate at your arrival** you must:

- **Upload** in AIRE the document a.s.a.p. and **not later than the 1<sup>st</sup> September 2019**
- **And hand a photocopy** when you go to the information meeting (see point 2.a)

**On the contrary, it will not be possible to enrol you.**

Remember that **Official certificates CEFR of a language school, or accreditation by your institutions** (statement by Spanish/English teacher of sufficient language skills equivalent to the requested level) **are requested.**

According to the following general **requirements:**

- . For classes taught in Spanish: B1 Spanish
- . For classes taught in English: B2 English + Spanish A2
- . For project supervised in English: B2 English
- . For project supervised in Spanish: B2 Spanish

Some studies may have special language requirements different from the stated above (B2 of Spanish is requested for the Master’s Degree in Biomedical Engineering, Master’s Degree in Advanced Engineering in Production, Logistics and Supply Chain Management, Master’s Degree in Industrial Constructions and Installations...)

If you have to **upload more than one certificate**, make a scanned copy with both certificates and upload them all together.