

# ADMISSION REQUIREMENTS AND PHASES FOR YOUR INTERNATIONAL MOBILITY

## 1 – LANGUAGE REQUIREMENTS

Language certificate required: B1 in Spanish for classes taught in Spanish or B2 in English for classes taught in English.

Where can I learn and obtain a certificate in Spanish or English?, visit this link of the UPM

Language Centre: - [Spanish language courses for incoming students.](#)

What is your language level? <https://www.lenguas.upm.es/certificados-y-pruebas/>

## 2 – MOBILITY INSURANCE

As a mobility student, before your arrival at ETSIME, you must take out a mobility insurance, indicating that you are a UPM student, and it must cover the same coverage as the Oncampus insurance: medical, civil liability for damages caused by the student in the place of studies, accidents related to the student's activities in the place of studies and repatriation in case of death. In particular, it is essential that it covers repatriation.

You will find all the information in the following links:

- <https://www.upm.es/Estudiantes/Seguros/SeguroMovilidadInternacional>
- [www.oncampus](http://www.oncampus)

## 3 – REQUIREMENTS FOR YOUR LA-Learning Agreement AT THE ETSIME

You must enter subjects according to your level of studies, with a minimum of 75% of ETSIME credits. This percentage can include the subjects of the [Master MUIE- Master's Degree in Energy Engineering](#), taught by ETSII in collaboration with ETSIME.

Respecting the minimum percentage of 75% ETSIME credits, subjects from other UPM Schools can be included in your LA, but the approval of the LA will be subject to the acceptance of the enrolment request by the School that teaches the requested subject (after receiving your LA, we request permission from the school that teaches the subject in order to enrol the student).

Currently the minimum content of the LA is **18 ECTS** for six-month mobilities, and **36 ECTS** if your mobility is annual. There is no set maximum content.

# Phases for your International Mobility

## 1 – NOMINATION AND APPLICATION PERIOD

Incoming students' host university, which ETSIME -UPM has an agreement with, must nominate their students interested in studying at our School within the nomination period. Dates and deadlines for nominations and for students to provide their documentation are available in our Fact Sheet, and are as follows:

### Nomination

- Winter Semester and full year: **From 1<sup>st</sup> to 30<sup>th</sup> April**
- Spring Semester: **From 1<sup>st</sup> to 31<sup>st</sup> October**

Applications must be sent by email to: [incoming.minasyenergia@upm.es](mailto:incoming.minasyenergia@upm.es) with the following minimum information of the nominated students: name and surname, student's email, ID or passport number, date of birth, level of studies, field of studies, mobility period

### Application

- Winter Semester and full year: **From 1<sup>st</sup> to 30<sup>th</sup> May**
- Spring Semester: **From 1<sup>st</sup> to 31<sup>st</sup> November**

Applications must be completed through our [Moodle online platform](#).  
An email will be sent to the nominated students with the application instructions.

## 2 – APPLICATION AND NECESSARY DOCUMENTATION. THE LEARNING AGREEMENT (LA)

To apply for a place at ETSIME as an exchange student, you need to access our Application Platform in Moodle International Mobility Training.

When we receive the nomination from the host University within the 'Deadline Nomination' or Nomination Period, and at the beginning of the 'Deadline Application' or Application Period, we will send you by mail the instructions and the password to access the application platform in Moodle training called 'International Mobility ETSIME XX/XX' (check your Spam folder). This platform is designed to apply for mobility, and will be the main communication channel between you and the ETSIME Mobility Office. On it, you will have to upload all the necessary documents through 'Tasks', and you will also receive different notifications from the Mobility Office itself.

The enrolment period in Moodle Training 'International Mobility ETSIME XX/XX' will be available every year within the UPM DEADLINE APPLICATION period.

If at any time you forget your password to access the application platform, you can reset it at the following link: [https://moodle.upm.es/formacion/login/forgot\\_password.php](https://moodle.upm.es/formacion/login/forgot_password.php)

In the application platform 'Mov. Int. Incoming ETSIME' of the course that corresponds to you, you will need to complete the following steps:

### **2.1- Complete the tasks in the section 'Application for mobility at the ETSIME-UPM' within the deadlines indicated in each of them.**

Regarding the task 'Application to ETSIME: personal and academic information, you must upload a single pdf document called "Solicitud\_Apellidos, Nombre.pdf" containing the following documents, in this order:

- Photocopy of the ID card or Passport,
- Personal photo,
- Transcript of Records (TOR),
- Language certificate(s) (B1 for Spanish / B2 for English).
- CV
- And motivation letter (in Spanish or English).

Likewise, the documents to be uploaded on the platform must be in pdf.

### **2.2 - Upload your Learning Agreement in the section 'Learning Agreement "before the mobility" (LA), signed by you and by the person in charge of your university, before the deadline indicated in Moodle.**

**The Learning Agreement (LA)** is a study contract between ETSIME-UPM, the host institution and the mobility student. It is a PDF file containing all the subjects to be enrolled in both the home and the host university. Also the number of credits (ECTS) subscribed and other relevant information about the study mobility (*the document must be signed by the student and by the home institution responsible*).

