

*INSTITUTIONAL WELCOME
SESSION FOR INCOMING
EXCHANGE STUDENTS*

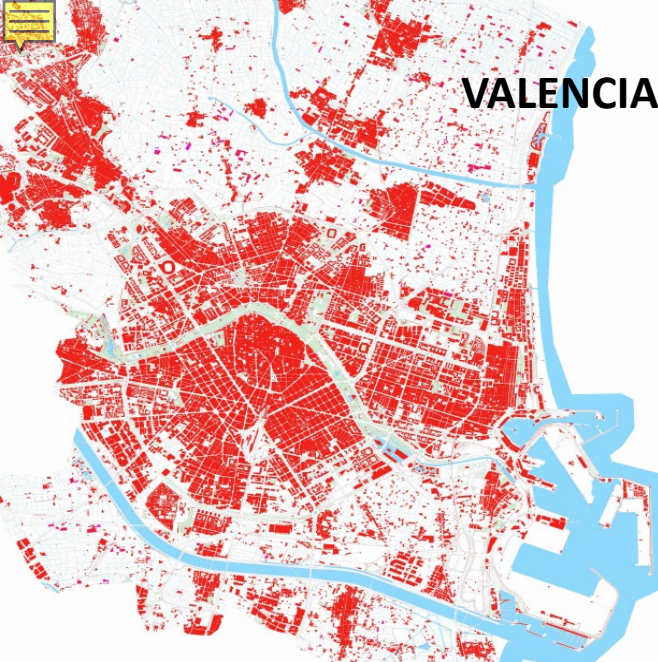
2024-2025 - (Valencia campus)

