



UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA
Escuela de Ingenierías Industriales y Civiles

Subdirección de Movilidad y Becas

INFORMATION FOR ERASMUS+ STUDENTS

ERASMUS+ PROGRAMMES

2016/2017

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WELCOME TO UNIVERSITY OF LAS PALMAS DE GRAN CANARIA

University of Las Palmas de Gran Canaria maintains a clear and firm commitment for students, teachers and administrative and services staff exchanges into the different mobility programs in which it takes part.

Betting on mobility is to support the cultural richness you get when you know and live with other people and other cultures.

In order to help all those who visit us, the Industrial and Civil Engineering School presents this document to make it easier for you the activity of searching information and carrying out some paperwork. Hope you can find in this document everything you need to make your stay at our University a positive and unforgettable experience.

¡Welcome!

M^a Dolores Marrero Alemán

Vice-dean for Mobility Programmes

GENERAL INFORMATION

1. BEFORE ARRIVING

You must register on-line as an incoming student. Once your University has registered you, you receive an e-mail from relint@ulpgc.es with your user name and password and you must upload 4 documents (ID card/passport, photo, European Health card and OnCampus).

Fill out your learning agreement (the form of your University; just in case you do not have it, you can use ours) and send it by e-mail to movilidad@eiic.ulpgc.es, so that we can check it. We will answer your e-mail as soon as possible, informing you about your courses (if they are available, if codes and credits number are OK, semesters, etc.). Once you have the correct version, we need 3 originals duly signed and stamped by your University. You can:

- Send them by post (x3 originals). We will sign and stamp them and will send back 1.
- Bring them with you (x3 originals) and hand them in here (in the Mobility Office). They will be signed and stamped and sent back (1 original) to your University.
- If you do not have the original document when you arrive or you make changes here, send it by e-mail (movilidad@eiic.ulpgc.es) or give it in the Oficina de Movilidad. If you give it here you will be able to enrol as soon as it is checked and signed by the Departmental Coordinator. We will let you know by e-mail as soon as you can enrol.

Please, for more information about courses, see the section "COURSES".

2. When you arrive

You can take part in the Welcome Week. There are 3 options and you must register in advance. It is organized by the Central International Relations Office (Gabinete de Relaciones Internacionales), which is in the "Rectorado", in the town centre. It is open from 9:00 to 13:00 and its contact details are:

| GABINETE DE RELACIONES INTERNACIONALES | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact | http://www.movilidad.ulpgc.es/index.php/contacto |
| Web | http://www.movilidad.ulpgc.es/ |
| Timetable | From Monday to Friday from 9:00 to 13:00 |
| Address | La Casita del Estudiante (Sede Institucional) C/ Juan de Quesada, 30. 35001 Las Palmas de Gran Canaria http://g.co/maps/8aczt |

For more information about the Welcome Week:

| INTERNATIONAL MOBILITY POINT | |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phone | +0034 928451056 |
| WhatsApp | +0034 606632500 |
| Email | imp@ric-ulpgc.es |
| Web | http://imp.ulpgc.es/ |
| Timetable | Tuesday and Thursday from 10:00 to 12:00* * You need to apply for a date. |
| Address | Campus de Tafira, Edificio Comedores S/N (nexto to Bankia (a bank), CP: 35017 Las Palmas de Gran Canaria https://goo.gl/maps/da63qAbDNqS2 |

3. When you go to the Campus Universitario de Tafira

Hand in your certificate of arrival in the Oficina de Movilidad/welcome meeting. If you have a form from your University where we must indicate your arrival date, hand it in this office. Please, note that in some forms (certificates of attendance) both dates are included (arrival and departure). In this case, it must be used also for the departure. We will keep it.

During the Welcome Week, you will have the first contact with your Centre in a Welcome meeting. You will have more details about it on the imp.ulpgc.es web page .

If you arrive later (after the Welcome Week), firstly, go to “Oficina de Movilidad”.

You must hand in your learning agreement in this Office (in case we do not have it yet) and can ask any questions. We will tell you how to proceed for the enrolment (matrícula), etc.

If you have not sent us your learning agreement in advance, fill it out and give it to us or send it by e-mail to movilidad@eiic.ulpgc.es, so that we can check it.

