



APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

1. REQUESTING A USERNAME AND PIN (LOGIN CREDENTIALS)

Apply online through this website [How to apply | SIN | UPV](#)

If you have any doubts about this process, you can consult the [AIRE User's Guide for applicants](#)

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, 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 building and 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

2. ONLINE APPLICATION ON OUR APPLICATION PORTAL (AIRE)

When you receive your login details:

STEP 1

- Go to <https://www.upv.es/entidades/sint/en/exchange-application/> 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 using the button [Confirm application](#)**. Do not worry, you will be able to upload documents later.
- 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.



School of Building Engineering

- **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 Spanish 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 at least one week before the deadline for two reasons: 1) we 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. [LINK HERE](#)

Courses in English offered by other schools/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.**

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 (B2 for students applying for courses from the Master's Degree in Building Constructions and Master's Degree in Building Rehabilitation and Sustainability), deadline to submit the certificate for winter/fall semester 15 May / for spring semester 15 October.**

The only exceptions are:

- a. Spanish native speakers.
- b. Italian or Portuguese native speakers: it is not obligatory to upload an official Spanish language certificate, but these students must sign and upload Annex I (self-certification), available [in this link](#).
- c. Project Work in English: students accepted by an academic from ETSIE to do a Bachelor or Master's thesis in English and who are not going to enroll in any courses taught in Spanish.
- d. Courses in English: for exchange students applying only for courses taught in English. Consider that the School of Building Engineering offers only a few courses (subjects) in English, with limited spaces. Courses in English offered by other schools/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. These students must sign and upload Annex III (self-statement), available at the end of these instructions.

We accept the following Spanish language certificates

- [DELE B1](#), [UniCert](#) Stufe 1, [SIELE Global](#) (in person or remote version), [TELC](#) B1,
- Annex II - 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 or B2

- **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
- Second semester /Semester B: early February-late June

Check the academic calendar here:

- [Academic calendar Bachelor's degree in Building Engineering](#)
- [Academic calendar Master's degree in Building Constructions](#)

6. STUDY PROGRAMS AVAILABLE

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

- 138 – [Bachelor's Degree in Building Engineering](#)
- 2325 – [Master's Degree in Building Constructions](#)
- 2326 – [Master's Degree in Building Rehabilitation and Sustainability](#)

Note 1: Both masters taught fully in Spanish. Spanish B2 required for students applying for courses from the Master's Degree in Building Constructions and Master's Degree in Building Rehabilitation and Sustainability, except for Italian and Portuguese native speakers

Note 2: Bachelor students will not be allowed to enroll in master courses.

Check "Annex IV – Useful information to select your courses" where you will find details to navigate the websites.



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.
- 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 40% of the ECTS you enroll may be selected from other UPV Schools/Faculties, with the limit of 12 ECTS per semester. **However please note that we cannot guarantee enrollment in courses taught in other Schools.**

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

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: <https://www.upv.es/entidades/sint/en/spanish-courses-at-upv/>



This is a refresher course only. It will not be considered as proof of Spanish language skills. We need proof of your language skills maximum by 15 May or 15 October.

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. Taking the test is obligatory if you want to participate in the Spanish courses during the semester. 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, 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:

www.aluni.net

<https://www.rookieintown.com/alojamiento/>

<https://erasmusu.com/es/alojamiento-estudiantes/valencia>

<https://www.live4life.es>

<https://www.spotahome.com/es>

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



**ANNEX III. SELF-STATEMENT ETSIE
(for exchange students applying only for courses taught in English)**

Please check with and sign the document.