- The Learning Agreement (LA) that you upload to the application platform Moodle Training, or the successive modifications required by ETSIME, must be 100% qualified before the Deadline.
- You must enter subjects according to your level of studies, with a minimum of 75% of ETSIME credits (this percentage can include the subjects of the [Master MUIE- Master's Degree in Energy Engineering](#), taught by ETSII in collaboration with ETSIME), and check the correct code for each subject, and if possible, that there are no overlaps in the timetable. On the ETSIME website you will find the timetables of all classes.
- Currently the minimum content of the LA is **18 ECTS** for six-month mobilities, and **36 ECTS** if your mobility is annual. There is no set maximum content.
- Study Contracts sent by email or after the deadline will not be processed.

### 2.3 - ETSIME accepts your nomination: arrival certificate.

Your application documents will be evaluated, once they have been uploaded to the [Application Platform 'Mov. Int. Incoming ETSIME'](#), and you will be provided with feedback on your Learning Agreement.

Finally, your Learning Agreement and the letter of acceptance if you are accepted at ETSIME, signed by the Vice-Dean of International Relations, will be uploaded to the application platform in your personal area, except if you are an Incoming Magallanes student, in which case the letter of acceptance will be sent to you by post by the UPM signed by the Vice-Dean as soon as possible.

### 2.4 - Mobility Insurance

Once you have the insurance contract, with the indicated coverage, you must upload it to our Moodle Training Platform, in the section '**Application for mobility at the ETSIME-UPM**', in the task '**Application to ETSIME: health insurance**', and you must obtain a 100% grade within the deadline established in that task, and always before your arrival at the ETSIME. It must cover the same coverage as the Oncampus insurance: medical, civil liability for damages caused by the student in the place of studies, accidents related to the student's activities in the place of studies and repatriation in case of death. In particular, it is essential that it covers repatriation.

You will find all the information in the following links:

- <https://www.upm.es/Estudiantes/Seguros/SeguroMovilidadInternacional>
- [www.oncampus](http://www.oncampus)

### 2.5 - The Welcome Meeting at ETSIME

The Welcome Meeting is held at the beginning of the academic year. A few weeks before, you will receive a welcome email, with useful information for your stay at ETSIME, and you will be given the date, time and place of the Welcome Meeting at ETSIME. We will proceed to the generation of your UPM email account, we will solve your doubts, and we will see the teaching and administrative platforms, among other things. You will also have to sign the Attendance Sheet so that we can register your arrival at ETSIME.

*Outline of the ETSIME ACADEMIC CALENDAR:*

1 <sup>st</sup> Semester: <b>Early September – Mid December</b> Ordinary exams: <b>January</b>	2 <sup>nd</sup> Semester: <b>Early February – End May</b> Ordinary exams: <b>June</b> Extraordinary exams: <b>July</b>
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Follow this link for the [UPM full academic calendar](#).

## **2.6 - You have arrived at ETSIME: Certificate of Arrival**

Once you join ETSIME as an incoming student, and you have signed the attendance form at our School, either at the welcome meeting or at the Mobility Office, we will prepare your Arrival Certificate and once signed by the International Relations Assistant Director, you will have it at your disposal in the student's personal folder that we will have created in the Moodle application platform, and to which only you will have access through the email of your home institution.

We have our own Certificate of Arrival form, but if you need a model specific to your university, you will have to submit it filled in with your details via the Incoming email address of the International Relations Office. Once signed, we will upload it to your personal Moodle folder.

## **2.7 - If you want to modify your Learning Agreement (LA) during the mobility.**

All students who wish to make modifications to the Learning Agreement must upload a first version of the modifications within the deadline indicated in the corresponding task of the MOODLE Platform. The student must introduce subjects according to his level of studies, with a final minimum after modifications of 75% credits from the ETSIME, and verify, if possible, that overlaps in the schedule are not produced. Students are allowed to do a maximum of one modification document per semester (*the document must be signed by the student and by the home institution responsible*).

Modifications "During the mobility" sent by email after of deadline date will not be managed.

## **2.8 - End your stay. What are the next steps?**

### **a) Certificate of Attendance**

In order to obtain the Certificate of Stay, it is a fundamental and necessary requirement that you go to the Mobility Office to sign the departure, in the same form in which you signed the Arrival at ETSIME.

If your university requires a model certificate, you have to send it to us by post, filled in with your details.

Once the Deputy Director of International Affairs signs it, it will be made available to you on the MODDLE platform.

### **b) Certificate of Studies - TOR**

The marks will appear in your Virtual Polytechnic when the minutes are closed and we have all the marks of all the students, a process carried out by the Secretariat of the School.

As soon as the Secretary's Office gives us all the TOR (Transcript of Records), we will send them by post to each incoming student and to his/her university, together with the Certificate of Attendance.

**c) Extraordinary Call for July - Distance examination regulations**

If you have failed a subject, you still have the possibility of recovering it with the Extraordinary Exams in July.

Link to the regulations for the distance learning exams:

[https://minasyenergia.upm.es/images/Internacional/Outgoing/Normativa/Protocolo\\_Examenes\\_a\\_distancia.pdf](https://minasyenergia.upm.es/images/Internacional/Outgoing/Normativa/Protocolo_Examenes_a_distancia.pdf)