



## INSTRUCTIONS FOR APPLICATION FOR EXCHANGE STUDENTS 2022-2023

(last update: 31 March 2022)

### 1. REQUESTING A USERNAME AND PIN (LOGIN CREDENTIALS)

Apply online through this website <http://www.opii.upv.es/incomings>

First, you will have to create a new profile: "Request a user ID and password". In "Type of activity" select "Student exchange program" and then select your School/Faculty of admission at UPV, in this case, "Ing. Edif. - SCHOOL OF BUILDING ENGINEERING".

Make sure that you write the correct email address that you check frequently. Your request has to be seen and processed by a member of staff, so do not expect to receive your login credentials immediately (it may take a few working days). **UPV staff can only approve a request for login credentials if we have previously received a valid nomination from your home university, confirming that you have been selected for a mobility period at UPV, for the field of civil engineering.**

If everything is correct, you will receive two automatic emails:

- An email with instructions to complete a full online application
- An email including your user identification number and PIN number. Save these login credentials, as you will continue to use them during your final registration and during your stay at UPV.

If you do not receive the email with the login details within 7 days after your request (check your spam folder), please contact us at [int\\_etsie@upvnet.upv.es](mailto:int_etsie@upvnet.upv.es).

### 2. ONLINE APPLICATION ON OUR APPLICATION PORTAL (AIRE)

When you receive your login details:

#### STEP 1

- Go back to <http://www.opii.upv.es/incomings> or use the direct link <https://aplicat.upv.es/aire-app/>. Complete all fields of the electronic form.
- Include a pre-selection of classes to take at UPV (section "Academic data"). You will be allowed to make changes during your stay if necessary. **Before choosing your classes, read attentively the information in sections 6 and 7 of this document.**

#### STEP 2

Once you have completed all sections, **confirm your application online** like this:

- in section "Status of application", use the drop-down menu and select "Application confirmed online", then click on the orange button next to it to save it.
- When you have done this, the status of your application will change to "Confirmed" and a new orange button will appear on the screen: **Print application**. Click on this button and the system will open a new window with a PDF file including all your details on one page.

#### STEP 3

Finally, you must upload the following documents to your online application:

- **Printed application**, signed by you and your university. This is the document you obtain in Step 2. Please attach a recent picture (passport-style) in the upper right corner.
- **Letter of presentation/motivation**: freestyle, maximum 1 page in English or in Spanish.

- **Recent academic transcript (in English or Spanish):** your academic results **since your first year of university education**. If you are a master's student, include also a transcript for your bachelor studies. If the document issued by your home university does not include the courses you are enrolled in during this semester, create a Word document yourself. Merge all documents (Bachelor + Master + courses enrolled this semester) into one single PDF file.
- **Certificate(s) of language skills** (see section below "4. Language requirements").

**DEADLINE FOR APPLICATION (ALL DOCUMENTS MUST BE UPLOADED BY THIS DATE) (\*)**

- **WINTER / FALL SEMESTER or FULL ACADEMIC YEAR: 15 May**
- **SPRING SEMESTER: 15 October**

**(\*)You must start your online application online at least one week before the deadline** for two reasons: 1) have to allow you into the system by giving you login credentials and 2) your university has to sign a document at the end of the process before you upload it.

**3. LANGUAGE OF TEACHING**

**IMPORTANT NOTICE:**

**All our programs are taught in Spanish. We offer only a few courses (subjects) in English, with limited spaces, almost all of them in the February-June period. [LINK HERE](#)**

Classes in English offered by other faculties of UPV are very often full and sometimes unavailable to exchange students accepted through other UPV Schools. **We cannot guarantee enrollment in classes in English offered by any other School, except in the English courses offered by the School of Civil Engineering (ETSICCP): [LINK HERE](#).**

When you prepare your Learning Agreement/study program at UPV, do not assume you can be enrolled in English courses taught by any other UPV Schools, especially if you are looking for UPV courses to replace obligatory credits in your home university.