(Name and FAMILY NAME) _____

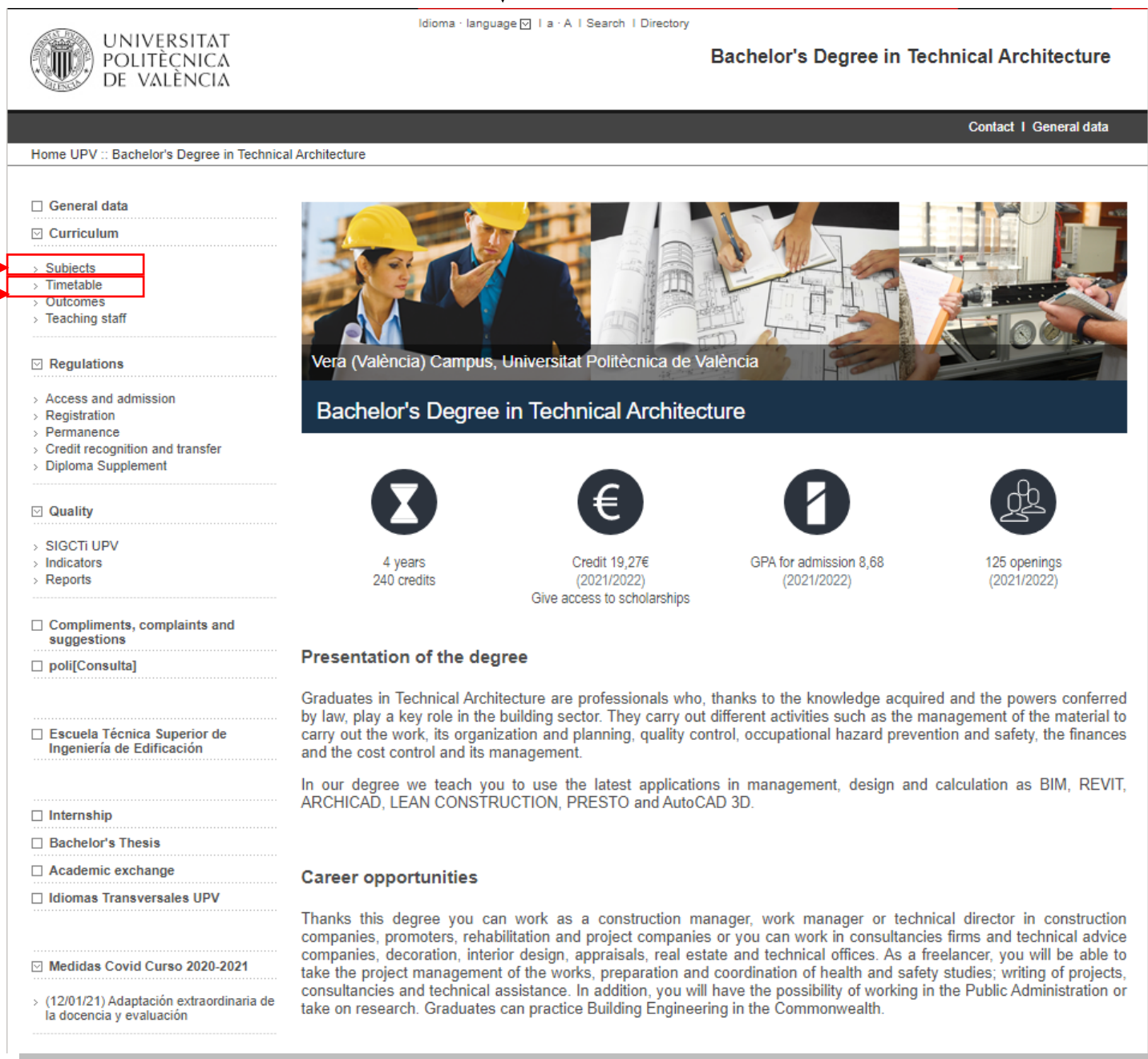
I confirm that I will apply **ONLY** for courses taught in English and I have read, understood, and accepted the following points:

- a. The School of Building Engineering – ETSIE offers only a few courses (subjects) in English, with limited spaces. [LINK HERE](#)
- b. I must take the majority of credits from the School of Building Engineering – ETSIE, explained in section 6 of this document.
- c. I may select maximum 12 ECTS (semester) or 24 ECTS (full academic year) from degrees offered by other UPV Schools or Faculties, as long as I enroll in 30 or 60 ECTS, respectively. If my total number of credits is below 30 or 60 ECTS, this limit will be reduced accordingly.
- d. I understand that courses in English offered by other schools/faculties of UPV are very often full and sometimes unavailable to exchange students accepted through other UPV Schools. **Therefore, enrollment in courses taught in English by other Schools cannot be guaranteed.**

Student signature and date:

Annex IV – Useful information to select your courses

(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 website interface for the Bachelor's Degree in Technical Architecture. At the top, there is a navigation bar with the university logo, language selection (Idioma · language), and search options. The main header includes the degree title and contact information. A sidebar on the left contains a menu 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 features a banner image of students working on blueprints, followed by 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). Below this, there are sections for 'Presentation of the degree' and 'Career opportunities'.

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

If you need to check timetables, please refer to 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

View subjects by academic year

academic year", if applicable.

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= 1st semester (early September-early February)
 B= 2nd 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	✓

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)

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)

A= 1st semester (early September-early February)
 B= 2nd 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

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 Building Engineering \(Grado en Arquitectura Técnica\)](#)

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