



INCOMING EXCHANGE STUDENTS

Pre-arrival instructions and registration

ACADEMIC YEAR 22/23

Oficina de Programas
Internacionales de Intercambio

Universitat Politècnica de València

[\[Registration as a student\]](#) -- [\[WIFI, email, computer resources\]](#) -- [\[Enrollment in courses\]](#)
[\[Enrollment in the Spanish language courses\]](#) -- [\[Academic system at UPV\]](#)

1. THE AIRE PORTAL – REGISTRATION AS A STUDENT

1.1 THE ONLINE PORTAL FOR EXCHANGE STUDENTS: AIRE

Your enrollment in regular courses and Spanish language classes for exchange students will take place on the same website which you used to apply for admission at UPV, called “AIRE” (*ah-ee-reh*). It is essential that you keep at hand the login details for the AIRE website. There are several ways to log in:

- www.opii.upv.es/incomings
- UPV Intranet: www.upv.es (you can switch to English at the top)
>> Identified access >> intranet menu >> bottom left options >> AIRE
- Direct link: <https://aplicat.upv.es/aire-app/>

1.2 Login credentials

- **Your “UPV Identification” or “DNI”:** it is based on your passport or identity card number, with an added “P” (except for Spanish nationals)
- **PIN number** (4 digits): you received your PIN by email when you first requested login credentials to apply as an exchange student on www.opii.upv.es/incomings

If your actual passport or identity card number has changed since you started your application, you will continue to use the old number on the UPV website.

Unfortunately, it cannot be changed.

You received both things in an automatic email when we accepted your request to enter our system.

If you cannot find the email (search ALL folders, including spam), contact us. We do not have access to your secret PIN number, but we can send you a link from which you can reset your PIN number.

These login credentials will be valid for the AIRE portal, to access your UPV personal intranet and to log into any UPV website or app that requires you to identify yourself as a UPV student.

1.2 REGISTRATION AS A STUDENT AT UPV

You will have to submit two documents that are absolutely necessary to complete your student registration:

- a) National identity card or passport
- b) European Health Insurance card or private health insurance

UPV cannot confirm your enrollment in the courses you request without these two documents.

1. Two options for the medical insurance:

OPTION 1: European Health Insurance Card-EHIC. This document will give you free access to the Spanish healthcare system in the same conditions as a Spanish national. Information about the EHIC:

<https://ec.europa.eu/social/main.jsp?langId=en&catId=857&intPageId=1304&>

The date of validity of your EHIC must be until the end of your stay.



OPTION 2: A certificate proving that you have private insurance for medical services in Spain until the end of your stay. We need a document from your insurance company where we can read your name, a clear statement that the insurance is valid in Spain/Europe or worldwide and until when it is valid (date of expiry). We also need to read that you have coverage of medical expenses for minimum 50.000€. We CANNOT ADMIT a scan of a credit-style card issued by your insurance company (Carte Vital, DKV).

Deadline to upload the documents:

15 July (full academic year or semester A)

15 December (Semester B)

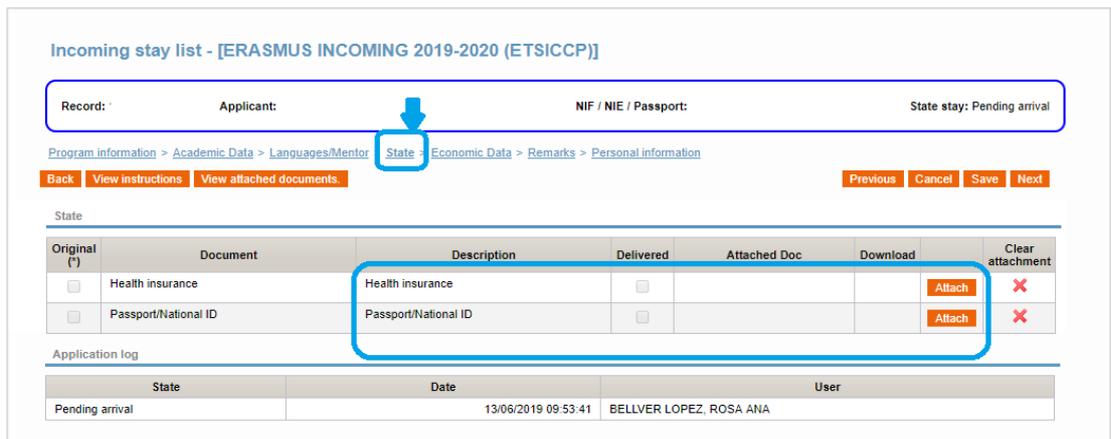
Where must you upload these documents?