**4. LANGUAGE REQUIREMENTS - CERTIFICATES ACCEPTED**

All Erasmus / exchange students applying for admission to our School of Building Engineering must submit proof of having achieved **level B1 of Spanish for admission**.

**The only exceptions are:**

- a. Spanish native speakers
- b. Italian or Portuguese native speakers: it is not obligatory to upload an official language Spanish certificate, but these students must upload Annex I (self-certification), available at the end of these instructions and also [in this link](#).
- c. Project Work in English: students accepted by a member of staff from our School to do a Bachelor or master's thesis in English and who are not going to enroll in courses taught in Spanish.

**We accept the following certificates**

- [DELE B1](#), [UniCert](#) Stufe 1, [SIELE Global](#) (in person or remote version), [TELC](#) B1,
- Annex II (last page of these instructions), also available [in this link](#).



### We do not accept the following documents

- Erasmus OLS test results
- Transcripts of records from secondary school. Please discuss your current level with your home university and ask them to sign [Annex II](#).
- Certificate of enrollment in a B1 Spanish course (being enrolled in a language course is not the same thing as having completed a level of CEFR in the 4 language skills).

### Deadline to prove that you have completed level B1

- **15 May / 15 October:** you upload one of the documents explained above with the rest of your application material, before our standard deadline.

If you use [Annex II](#) signed by your home university, they must check (✓) box number 1 or number 2 of the document, confirming you already have reached level B1 or B2.

## 5. CALENDAR AND TIMETABLES

- First semester/Semester A: early September-early February  
Provisional dates 2022-23: 12 September-3 February
- Second semester /Semester B: early February-late June  
Provisional dates 2022-2023: 6 February-30 June

The calendar and timetables are available on the School website:

<http://www.etsie.upv.es/> > Estudiante (search under “Grado en Arquitectura Técnica” and under “Máster en Edificación” for the specific details for each degree program).

Master’s level classes usually begin one week later than bachelor-level classes.