Please, always contact Mobility first for any information or before any procedures. Do not go directly to the Administration Office. This is your 1st contact point and, if necessary, we will tell you where to go next.

| SUBDIRECCIÓN DE MOVILIDAD Y BECAS DE LA EIIC | |
|----------------------------------------------|----------------------------------------------------------------------|
| Email | movilidad@eiic.ulpgc.es |
| Timetable | Monday to Friday from 11:00 to 13:00 |

4. Enrolment

Once you are enrolled, you will obtain your “hoja de matrícula” (certificate of enrollment), containing all your subjects and also your user name and password for the “Campus virtual”, which allows you to access the virtual platform. It is very important, since many lecturers use it for lessons.

This is the only document, which shows that you are a student of the ULPGC.

IMPORTANT NOTE: Do not forget to check all courses are right in your hoja de matrícula. You must upload the 4 documents in the Mobility. We will check it before enrollment.

COURSES

Please, note that 60% of the credits of your ULPGC courses must belong to the School/Faculty where you are registered.

You can see all courses in the following web page, under the corresponding Faculty/School and studies: <https://www.ulpgc.es/estudios/intermedia>

1st semester students are only allowed to take courses of the 1st semester, not of the 2nd semester.

Please, note that in the EIIC there are no subjects in English and exams are in Spanish.

If you would like to take any courses in other Schools/Faculties, just ask and the responsible person will inform you about available degrees and courses in other cases.

1. Learning agreement

Use the European form or the form of your university.

You must indicate course codes. Two or more courses may have the same name!

You must write courses names in Spanish. If your University tells you to write them in English as well, then write the English equivalent in brackets, after the Spanish name.

Check timetables before giving in your learning agreement.

2. Timetables

Timetables of the EIIC are available in the ground floor of the School and online in <http://www.eiic.ulpgc.es/index.php?lang=es> (Estudios-> Grados-> "Choose your engineering" -> Horarios)

IMPORTANT NOTE: Do not forget to check course codes in timetables, so that you attend the right lessons and not the ones of a different subject with the same name.

3. Spanish as a foreign language / Español para extranjeros

You have two options to study Spanish in the ULPGC (an official course of the ULPGC and a course of the “Aula de Idiomas”). For more information:

<http://www.movilidad.ulpgc.es/index.php/estudiantes-entrantes#cursos-de-español>

If you take the official Spanish course, you must include it in your learning agreement, but you will find out what your level is here, once you have done the level test, which is compulsory, and obtained the results. Then, you will be able to add it to your learning agreement with the corresponding code:

| | | | | |
|-------|---------------------------------|---|------|---------|
| 49100 | ESPAÑOL LENGUA EXTRANJERA A1-A2 | 6 | ECTS | credits |
| 49101 | ESPAÑOL LENGUA EXTRANJERA B1 | 6 | ECTS | credits |
| 49102 | ESPAÑOL LENGUA EXTRANJERA B2 | 6 | ECTS | credits |

The lessons of these courses take place in the Faculty of Philology (Edificio de Humanidades, Campus del Obelisco), in the afternoon (the time depends on the level).

4. Final Project / Trabajo fin de grado

Industrial and Civil Engineering School will not accept the Final Project as a subject into the Learning Agreement

5. Changing courses

Incoming students may change courses during a 4 week period each semester, if, for example, some courses are not available anymore or because of a timetable clash.

Normally, there is an additional form for changes. The proceeding is the same as in the case of the learning agreement: firstly, you must give it in the Oficina de Movilidad; we will check it (you will be informed by e-mail); the Departmental Coordinator will sign it and it will be sent to the Administration Office for your enrollment (we will let you know by e-mail), etc.

IMPORTANT NOTE: You must check and change your subjects as soon as possible, within a reasonable period of time, since the Administration Office cannot accept changes too late. Please, do not go directly to the Administration Office to make changes. Firstly you must let us know and hand in your changes form in the Mobility Office. Do not forget your University is the first one who must approve your changes.

EXTRA INFORMATION

Useful Information in the International Mobility Point: <http://imp.ulpgc.es/> You can find information on accommodation, transport, health, tourism, etc.

IMPORTANT NOTE: Please, if you have any questions regarding accommodation, contact the corresponding department (imp@ulpgc.es, 928 451056 or in the Rectorado), but not the Mobility Office or the Gabinete de RR.II., since we are not in charge of accommodation.

Sport. You can find some information at: <http://www.servicios.ulpgc.es/deportes/web/> Or go directly to the Office of the Sports Service, in the sports facilities of the Campus de Tafira, near the Mobility Office.

Buses

- **City buses.** You can find some information at www.guaguas.com
- **Intercity buses.** You can find some information at www.globalsu.net

Tourist information

- **Gran Canaria.** You can find some information at www.grancanaria.com
- **Canary Islands.** You can find some information at www.turismodecanarias.com