30 January 2025

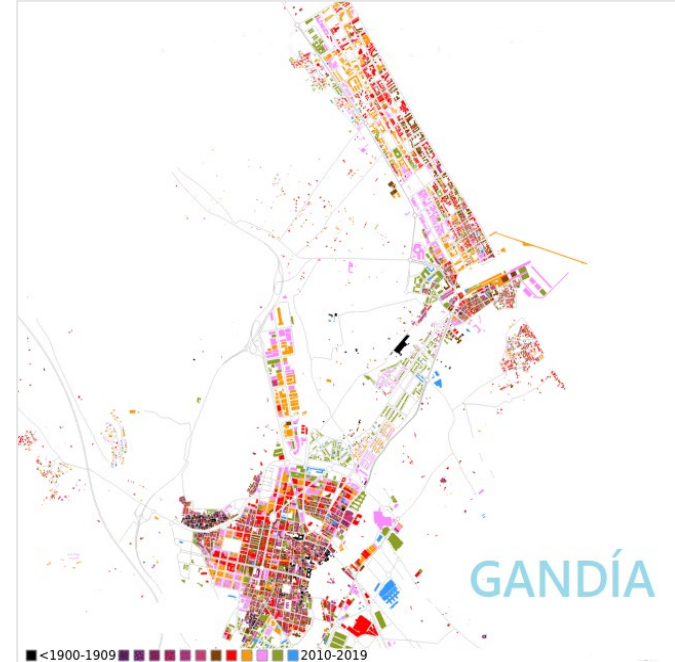
BIENVENIDA INSTITUCIONAL
ESTUDIANTES INTERCAMBIO

2024-2025 - (campus Valencia)
30 enero 2025

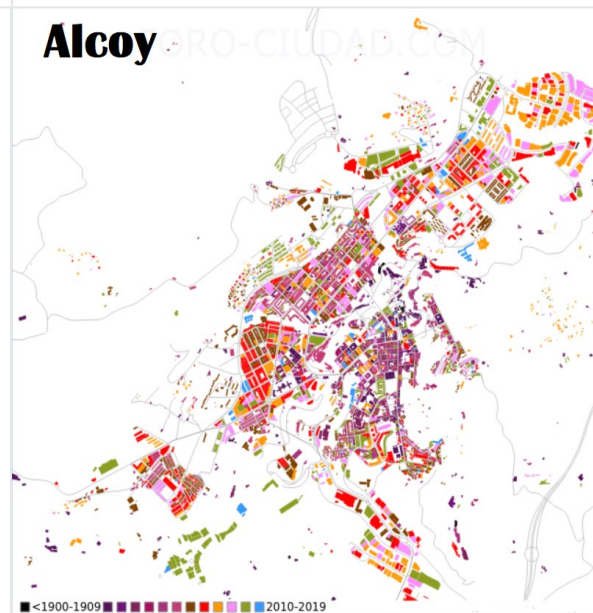




Welcome
to UPV



Bienvenidos
a la UPV



*Benvinguts
a l'UPV*



- Some facts about UPV
- International Services at UPV
- Immigration Support Unit
- Registration as a student
- IT resources (WIFI, access to computers, webmail, apps)
- Digital student card
- Enrollment in the courses (subjects)
- Spanish language courses
- Intranet and Poliforma-T
- Academic system (assessment & exams)
- Healthcare and medical assistance
- Free local transport
- Sports



Some facts about UPV

3 campus sites: Vera (València), Gandía, and Alcoi

13 Schools / Faculties (11 in the Valencia campus)

31,207 students (22.509 Bachelor, 5879 Master's, 2819 PhD)

2,500 teaching and research staff

1,500 administrative staff

Engineering and technology + business management + creative arts



Some facts about UPV international

EXCHANGE AND DOUBLE DEGREE STUDENTS

1300 **outgoing** students per year, mainly to Italy, Poland, France and Germany

1900 **incoming** students, mainly from Italy, Germany, France and Poland. **Almost 60 nationalities.**

This semester: 658 new exchange students



Some facts about UPV international

Members of the [ENHANCE University Alliance](#)

CHALMERS
UNIVERSITY OF TECHNOLOGY



POLITECNICO
MILANO 1863

RWTHAACHEN
UNIVERSITY

 **NTNU**
Norwegian University of
Science and Technology

**Warsaw University
of Technology**



**UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA**

ETH zürich



**GDAŃSK UNIVERSITY
OF TECHNOLOGY**

TU Delft

10 European partners cooperating in innovative ways
Finding common solutions to global problems and challenges
<https://enhanceuniversity.eu/>



International Offices

OPII: (central) Exchange Programmes Office

- Coordination of Spanish language courses, general announcements
- Immigration Support Unit

International Office inside each School / Faculty / Campus

Everything else → your main contact point

Student applications and admission, enrollment in the courses (subjects), signing Learning Agreements, Arrival /Departure certificates, orientation, etc.

International Affairs Office (Nexus building)

Only for students who receive Erasmus+ KA171 Scholarships through UPV



Immigration Support Office

Oficina de Extranjería

Central service located inside OPII (central International Office)
Building 3C

[http://www.upv.es/contenidos/EXTRANJ/
extranjeria@upv.es](http://www.upv.es/contenidos/EXTRANJ/extranjeria@upv.es)

Always read all the info
on the website before
you contact us !

Immigration rules and Responsibilities in Spain
Study permit with Spanish Immigration Authorities

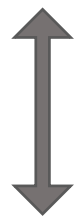
In general, orientation and assistance with procedure to help you
maintain lawful status (only for non-EU/EFTA nationals)



Registration as a student

1. Send / submit / deliver your registration documents

- Identity card/Passport
- European Health Insurance Card
(or proof of private medical insurance)



Your International office processes documents



2. Your UPV email account and login are created

3. Status of your online file on AIRE changes to [UPV account created], in Spanish [*Cuenta UPV creada*]

The “Four Elements” for WIFI, UPV apps, IT resources

1. Identificador UPV / DNI

starts with a P, except if your nationality is Spanish. It cannot be changed

2. PIN (2 months after your UPV account is created, you can no longer use it, you can only log in with your password (contraseña / clave))

For identified access on your student intranet or the AIRE portal.

You have no. 1 and no. 2 since you started your online application

3. Usuario del dominio ALUMNO / login or username for domain ALUMNO

You can find it on your personal student intranet.