## 6. STUDY PROGRAMS AVAILABLE

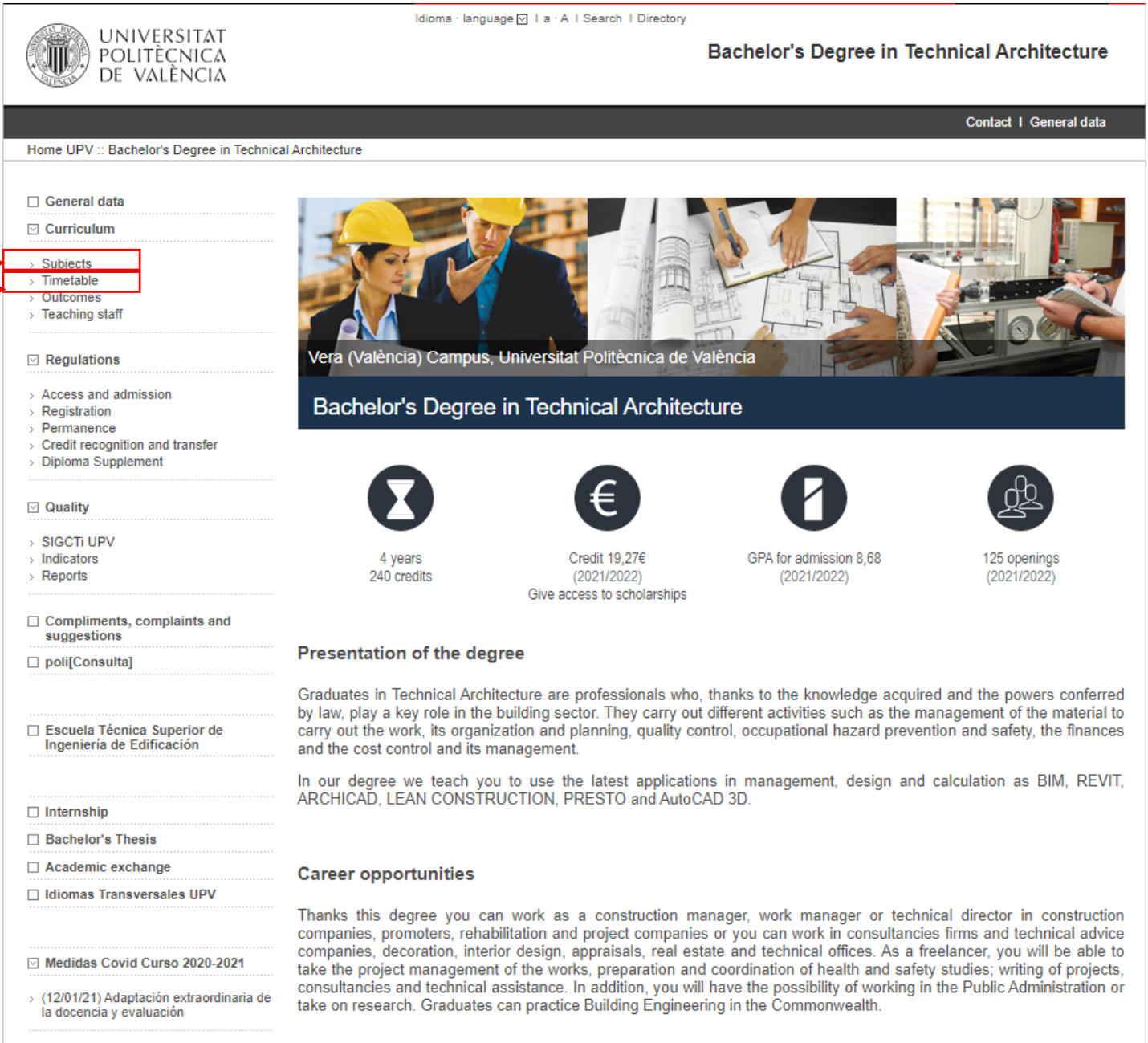
You will find the programs available in our School in these links:

138 – [Grado en Arquitectura Técnica](#)

2149 – [Máster en Edificación](#)

*(Spanish B2 required, except for Italian and Portuguese native speakers)*

(you may switch between Spanish and English on top of the website; **but keep in mind that the language of teaching in these degrees remains Spanish**). Inside each program, the website looks like this:



The screenshot shows the official website for the Bachelor's Degree in Technical Architecture at the Universitat Politècnica de València. The page features a navigation menu on the left with options like General data, Curriculum, Subjects (highlighted with a red box), Timetable, Outcomes, Teaching staff, Regulations, Quality, Compliments, complaints and suggestions, poli[Consulta], Escuela Técnica Superior de Ingeniería de Edificación, Internship, Bachelor's Thesis, Academic exchange, Idiomas Transversales UPV, and Medidas Covid Curso 2020-2021. The main content area includes a header with the university logo and the degree title, a banner image of students working on a project, and a section titled 'Presentation of the degree' which describes the role of graduates in the building sector. Below this, there is a 'Career opportunities' section. The page also displays key statistics: 4 years / 240 credits, Credit 19,27€ (2021/2022) with access to scholarships, GPA for admission 8,68 (2021/2022), and 125 openings (2021/2022).

Image 1: Example of the official website of a bachelor degree program

Link to degree structure, list of courses, and full description of each course(syllabus). See image 2, on the next page

This link leads to timetables presented in a very user unfriendly way, impossible to understand.

The timetable charts of any degree offered by the School of Building Engineering are explained in section 5 of this document. For degrees taught by other UPV Schools / Faculties, you will have to search the website of the School or Faculty offering that degree.