Access the AIRE online portal for exchange students:

<https://aplicat.upv.es/aire-app/> (use your identification number /DNI + PIN).

On the first screen, look for “Incoming **Stay** 2022-2023” and click on the icon that looks like a pencil [Edit]. Once you are inside, look for the menu of sections (text in blue), and click on “**State**”. Then you will be able to upload the requested documents.

Program information > Academic data > Languages/Mentor > **State** > Economic data > Remarks > Personal information



Erasmus incoming students: in the same screen, you will also be able to upload an updated Spanish language certificate, where applicable.

This will be obligatory if you were unable to upload a valid Spanish language certificate before the deadline to finish your application (15 May / 15 October). This is applicable only in those UPV Schools/Faculties which admit the possibility to upload a Spanish certificate until 15 July / 15 December.

This is not obligatory for Direct Exchange-PROMOE or Erasmus KA107 students (extra-European mobility).

Once these documents have been reviewed and validated, the status of your file on the “Incoming stay” screen in the AIRE portal will change from “Pending arrival” to “In UPV” or “Enrolled UPV”. You can consider yourself officially registered. 😊

From this moment, any final requests for courses and timetable choices you make on the AIRE portal can be processed and approved by UPV staff.

What documents may I expect with my registration as a student?

UPV Student card

- Temporary student card: It is a PDF including a bar code which you may use for some weeks until you get your final student card. It looks [like this](#). You may obtain it from your School-level International Office. Do not worry if you don't receive it; soon you will have your plastic student card.
- Plastic student card or TUI (= Tarjeta Universitaria Inteligente).

If you are a student at the Vera campus (Valencia), you will have to request an appointment online for a card-issuing point.

Instructions [IN THIS LINK](#)

(Appointments remain closed until the beginning of the new academic year).

If you are a student at the Gandia or the Alcoi campus, you will receive an email telling you where and when you can pick it up.

Arrival certificate and Learning Agreement (Erasmus students only)

The International office of your UPV host School / Faculty can sign the documents provided by your home university. Depending on your host UPV School / Faculty, the document will be signed electronically or it will require a drop-in (in person only).

The Erasmus Learning agreement (Before the mobility) can be signed electronically (PDF or OLA, if your university is already using OLA).

2. WIFI, EMAIL, COMPUTER RESOURCES

There are 4 things that you will need at one point or another to set up your access to all the IT resources available at UPV:

1. UPV identification (or DNI): you received by email when you started your application. In most cases, it starts with a "P".
2. PIN number (4 digits): you received by email when you started your application
3. Username (login): you can find it on your [temporary student card](#) or on your personal UPV intranet. [Instructions here](#)
4. Password: you must create it yourself. [Instructions here](#)

UPV PERSONAL INTRANET

Accessible from www.upv.es/en > Login (UPV identification + PIN)



The menu of the intranet gives you access you several services and options; some of options are interesting for exchange students, while others are mainly for regular (degree students). [Video tutorial](#)

UPV COMPUTERS / YOUR PERSONAL NETWORK DRIVE

You can only use UPV computers if you log in with your username (login) and password.



Your personal drive is a virtual memory drive provided by UPV where you can save anything you want. It is accessible also off campus.

[Instructions to connect to your personal network drive](#)

WIFI



You will be able to connect to the network "UPVNET" on campus. Instructions [in this link](#):

Poliforma-T



Platform where students and teachers exchange teaching material, upload assignments, etc. (access from the menu of your UPV personal intranet). [Video tutorial](#)

UPV EMAIL ACCOUNT



Your UPV email account will be activated once you have been officially registered as a student. Emails from teachers and general announcements will always be sent to your official UPV email account. We suggest you redirect your UPV email to your usual mail provider (Gmail, Hotmail, Outlook...)

You may access your UPV email account through the menus of your personal intranet (with UPV identification / DNI + PIN) or via <https://webmail.upv.es> (with UPV login/username + password)

OFFICE 365 and TEAMS



As a UPV student, you have access to this software package, including the 365 version of Word, Excel, Powerpoint and Teams. You can use the online version of each tool or you can download it and install it on your computer.

You must activate the license from your personal intranet > intranet > *Servicios* > Office 365 > *Alta del Servicio* (it takes a few hours).