Servicios > Servicios de red > Usuario de red

Services > Network Services > Network user (login)

4. Contraseña / password

You must create it yourself. Instructions <https://bit.ly/UPV-password>



Webmail and WIFI



Webmail / UPV email account

Official announcements from teachers
General UPV information

<https://email.upv.es/> (no www)

or from www.upv.es > Log in > Left menu > Correo UPV

WIFI

Indoors and outdoors, network “UPVNET”

LINK to instructions document: <https://bit.ly/UPV-wifi>



Student card

UPV will no longer issues student or staff cards on plastic. All new cards are available in a digital format.

You must download the app called miUPV from the PlayStore or AppStore and install it on your mobile phone.

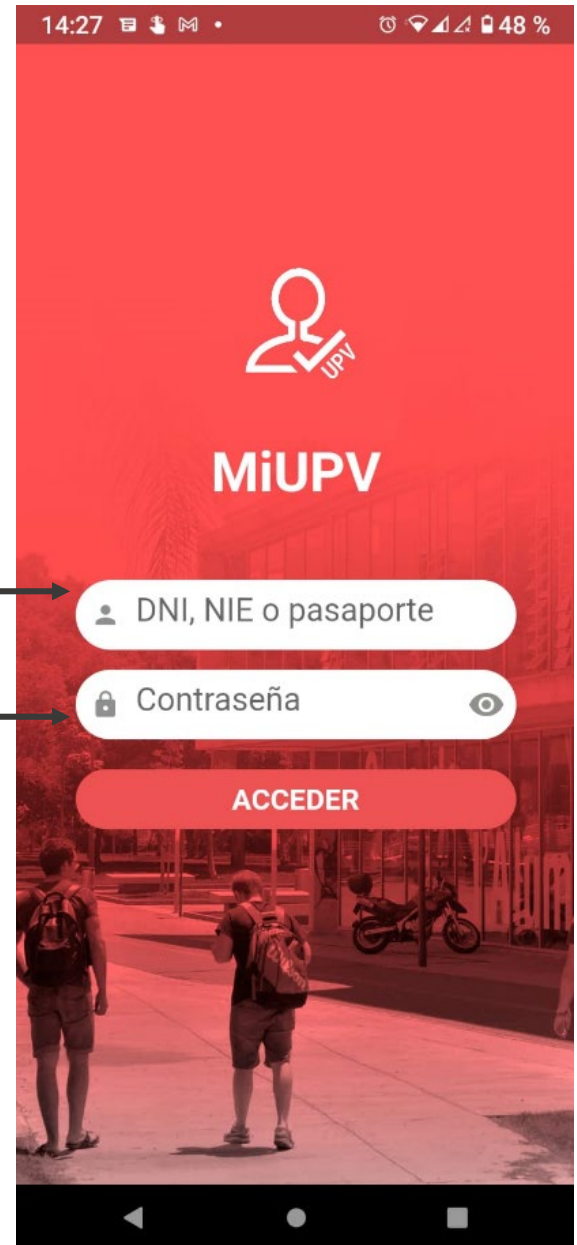


Student card

Type here your DNI / UPV identification, the same one you are already using to access the UPV personal intranet or the AIRE portal

This password is NOT the 4-digit PIN number. It is a longer password that you must create outside the app, on the UPV intranet.

<https://bit.ly/UPV-password>



Student card

Necessary for

UPV libraries
Access to some sports facilities
Parking lots

Not necessary for

University cafeterias

Instructions

<https://bit.ly/UPV-student-card>



Enrollment in the courses (subjects)

Confirm course choices (subjects) on AIRE
[Choose groups, remove/add subjects...]



Deadline is usually 31 January

(the exact date is defined by each School and Faculty on the AIRE website)

Now, only small adjustments

Courses taught in a School different from your host School require a double approval. They might be more difficult to obtain, especially courses taught in English.





Spanish Language courses

Free courses, only for exchange students; level A1 to C1

A1 only for students from Asian universities

Level established on AIRE after UPV online test (already closed)

4,5 ECTS / semester (twice per week, 90 minutes)

Classes begin on the week of 3-9 February

Exceptionally, no Spanish language classes on Monday 3 or Tuesday 4 February. (this does not apply to your other classes)





Intranet and PoliformaT

Personal intranet (www.upv.es > log in > intranet)

- Checking your grades (Notas)
 - Appointments (UPV doctor), booking a spot in a sport activity, or requesting a book from the library
 - Downloading a weekly timetable
- (only once your enrollment in the courses has been completed)

LOG IN WITH YOUR UPV IDENTIFICATION NUMBER (DNI) + PIN / PASSWORD

Poliformat

Interaction with teachers and classmates (teaching material, recorded classes, uploading assignments, some tests, etc.)

