



WELCOME DAY

September, 11th 2020 Salón de Actos ed. C 16:00

Oficina Internacional / International Office

international@etsit.upm.es

¡WELCOME TO ETSIT-UPM!

INTRODUCTION

- ❖ Welcome by Luis Salgado, Vice Dean for International Relations and Corporate Partnership (Academic Coordinator) at ETSIT-UPM
 - ❖ International Team
 - ❖ Student Delegate of ETSIT
 - ❖ International mentor students
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- **PRESENTATION OF THE INCOMING STUDENTS**
 - **PRESENTATION OF ETSIT-UPM**
 - **ADMINISTRATIVE PART**
 - **PHOTO**
 - **TOUR OF THE SCHOOL BY THE MENTORS**

HOW ARE WE AFFECTED BY COVID-19?

- ✓ Originally, the academic year would have started based on an adapted on site teaching
- ✓ Due to the current conditions, classes will start online.
- ✓ The goal is that you discover the School and interact with Professors and Students; therefore on site teaching will be introduced gradually along the semester.
- ✓ In order to ensure the wellbeing of the educational Community and make easier the traceability of possible infections, students will be divided in health bubble.
- ✓ Laboratories will take place on site respecting appropriate measures of security and prevention (some laboratories will take place online).

UPON ARRIVAL

- **Spanish courses ONLINE!**

- ❖ UPM Intensive course in August/September: 5 ECTS
 - ❖ UPM Regular Spanish course: 3 ECTS
- ¡Online registration open!

- **Arrival/attendance certificate (GRANT):**

First day in the School=welcome day 11/09/2020. It may include the intensive Spanish course.

- **Insurance:**

It is the responsibility of the student to be duly covered for the entire period of stay at ETSIT-UPM. Oncampus Estudia: www.oncampus.es

- **Accomodation:** welcome service at UPM and webpage of i.o ETSIT
- **Transport in Madrid** (welcome guide): how to get the transport card

REGISTRATION

IMPORTANT NOTE: We are working on “paper free” format. Digital signature is highly recommended

- UPM Registration = Alta
- Courses Registration = Matrícula

Do not forget to introduce yourself to the Professor

- **Student card:** online. It may take some time to receive it. In the meanwhile, you may use your acceptance letter.
- **UPM account:** Politécnica Virtual (courses registered, qualification obtained)
- **Moodle:** YOU WILL SEE YOUR COURSES ONLY WHEN YOU ARE REGISTERED!
- **Communication tool with the Professors**

COURSES

- **Exams:** 2 examination periods in January and in June/July: check the academic calendar
- **Mid term Meeting:** Feedback with Luis Salgado. Compulsory meeting with the Exchange Coordinator of ETSIT

- **INTERNSHIP:** in a company or in a laboratory at ETSIT-UPM

2 types: curricular / non curricular

MUST BE INCLUDED IN YOUR LEARNING AGREEMENT WITH THE RESPECTIVE ECTS

COIE (UPM) / Internships office (Carlota Recuero)

<http://www.etsit.upm.es/de/studies/practicas-en-empresas/presentation.html>

- **TFG/TFM:** MUIT: 30ECTS Other Master: according to the Master
 - the Coordinator of the Master must approve your application.
 - **2 viva sessions: June and July (check academic calendar)**

<https://www.etsit.upm.es/escuela/secretaria/tramites-de-secretaria/trabajos-fin-de-titulacion.html> (TFG+TFM)

COURSES: changes

CHANGES ARE EXCEPTIONNAL CAUTION WITH THE COVID GROUP

If you decide to remove or add a new course in your registration:

- you must **inform the Professors of the course** (the new and the old one)
- For **courses with limited places** – GITST optativas – and **new courses from Master degree** (that haven't been approved before)--->a **written approval from the Professor must be sent to the international office by e-mail**

Steps to follow:

- ✓ Inform the international office that you want to modify your learning agreement. Indicate the reasons.

NOTE: The Coordinator of your home University must agree with the changes.

- ✓ Erasmus+ students must fill in the form Learning agreement “during the mobility”.
- ✓ Send us the final LA duly signed.

**IT WON'T BE POSSIBLE TO START A COURSE AFTER 2 WEEKS
FROM THE BEGINNING OF THE CLASS**

COURSES: additional information

You are following courses given in another School of UPM:

- All the courses will be registered at ETSIT. Make sure that courses given in another School of UPM are included in your carta de pago
- If you want to modify courses, after having the approval of the Professor/Coordinator, inform the international office of the School

You have 2 exams at the same time:

- Inform the Professor about your situation
- Ask him if there is a solution (not always posible)

You want to delete a course during the semester:

- Inform the Professor
- Fill in the learning agreement
- Inform the international office. We will send you a new carta de pago

Internship or research project

Bachelor and Master Thesis

RESEARCH PROJECT= 0 CREDIT. Report from the Professor Supervisor at the end of the stay

- The beginning and duration must be accorded with your Professor Supervisor.
- You must fill in together with your Professor supervisor an application form (given by the international office) with details regarding the research content.
Don't forget to have it signed and send it back to the i.o.

NOTE: For Erasmus+ traineeship, the Learning Agreement is used as application and report

- At the end of the project, your Supervisor may sign a report that you have to send to the international office in order to put a stamp on it.

AT THE END

- Certificate of Attendance: last day at ETSIT
- Transcript of records

¡only passed courses!

- ✓ ECTS
- ✓ percentile
- ✓ According to the Spanish academic system (0 -10)

It will be sent by e-mail to the Home University and we will put you in copy of the e-mail. The original document may be sent by post mail if the Home University requires it.

Services at ETSIT

- Library
- Ciberteca
- Publicaciones (copy and print, materials)
- Student clubs

DUE TO COVID19, THE CLUBS ARE NOT OPEN UNTIL FURTHER NOTICE

- International Club:

DUE TO COVID19, THE INTERNATIONAL CLUB WON'T TAKE PLACE

- Events of the mentors together with the international office

Survival kit

https://issuu.com/dat_etsit/docs/guia_bienvenidat_1.2

With information regarding:

- **PV** (Politécnica Virtual)
- **WiFi**
- **Moodle**
- E-mail account **@alumnos.upm.es**
- **Mentor project**
- **Library / Ciberteca**
- **Cafetería/comedor**
- **Parking**

Our data: ETSIT-UPM

Erasmus code: E MADRID05

Luis Salgado

*Vice Dean for International Relations and Corporate Partnership
(Departmental Coordinator)*

Julian Ayuso / Paloma García / Carmen Martinez

Administrative Officer

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**DESPITE OF CORONAVIRUS,
ENJOY YOUR STAY AT
ETSIT-UPM
AND TAKE CARE OF YOU!**