<https://o365.upv.es> Your user is login@upv.edu.es + password

3. ENROLLMENT IN THE COURSES (SUBJECTS)

First semester (semester A) or full academic year

Period to reconfirm courses and choose groups on the AIRE website

1 to 31 August (The School of Architecture and campus Gandia open this period earlier)

You must complete your selection within this maximum deadline. In most cases, international Services will begin to process your requests after 1 September (UPV staff are usually on holidays in August).

Period for changes

- undergraduate courses (code 1XXXX) until 16 September 2022
- master's courses (code 3XXXX) until 23 September 2022

This period may be used for small adjustments, NOT to create a totally new study plan.

If the change involves adding a new course, you will be able to do it yourself, but remember: UPV staff can always see the day and time when you request a course on the AIRE platform. A request introduced after 31 August may not always be approved. UPV staff will decide on a case-by-case basis.

If you want to drop (delete) a course from your enrollment, you must do so within this deadline. Otherwise, it will appear on your UPV transcript of records as "Incomplete".

I will be staying for two semesters at UPV. Do I have to reconfirm my courses and timetables for the second semester in September? Will I be able to change anything later on?

You may request the courses and groups (timetables) for both semesters in August-September, but it is not obligatory. In the beginning of the second semester, the AIRE application portal will allow you to select new courses and to choose a timetable choice for them.

Second semester (semester B)

Period to reconfirm courses and choose groups on the AIRE website

1 to 31 January

You must complete your selection within this maximum deadline. In most cases, international Services will begin to process your requests after 1 February.

Period for changes

- undergraduate courses (code 1XXXX) until 10 February 2023
- master's courses (code 3XXXX) until 17 February 2023

This period may be used for small adjustments, NOT to create a totally new study plan. UPV staff can always see the day and time when you request a course on the AIRE platform. A request introduced after 31 January may not always be approved. UPV staff will decide on a case-by-case basis.

If you want to drop (delete) a course from your enrollment, you must do so within this deadline. Otherwise, it will appear on your UPV transcript of records as "Incomplete".

Instructions to reconfirm or change your course choices on the AIRE system

On the homepage of the AIRE online portal, go to the section "Incoming Stay 2022-23", click on the icon  (=edit), then go to the section "[Academic Data](#)" / "[Datos académicos](#)". Here you will the list of courses (subjects) that you preselected during the application process, as in the example shown below.

Incoming stay list - [ERASMUS INCOMING 2021/2022 (EPSA)]

Record: Applicant: NIF / NIE / Passport: State stay: Pending arrival

[Program information](#) > [Academic Data](#) > [Languages/Mentor](#) > [State](#) > [Economic Data](#) > [Remarks](#) > [Personal information](#)

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Academic Program

Subjects enrolment period:
- Semester A from 01/08/2021 To 30/09/2021
- Semester B from 01/01/2022 To 01/03/2022

Credit enrolment range:
- Minimum:
- Maximum:
- Maximum from another school/faculty:

[Add subject](#) [Add Project](#)

Application state	School/faculty	Degree	Subi. Code	Subject	Cred	Application				Regist.		Marks		Delete	Conteos
						Date	Group	Sch	Subj	Date	Group	1st ch	2nd ch		
Pending	EPS Alcoi	159	11833	Spanish Economy	4.5 - A (ECTS)										
Pending	EPS Alcoi	159	11835	Microeconomics II	6 - B (ECTS)										
Pending	EPS Alcoi	159	11837	Quantitative methods to support decision making	6 - B (ECTS)										
Pending	EPS Alcoi	159	11863	Business English C1	4.5 - B (ECTS)										
Total credits:					21.00										

Semester A credits: 4.5
Semester B credits: 16.5
Annual credits (T): 0 (When an annual course is partially attended because the student stays one semester, only 50% of the total credits will be assigned)

If you want to delete a course from this list, use the red cross 

If you want to add a new course, click on the button [Add subject](#). You may use the drop-down menu to switch to a different degree available in your School of enrollment at UPV, or to other degrees offered by other Schools.

If you want to reconfirm a certain course, you must always select a group (timetable option) by clicking on the  icon.