Guide to Intranet and Poliformat - Incoming students

The screenshot shows a web browser displaying the UPV intranet. The page has a header with the UPV logo and navigation links. The main content area is titled 'my UPV' and features a 'Identified access' button. Below this, there are several sections with icons and text: 'Inicio', 'Bases Electivas', 'Inscripción', 'Poliformat', and 'Oficina de'. A large, semi-transparent play button is centered over the page. A man in a black hoodie is standing in front of the screen, partially overlapping the bottom right corner of the browser window.

<https://bit.ly/UPV-intranet>



Intranet and PoliformaT

UNIVERSITAT POLITÈCNICA DE VALÈNCIA

poli (formaT)

TODAS TUS ASIGNATURAS YA CONFIRMADAS ESTÁN AQUÍ >>

ALL YOUR COURSES ALREADY CONFIRMED ARE HERE >>

Sitios Javier

Mi poliformaT

Plan de Prevención de la UPV. PAS

Suscripción OPENUFASU

Inicio

Mostrar información del sitio

Nueva versión de la herramienta ALCE en PoliformaT

Ya se encuentra disponible en poliformat PoliformaT la nueva versión de la herramienta ALCE, que facilita la corrección de exámenes tipo TEST realizados en papel.

Esta actualización tecnológica **garantiza las condiciones de seguridad y servicio de la herramienta y, adicionalmente, incorpora algunas mejoras que ayudan en el flujo de trabajo de la corrección.** Por ejemplo, en la nueva versión, la corrección se realiza en los servidores de la UPV (ya no se realiza sobre el ordenador del docente), lo que, además de proporcionar mayor seguridad y capacidad de cómputo, permite que se pueda iniciar el proceso de corrección en un ordenador y, posteriormente, continuar el flujo de corrección desde cualquier otro (en casa, en el despacho, etc...). En caso de que un problema afecte al ordenador del docente, la seguridad e integridad del examen quedará garantizada, ya que toda la información reside en los servidores de la UPV.

Se trata de una adaptación tecnológica compleja, por lo que durante el curso pasado la nueva herramienta fue revisada y probada en varias experiencias piloto para comprobar la fiabilidad de la misma.

En este momento consideramos que la aplicación es suficientemente estable. Sin embargo, **al ser una aplicación que requiere del uso de medios físicos (impresoras, papeles y escáner), el éxito en su uso depende en gran medida de seguir adecuadamente las instrucciones en la confección de la plantilla y en el uso de impresoras y escáneres adecuados.** Por ello, en esta versión, se ha incorporado la opción de validar la plantilla antes del examen, para minimizar los problemas que estos medios físicos puedan causar.

Dispones de toda la información necesaria en la [wiki de la aplicación ALCE](#).

Si tienes dudas o problemas puedes ponerte en contacto con el CAU en <https://cau.upv.es>, donde contestarán a tus dudas y, si es necesario, serás transferido a un gestor especializado en la herramienta que revisará tus requerimientos

15/11/2022
ENCUESTAS DE OPINIÓN SOBRE LA DOCENCIA
Próximamente se realizará el pase de encuestas del profesorado en tu Escuela o Facultad.

04/11/2022
Publicada la Resolución de la Convocatoria Docencia en red 2022-2023
Ya está publicada en la web de Docencia en red la resolución por la que se publica la lista de admitidos del plan Docencia en Red 2022-2023 con la relación de materiales solicitados.

13/10/2022
Acceso a Polilabs sin VPN
Ya es posible acceder a Polilabs desde fuera de la UPV sin utilizar la VPN. Una vez finalizadas las actualizaciones de seguridad de la mayor parte de los servicios de polilabs hemos abierto de nuevo el servicio a Internet SIN VPN.