Image 2: example of the degree structure of a bachelor program

Home UPV :: Bachelor's Degree in Technical Architecture

☐ General data
 ☒ Curriculum
 

- > Subjects
- > Timetable
- > Outcomes
- > Teaching staff

☒ Regulations
 

- > Access and admission
- > Registration
- > Permanence
- > Credit recognition and transfer
- > Diploma Supplement

☒ Quality
 

- > SIGCTI UPV
- > Indicators
- > Reports

☐ Compliments, complaints and suggestions
 ☐ poli[Consulta]
   
  
☐ Escuela Técnica Superior de Ingeniería de Edificación
   
  
☐ Internship
 ☐ Bachelor's Thesis
 ☐ Academic exchange
 ☐ Idiomas Transversales UPV
   
  
☒ Medidas Covid Curso 2020-2021
 

- > (12/01/21) Adaptación extraordinaria de la docencia y evaluación

☒ Expand

### Courses

**Courses**

Resp. Ent. [School of Building Engineering](#)  
 M. Unit [School of Building Engineering](#)  
 Degree [Bachelor's Degree in Technical Architecture](#)  
 Type [Bachelor's Degree](#)  
 Year [2021-2022](#)

**Group**

☒ Consultation of

Use this button to organize the courses of the degree in different ways (by year or by subject area). The view "by modules and subjects" provides more useful information, as shown in this image:

- semester
- class is active / not active (this only applies to electives)

[View subjects by academic year](#)

academic year", if applicable.

In the spring (April-May), you can normally see a drop-down menu to switch from the current to the next academic year.

**IMPORTANT:** the detailed description of each course (syllabus) for the next academic year is not uploaded until late June. Until then, you may read the description from the previous year (changes in content are usually minor)

### Credits for obtaining the degree

Basic course	Compulsory	Elective	Internship	TFG	Total
63,00	141,00	18,00	6,00	12,00	240,00

A= 1<sup>st</sup> semester (early September-early February)  
 B= 2<sup>nd</sup> semester (early February-early July)  
 T= full-year courses (starting in Sept., ending in June)

✓ Means that the course is offered (active) in that academic year. Electives are not always offered each year

Minimum credits : 10,5 Type: Basic Training

Code	Subject	Type	Curso	Sem.	C.T	C.P	ECTS	Off.
10000	Mathematics I	Basic Training	1	A	2,6	1,9	4,5	✓
10001	Mathematics II	Basic Training	1	B	3,5	2,5	6	✓

Year within the degree structure in which this course is taught. This information is useful when you want to check the timetables, as they are structured by Year 1, Year 2, Year 3, etc.

[Link to timetables of the Bachelor in Technical Architecture \(Grado en Arquitectura Técnica\)](#)

[Link to timetables of the Master's degree in Building Constructions \(Máster en Edificación\)](#)

When you click on the name of a course (subject), a new screen will open, as shown in image 3 on the next page (detailed course description or syllabus).

Image 3: Detailed course description or syllabus

## Subjects

### Mathematics II

Faculty/School	School of Building Engineering	Course Description (2021)
Degree	Bachelor's Degree in Technical Architecture [ Basic Training ]	Course Outline
Department	Dept. of Applied Mathematics	Student Outcomes
Credits	6	Recommended Prior Knowledge
Cycle	—	Syllabus
Duration	Semestral	Distribution
Subject type	Applied mathematics	Assessment
Language of delivery	Spanish	References
Years delivered	2009/2010 to 2021/2022	

This will describe how the course is assessed: if there is only one final test, if there are mid-term exams, if there are project to submit, etc. The percentage of each activity over the final grade will be described.

**In some cases, in-person attendance may be controlled and there may be a maximum number of absences allowed.**

### Information

Teachers

Scheduled exams

Summary Course Description

Course Description electronically signed (Castellano) (Valencià) (English - Automatic translation)

In many cases, here you will find the dates of exams or any other assessment activity.

In there is no information here, read the info available in section "Assessment". In that case, for the dates of exams, you will have to explore the website of the School / Faculty offering that course or simply ask the teacher on the first day of class or by email.