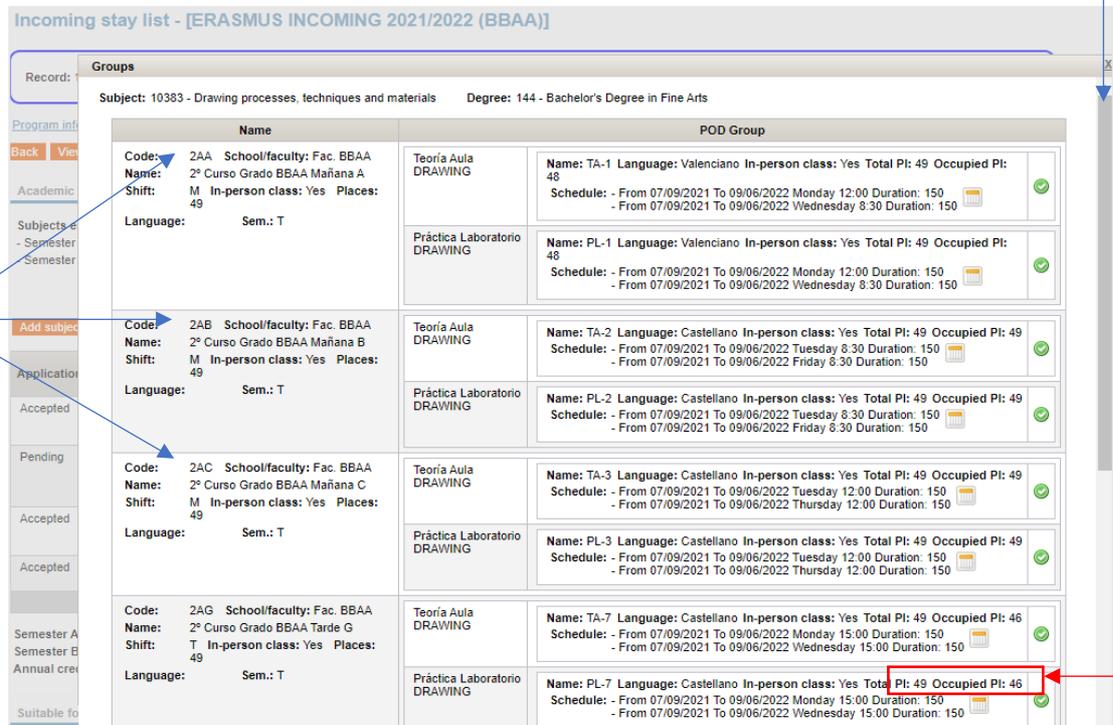
Some courses only have one timetable choice and therefore one single group on AIRE, but you still have to select it online. Otherwise, we cannot see and review your request.

When you click on , a new window will appear, offering all the different timetable choices (groups). Remember to scroll down using the bar on the right side to display all the groups available

The first number of the group acronym usually indicates in which year of the degree this course is taught.

In this example, this is a Year 2 course.

This can be useful if you navigate through timetable charts / PDFs outside AIRE (on the website of the School/Faculty teaching this course).



Code	Name	School/faculty	Fac.	POD Group	Name	Language	In-person class	Yes	Total Pt	Occupied Pt
2AA	2º Curso Grado BBAA Mañana A	Fac. BBAA	A	Teoría Aula DRAWING	TA-1	Valenciano	Yes	49	49	49
				Práctica Laboratorio DRAWING	PL-1	Valenciano	Yes	49	49	49
2AB	2º Curso Grado BBAA Mañana B	Fac. BBAA	B	Teoría Aula DRAWING	TA-2	Castellano	Yes	49	49	49
				Práctica Laboratorio DRAWING	PL-2	Castellano	Yes	49	49	49
2AC	2º Curso Grado BBAA Mañana C	Fac. BBAA	C	Teoría Aula DRAWING	TA-3	Castellano	Yes	49	49	49
				Práctica Laboratorio DRAWING	PL-3	Castellano	Yes	49	49	49
2AG	2º Curso Grado BBAA Tarde G	Fac. BBAA	G	Teoría Aula DRAWING	TA-7	Castellano	Yes	49	46	46
				Práctica Laboratorio DRAWING	PL-7	Castellano	Yes	49	46	46

The timetable for each group option is described next to it, divided into different categories (theory, practice, laboratory, field practice, etc.). If you click on the calendar  icon, the browser will open a new window showing the detailed timetable for that course for each week of the semester. You will also find different icons to add the calendar (of this course) to your Google / Outlook / iCal calendar:



Make sure you scroll through the different weeks of the semester. The times of theory classes are usually the same every week, but laboratory practice, workshops, or IT practice may have different hours. In some degrees, it is common to split a group of students who attend the same theory group into smaller groups for laboratory practice.