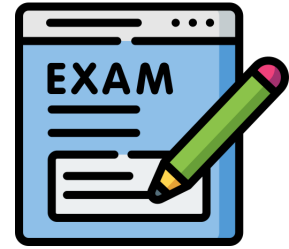
HAZ CLICK EN ALGUNO DE LOS SIGUIENTES ENLACES:

ÚLTIMAS NOVEDADES

POLIFORMAT

CHANGE LANGUAGE OPTIONS HERE

https://bit.ly/UPV-intranet



Assessment and exams

- Continuous assessment

You accumulate points during the semester (projects, assignments, presentations, mid-term exams, etc.)

- No need to register for exams
- Exam dates published before academic year begins
(they cannot be changed, be careful with overlaps)
- Final exams at the end of the semester
(in certain courses, replaced with a project)
- No additional exam sessions once the semester is over

Grading system: 0 (lowest) to 10 (highest), minimum pass 5

Further details: <https://bit.ly/3L6Mpm9>

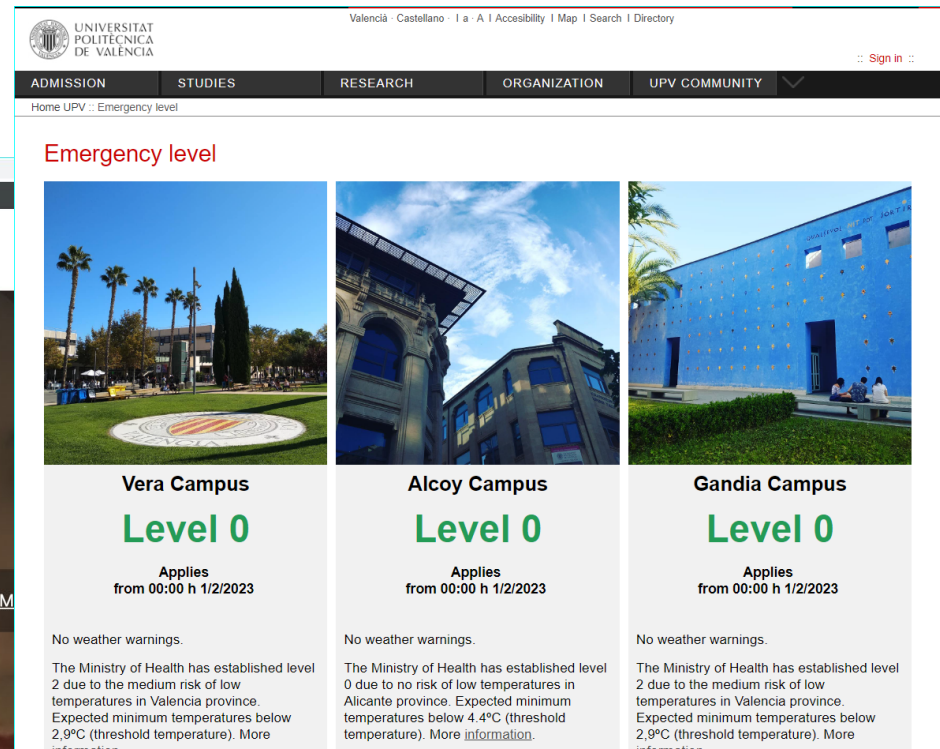




Healthcare & safety

You will find a link labelled as “Emergencies” on the UPV main website (top menu)

Helpful in case of extreme weather or other emergencies. It will provide information on whether classes have been cancelled or if any precaution is necessary





Medical center inside UPV

Centro de Salud Juana Portaceli (Valencia campus), Building 6E

(near tennis courts and indoors swimming pool)

Family Doctor (GP) and nurses (daytime only)

Family medicine, minor urgencies, assessment for chronic conditions

Appointments from UPV Intranet or on the app miUPV

Servicios > Centro de Salud Laboral Juana Portaceli > Cita previa
consulta médica

It is not part of Spanish National Healthcare System:

- they cannot refer you to a public specialist doctor
- prescriptions accepted in a pharmacy, but you will have to pay full price





