

Key data on the Partner Institution INAPOLI01 (2013-14)

NAME	Universidad Politécnica de Madrid
ERASMUS ID CODE	E MADRID05
CONTACT for BILATERAL AGREEMENT and address Institutional Coordinator	Escuela Técnica Superior de Arquitectura Prof. Javier García-Germán Avda. Juan de Herrera, 4 28040 Madrid – Spain ☎ 00 34 91 336 52 49 📠 00 34 91 336 65 21 intercambio.arquitectura@upm.es

Key data on Erasmus Office and Erasmus Tutor

NAME AND ADDRESS OF ERASMUS OFFICE	Dpto. de Relaciones Externas e Internacionales Escuela Técnica Superior de Arquitectura Avda. Juan de Herrera, 4 Ciudad Universitaria 28040 Madrid - Spain
CONTACT OFFICER FOR INCOMING STUDENT MOBILITY	Lorena Rodríguez / Alicia Romero intercambio.arquitectura@upm.es
Telephone (incl. country code)	0034 91 336 52 49
Fax (incl. country code)	0034 91 336 65 21
e-mail	intercambio.arquitectura@upm.es
Information for incoming students on the web site	http://www.upm.es/institucional/Estudiantes/Movilidad/Programas_Internacionales/Erasmus http://www.upm.es/institucional/Estudiantes/Movilidad/Programas_Internacionales/Erasmus/Art%C3%ADculos+Relacionados/4f8485d690a87210VgnVCM10000009c7648aRCRD
Tutor/coordinator for incoming students	Prof. Graziella Trovato
Phone and fax	☎ 00 34 91 336 52 49 📠 0034 91 336 65 21
e-mail	graziella.trovato@upm.es

General information on didactics:

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DIDACTICS CALENDAR:				
	1 st SEMESTER		2 nd SEMESTER	
	Start date	End date	Start date	End date
	First week of September	21- Decemb-11	First week of February	31/05/14
	1 st semester exams		2 nd semester exams	
	9-20 January		4-15 June	
PERIOD OF ARRIVAL: Are there problems for Erasmus students arriving in the 2 nd semester?	It does not matter but we recommend to come the whole year.			



UNIVERSIDAD POLITECNICA DE MADRID
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POLITÉCNICA



LANGUAGE OF DIDACTICS (programs, courses, exams):	http://www.upm.es/institucional/Estudiantes/Movilidad/Programas_Internacionales/Erasmus/Art%C3%ADculos+Relacionados/4f8485d690a87210VgnVCM10000009c7648aRCRD All our subjects are given in Spanish so it is appropriate that the students have a basic level of the language.
PORTFOLIO	Is admittance based on the assessment of the portfolio? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
On what level/year do you accept incoming students ?	We accept students enrolled to all years/levels.
Documents to submit for the admittance:	Have you a particular form for Incoming students ? to reduce the bureaucracy the student only have to send: -Foreign Students Register: http://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Alumnos/Extension%20Universitaria/Intercambios:%20movilidad%20de%20estudiantes/Erasmus/Extranjeros/ALTA%20DE%20ESTUDIANTES%20EXTRANJEROS%202011-12.pdf - 4 pictures - One Photocopy of your passport or national ID - And a copy of your Learning Agreement <u>singed by your coordinator</u> It is <u>not</u> necessary send this documents: <ul style="list-style-type: none"> - The letter of attendance - The Application form - Your transcript of records - your portfolio
DEADLINE FOR APPLICATIONS (1 st and 2 nd semester):	When is your deadline for receiving application forms? 1st SEMESTER: 30/06/2013 for students wishing to study a full academic year. 2nd SEMESTER: 31/12/2013
ASSESSMENT SYSTEM	Use of ects credits? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Use of ects grades? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Use of local credits? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no , 1 local credit = 10 hours Use of local grades? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
SPECIAL FACILITIES FOR DISABLED PERSONS	The buildings are conditioned for people with disability. Wheelchairs access and elevators.
TRANSCRIPTS OF RECORDS	The transcript of records will be send to the international office of the partner university: <ul style="list-style-type: none"> - During March: to the student who study only during the winter semester - During September: to the student who study the whole year or only during the spring semester.
HEALTH INSURANCE:	Students from UE must bring their European health insurance card. Non UE students they must have a Health insurance.



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ACCOMODATION

We do not have accommodation service but you can check some information at:

http://www.upm.es/institucional/Estudiantes/Movilidad/Programas_Internacionales/Erasmus/Art%C3%ADculos+Relacionados/50dc476c91212210VgnVCM10000009c7648aRCRD