You cannot select different groups for theory/practice/laboratory for the same course. For example, you cannot be enrolled in 2AA for theory classes and in group 2AG for laboratory practice. Unofficial arrangements have to be discussed with (and approved by) the instructors directly.

The capacity of courses (spots)

AIRE shows the capacity of enrollment in each course (spots / seats) and how many are already occupied.

If AIRE says that there are spots available, that is NOT a guarantee that we can offer you a spot !

Why? Because AIRE is not showing you how many other exchange students have also requested a spot in the same group and are also waiting for a reply.

Finally, remember to click on the **Accept** button located at the bottom of the window showing the list of groups.

If you have correctly selected a timetable group, AIRE will show you which group you have requested, including the day and time when you entered your request (shown in yellow in the image below).

Program information > Academic Data > Languages/Mentor > State > Economic Data > Remarks > Personal information

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Academic Program

Subjects enrolment period:
- Semester A from 01/09/2021 To 30/09/2021
- Semester B from 01/01/2022 To 01/03/2022

Credit enrolment range:
- Minimum:
- Maximum:
- Maximum from another school/faculty:

Add subject Add Project

Application state	School/faculty	Degree	Subj. Code	Subject	Cred	Application				Regist.		Marks		Delete	Conteos	
						Date	Group	Sch	Subj	Date	Group	1st ch	2nd ch			
Pending	EPS Alcoi	159	11833	Spanish Economy	4.5 - A (ECTS)	28/01/2022 15.52.14	GA2P1	+	X					X		
Pending	EPS Alcoi	159	11835	Microeconomics II	6 - B (ECTS)			+						X		
Pending	EPS Alcoi	159	11837	Quantitative methods to support decision making	6 - B (ECTS)			+						X		
Pending	EPS Alcoi	159	11863	Business English C1	4.5 - B (ECTS)			+						X		
					Total credits:	21.00										

If you want to change your selection, you can click on **X** to delete the choice of timetable group. You can select a new group, or you may delete the course entirely. Always remember to click on **Save** on top.

The **X** will be visible only if your request has not started to be processed by the International Office of your host UPV School / Faculty.

How will I know if I am accepted into a course (subject)?

During the enrollment period, the International Office in charge of your student file will try to process your requests as soon as possible.

For the first semester (semester A): even if you may start to reconfirm your choices in August, you will typically have to wait until September to see any changes on your file on AIRE. Most UPV staff are on holidays in August.

When your request has been reviewed and approved by your International Office, the status of the request will change from "Pending" to "Accepted", then to "Admitted". When the status of a course is "Admitted" and you can read a day and time under column **Regist.**, it means you are enrolled in the course (see image on the next page).

Application state	School/faculty	Degree	Subj. Code	Subject	Cred	Application			Regist.		Marks		Delete	Conteos
						Date	Group	Sch	Subj	Date	Group	1st ch		
Admitted	Industr.	155	11469	Statistics	6 - B (ECTS)	10/01/2022 14:39:07	1A02	A		27/01/2022 16:17:05	1A01			
Admitted	Industr.	155	11476	Industrial Business and Economy	6 - B (ECTS)	10/01/2022 14:43:11	1A01	A		27/01/2022 16:18:18	1A01			
Admitted	Industr.	155	11495	Cost analysis and selection of industrial investments	4.5 - B (ECTS)	10/01/2022 14:41:32	3A04	A		27/01/2022 16:20:05	3A04			
Admitted	Industr.	155	11496	Competitiveness and Innovation in Business	4.5 - B (ECTS)	10/01/2022 14:40:22	3A04	A		27/01/2022 16:20:32	3A04			
Admitted	Industr.	155	11515	Business Process Management: Implementation, Development and Simulation	6 - B (ECTS)	10/01/2022 14:37:47	4EO2A	A		27/01/2022 16:26:04	4EO2A			

We will try our best to confirm your enrollment in the courses before the beginning of classes, but this may not always be possible in every case.

Course requests on AIRE can be reviewed and approved by UPV staff per student (all the courses one student is requesting) or per course (all requests for one course coming from different students). We often combine both ways, which means you might see that some of your courses are approved and enrolled on AIRE faster than others. Please be patient.

Unless you receive different instructions from the International Office of your UPV host School / Faculty, do not wait until you see a confirmation of enrollment on AIRE for each course in order to start attending your classes.

It is important to attend classes from the first week. In some degrees or in courses with great demand and few available seats, the teachers might check class attendance and instruct the International Office to confirm enrollment only for students who have attended the course since the first day of class.