Any exams, tests or projects will take place during the semester in which a course is being taught. Once the semester is over, the grades (marks) are absolutely final. There will be no additional (re-sit) exam sessions in following semesters.

You can download a PDF file, signed electronically, that you can share with your home university coordinators.



## **7. HOW TO CHOOSE YOUR CLASSES**

- You may select classes from different study programs in our School and different years of the same study program (UPV degree students do not have this freedom to combine courses).
- Class timetables and exam dates are planned for each study program and for each year of the degree. The more you combine courses from different degrees, the more difficult your timetable could become and you may have overlaps in your classes or with exam dates. Do not worry so much about this during your application. However, at the beginning of the semester, you will have to be careful with this during your confirmation of courses.
- You must take the majority of your credits from the degree programs offered by your host UPV School (School of Building Engineering – ETSIE), explained in section 6 of this document.
- Maximum 12 ECTS (semester) or 24 ECTS (full academic year) from degrees offered by other Schools or Faculties, as long as you enroll in 30 or 60 ECTS, respectively. If you enroll in fewer credits, this limit will be reduced accordingly. **We cannot guarantee enrollment in courses taught in other Schools.** It will be much easier with courses taught by the School of Civil Engineering ([link HERE](#))

## **8. PROJECT WORK /FINAL PROJECT (BACHELOR OR MASTER'S THESIS)**

Detailed instructions and tips [in this link](#)

## **9. MENTOR STUDENT AND ERASMUS STUDENT NETWORK**

### **Mentor student**

This is a local UPV student who is studying in your host UPV School. S/he can help you with academic orientation and can provide practical orientation in the pre-arrival phase and also at the beginning of your stay in Valencia (orientation in the city and on campus, help with finding accommodation, choosing your classes correctly, understanding our academic organization, etc.). If you are interested, select this option in your online application form (section “Mentor / languages”).

### **ESN – Erasmus student network**

The biggest student association in Europe. Operating on three levels: local, national, and international. They support and develop student mobility. Run by volunteer students.

ESN can help you with: housing, info about the city, SIM cards, sports equipment...

ESN organizes lots of activities for international students: city tours and day trips, long trips, film screenings, international cooking, parties, dance classes, volunteering...

[esnvalenciaupv.org](http://esnvalenciaupv.org)



## 10. SPANISH LANGUAGE COURSES

### ***Intensive Spanish course before the semester (not for free)***

We offer a 2-week Spanish course in its campus in Gandia before each semester. Gandia is 70 km south of Valencia and the campus is next to the beach. Students who successfully complete this course will get 4 ECTS and a certificate at the end of the course.

For further information: <http://www.upv.es/contenidos/ORI/info/745949normalc.html>

This is a refresher course only. It will not be taken into account as proof of Spanish language skills. We need proof of your language skills maximum by 15 July or 15 December.

### ***Spanish language course during the semester (free of charge)***

UPV offers exchange students the possibility to enroll in a non-intensive Spanish course both in the winter and in the spring semester. These courses have typically 3 hours of class per week.

We offer only A2, B1 B2 and C1 level. **Only students from Asian universities are allowed to enroll in the A1 level.**

Enrollment will open at the beginning of each semester and it will be announced by email. All students will have to take an online placement test (level test) before the beginning of classes. The level obtained will determine the course level you can select at UPV.

If you are staying for two semesters and successfully complete a Spanish course in the first semester, you may apply for the next level in the second semester.

## 11. ACCOMMODATION IN VALENCIA

UPV does not provide housing for exchange students. However, it is relatively easy to find housing in Valencia at any time of the year.

Here you will find some useful links:

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

(Section "Accommodation" in UPV website)

List of some companies and portals specializing in temporary accommodation or accommodation for students:

<https://www.valenciaflatrental.com/category/holiday-rental-valencia/>

[www.easypiso.com](http://www.easypiso.com)

[www.aluni.net](http://www.aluni.net)

[www.uniplaces.com](http://www.uniplaces.com)

[www.studentsglobalrelocation.com](http://www.studentsglobalrelocation.com)

(there is no agreement or business relation between these companies and UPV).