National Healthcare System



Only for students holding a valid European Health Insurance Card

- **Emergencies:** any public hospital, your EHIC is enough

- **Family doctor** (“*médico de familia*” colloquially “*médico de cabecera*”)
- **Other specialist doctors:** only a family doctor can refer you
- **Drugs (medication):** with a prescription, reduced price in a pharmacy; medication or treatments administered in a hospital are free of charge

You must obtain a card and number from the Regional Healthcare System: **SIP**

Request it in person at the Informatio Desk of a Primary Healthcare Center
(*Centro de Atención Primaria / Centro de Salud*)





National Healthcare System

Only for students holding a valid European Health Insurance Card



Find your Primary Healthcare Center:

<https://bit.ly/public-medical-centers>

Busca tu centro

Los datos introducidos son erróneos.

Identifíquese a través de su tarjeta SIP o por localización de su domicilio y consulte sus centros sanitarios asignados de atención primaria y atención especializada.

Acceso por tarjeta SIP

n° SIP Fecha de nacimiento Día Mes Año

Nº SIP

Acceso por domicilio

Provincia

CITY Población

STREET NAME Vía

NUMBER Número de vía



Free local transport (for people up to 31 years old)

Abono temporal joven gratuito - Tarjeta SUMA

Currently valid until 30 June 2025. Most likely it will be extended in the spring again

Valid on local EMT buses and metro-tram system
Personal. It cannot be transferred or shared

Step 1: register on the system

(OK with passport or national identity number)

<https://www.metrovalencia.es/en/appointment/>

<https://www.metrovalencia.es/es/cita-previa/>

Step 2: check your email and use link to request an appointment and pick up your card

If you are not registered, please register

EMAIL *

TIPO DE DOCUMENTO (NECESARIO PARA SOLICITAR CITA PREVIA)
Unless you have a Spanish identity card, select the option "Other"

DOCUMENT NUMBER (REQUIRED TO MAKE AN APPOINTMENT)

PASSWORD *

CONFIRM PASSWORD *

Read and accept the personal data protection policy

I accept the legal terms from Metrovalencia

SIGN

The nearest offices are: metro stations Benimaclet, Facultats, Alacant

UPV Sports Service



Free of charge, over 70 sports. DETAILED INFO

<https://bit.ly/UPV-sports> (Valencia campus)

Book classes or spaces
On the app miUPV

<https://apps.upv.es/#!/>

→ Deportes



Whatsapp info:
+34 670202032



UPV Sports – Activate free membership

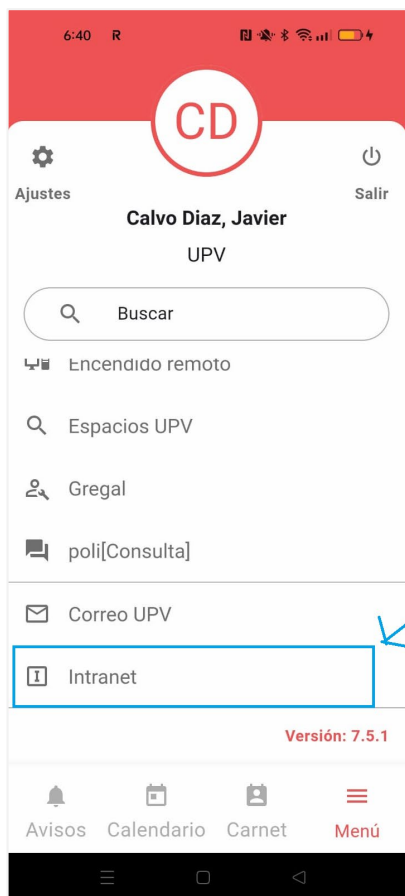
Student Personal Intranet (Versión ordenador) > Servicios > Área de Deportes > **Alta socios de deportes**
 Student Personal Intranet (Computer version) > Services > Sports Area > **Sports Fellowship Registration**

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| <ul style="list-style-type: none"> :: Correo electrónico <ul style="list-style-type: none"> > Correo Office 365 UPV (Nuevo correo oficial) o > Consulta de correos oficiales UPV o > Idioma Comunicaciones o > Suscripción a Noticias y Eventos o :: Servicios de red <ul style="list-style-type: none"> > Usuario de red o > Acceso remoto o > Páginas personales o > Registro de accesos o > Intercambio o > Software o :: Àrea de Promoció i Normalització Lingüística <ul style="list-style-type: none"> > Sol·licitud d'ajuda per a la realització i divulgació de treballs d'investigació en valencià o > Inscripció en els grups de conversa o > Inscripció a les Aules Virtuals o > Formulari de consultes sobre normalització lingüística o > Formulari III Concurs informes tècnics 2018 o :: Àrea de Deportes <ul style="list-style-type: none"> > Alta socios de deportes o > Actividades y Escuelas: reserva de plaza semanal e inscripción / Consulta de disponibilidad o > Competiciones UPV: Inscripción, Gestión y Consultas o > Reservas de instalaciones deportivas o > Competiciones Interuniversitarias: Inscripción / Consulta o :: Relaciones Internacionales y Cooperación <ul style="list-style-type: none"> > Movilidad Internacional y Cooperación (AIRE) o > Ver citas servicio de extranjería solicitadas o | <ul style="list-style-type: none"> > Consultas las citas solicitadas o :: Alumni <ul style="list-style-type: none"> > Inscripción en Alumni o :: Servicios de biblioteca <ul style="list-style-type: none"> > Mi Biblioteca o :: Unidad de Medio Ambiente <ul style="list-style-type: none"> > Haznos una solicitud o :: Servicio Integrado de Empleo <ul style="list-style-type: none"> > Cita previa Orientación Profesional (Campus Vera – Técnico 1) o > Cita previa Orientación Profesional (Campus Vera – Técnico 2) o > Cita previa Orientación Profesional (E.P.S. Gandía) o > Cita previa Orientación Profesional (E.P.S. Alcoy) o > Consultar solicitudes y citas previas o > Calcula tu práctica o :: Centro de Lenguas <ul style="list-style-type: none"> > Inscripción actividades o > Consulta de actividades inscrito o :: Àrea de Actividades Culturales <ul style="list-style-type: none"> > Solicitud Programa de Acciones Culturales (PAC) o | <ul style="list-style-type: none"> > Ver citas ECV y sus solicitudes o :: Utilidades <ul style="list-style-type: none"> > Cambio de idioma o > Identificador OpenID o :: Reprografia <ul style="list-style-type: none"> > Impresora Virtual ReproExpress o |
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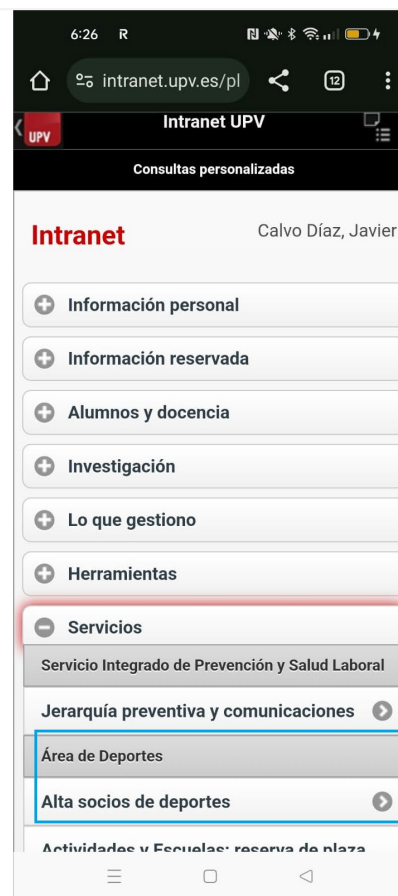
UPV Sports – Activate free membership

App miUPV > Intranet > Servicios > Área de Deportes > **Alta socios de deportes**



mobile app
miUPV

scroll down in
the menu to find
"Intranet"



Activate free
sports
membership
here



Make the most of your experience

Concentrate on your courses but do not forget to:

Comply with the paperwork

Learn / improve the language

Discover the culture

Meet people

HAVE FUN !



TIME FOR QUESTIONS !



@opiiupv

¿PREGUNTAS ?