If you request a course from another UPV School, this will require double approval: your host School/Faculty and School/Faculty offering the course. Both things take place on AIRE.

Remember that **the limit of credits in another School/Faculty is 12 ECTS (semester) or 24 ECTS (full year) if your total number of credits is 30 ECTS (semester) or 60 ECTS (full year).** If your overall number of credits is under 30 or 60 ECTS, the limit of credits outside your host School will be reduced.

Alcoy campus students: you cannot take courses from other UPV campuses.

The School / Faculty teaching the course may reject your request in certain situations: if they believe that your academic background does not meet the course prerequisites, due to your language skills or capacity reasons (the course is full).

4. ENROLLMENT IN THE SPANISH LANGUAGE COURSES

The request for Spanish language courses will take place in early September and early February. First, you will have to take an obligatory Spanish level test designed by UPV. It is an online test that you can take anywhere. You will receive an email with instructions inviting you to take the test. The tentative dates for the test are the last week of August and the last week of January.

The level you obtain in the test will determine [the level you can select, according to our offer](#).

Students from Asian universities may apply for the basic level (A1). All other students will not be able to attend ANY Spanish classes if they do not take the level test or if the level test result is lower than A1.

You will receive more information about the timetables of the Spanish language courses during the first 15 days of the semester.

5. THE ACADEMIC SYSTEM AT UPV

5.1 CLASS ATTENDANCE AND THE ASSESSMENT SYSTEM

In general, class attendance is expected. In some cases, it is even obligatory or there may be a maximum percentage of allowed absences to obtain a pass grade.

UPV has implemented an ongoing assessment system. The performance of students and their final grades are not measured by a single final exam but rather by collecting different elements of assessment during the semester. After 2-3 weeks of classes, students are often requested to complete assignments, attend practical courses (often in laboratories), do group work, or prepare presentations. All those activities add up points towards the final grade (mark). The assessment method of each course is different. Lecturers explain the assessment criteria to students on the first day of class each semester. You may also find it online (mainly in Spanish):

[Search for subjects \(upv.es\)](#): Type the course code or use the filters to search a course. Click on the name of the course and then click on "Course description" (options on your right). The assessment criteria are described in section 10 of the downloadable document.

5.2 EXAMS

The frequency of tests and exams varies depending on the UPV degree. Some degrees (usually master's degrees) are more project-based. In some other degrees (especially bachelor's degrees) there are frequent mid-term exams and then final exams.

Formal exam dates are announced at the beginning of the academic year for the two semesters, and your teachers will expect you to know that information. You will have to consult the calendar of exams on the website of the UPV School/Faculty offering each degree. Make sure you do not have overlapping exams when selecting your courses.

In Spain, students do not need to register for exams. Being registered in a course (subject) automatically gives you access to all exams during the semester.

Once each semester is over (late January-early February / Late June – early July) there are no additional exam sessions or any further opportunities to compensate for a failed course.

5.3 UPV GRADING SYSTEM AND OUR TRANSCRIPTS OF RECORDS

The grading system at UPV is the same as for any institution of higher education in Spain.

Student performance is assessed using a 0 to 10-point grading scale, where "0" corresponds to the lowest possible grade and "10" corresponds to attainment of 100% of the learning outcomes.

Grades are expressed in numbers from 0 to 10 with 1 or 2 decimal points (if applicable) and registered as listed below, from lowest to the highest score

- **0-4,9 out of 10:** "Suspenso" (FAIL)
- **5-6,9 out of 10:** "Aprobado" ("pass")
- **7-8,9 out of 10:** "Notable" ("remarkable")
- **9-10 out of 10:** "Sobresaliente" ("outstanding") *
- **Matrícula de Honor (MH):** special distinction for students with a grade equal to or higher than 9 (limited to a certain number of students).



In certain courses (subjects) in science and engineering degrees, it is relatively frequent to find a small number of students who obtain scores in the upper ranks of the grading scale, especially in core courses (requirements) and in degrees that confer a professional qualification (direct access to licensed engineer status in Spain).

Please note that once a semester is over, there are no additional re-sit exams to make up for a failed course.

At the end of your stay, you will be able to download a transcript of records yourself from the AIRE portal. It contains an electronic signature, a verification code, and a link to a website where your home university can verify that a PDF or printed copy is authentic.

Instructions for the Transcript of Records [IN THIS LINK](#).