## ANNEX I. SELF-CERTIFICATION OF SPANISH LANGUAGE LEVEL (only for Spanish, Italian, or Portuguese native speakers)

Check one of the two options with ☒ and sign the document.

(Name and FAMILY NAME) \_\_\_\_\_

☐ I confirm that Italian / Portuguese is my native language;

UPV will not require any formal Spanish certificate for admission

However, I have read, understood, and accepted the following points:

- **UPV expects Italian and Portuguese native speakers to enroll in courses (subjects) taught in Spanish, not in English** (preparation of Bachelor or Master's thesis can be carried out in English, as well). Enrollment in any course taught in English will only be exceptionally approved if there are no capacity problems in a certain course (more student requests than spots available).
- Courses (subjects) at UPV have a continuous assessment method, sometimes with exams or assignments due a few weeks after the beginning of the semester. **Italian and Portuguese native speakers are expected to be able to communicate in Spanish since their arrival (not perfect Spanish, but functional). Students must study basic Spanish grammar, pronunciation, and vocabulary before arrival.**
- The Spanish language courses for exchange students during the semester begin at level A2 (B1 in campus Alcoy). **Exchange students will be allowed to participate in these courses as long as they have consolidated the previous CEFR level before arrival** (there is a level exam shortly before the beginning of the classes).
- **UPV strongly encourages the use of online free resources to Learn Spanish:**
  - **Erasmus Online Language Support (OLS) website and app:**  
<https://app.erasmusplusols.eu/it> or <https://app.erasmusplusols.eu/pt> ; Students from Italian or Portuguese universities will receive the invitation to log in to the OLS platform from their home university.
  - **UPV Moocs on edX platform:** [Basic Spanish Professional Certificate | edX](#)  
(there are three levels and the online courses are always free of charge; students only have to pay a fee if they want to obtain a certificate at the end).

☐ **confirmo que el español es mi lengua materna**

Student signature and date:



## ANNEX II. STATEMENT OF SPANISH LANGUAGE SKILLS (BY HOME UNIVERSITY)

UPV expects partners to check their students' language background. Most of our partner universities require UPV exchange students to prove that they have at least level B1 of CEFRL (mostly B2 or even C1) of the language of instruction. We expect the same.

For the sake of quality in exchanges and the performance of your students, we kindly ask partner universities to be serious and realistic about their students' level of Spanish. Keep in mind that language experts generally recommend 120-180 hours of class and several months of practice for the B1-B2 levels of CEFRL (between European languages).

Mr./Ms: \_\_\_\_\_

Email: \_\_\_\_\_

(check one of the following options with ☒ )

- ☐ International Relations ( Study Abroad) programs administrator
- ☐ Spanish language teacher

**CONFIRMS that the student:** \_\_\_\_\_

(check one of the following options with ☒ )

- ☐ **Already (at the time of application) has a level of Spanish equivalent to level B1 of CEFR and is ready to participate in classes taught in Spanish** (accepted by the School of Civil Engineering and many other UPV Schools and Faculties but not all, [see link](#))
- ☐ **Already (at the time of application) has a level of Spanish equivalent to level B2 of CEFR and is ready to participate in classes taught in Spanish** (accepted by the School of Civil Engineering and many other UPV Schools and Faculties but not all, [see link](#))
- ☐ **Has engaged himself/herself to provide a Spanish language certificate of the required level ([see link](#)) before 15 July (arrival in September) or 15 December (arrival in January/February). Students failing to comply with this point and previously accepted for courses taught in Spanish will not be re-directed towards courses taught in English and they may be refused registration as a student at UPV.**

[Link to information on language requirements](#)

Remarks (optional):

Date and signature: