ULPGC Universidad de Las Palmas de Gran Canaria | EII ESCUELA DE INGENIERÍA INFORMÁTICA

ERASMUS Incoming EII

Quick Guide

Welcome to **Escuela de Ingeniería Informática** - EII (School of Computer Engineering)







What do you need?	Who	Where	When
Administrative issues (EII - level), Enrolment	Administration office	Module II – Informatics Building [map-A] admon_einf@ulpgc.es	9:00 – 12:00
Administrative issues (ULPGC - level), Acceptance letter	Mobility office	Old MBA Studies Building ("Bunker") [map-M] rrii@ulpgc.es 928-452793	9:00 – 12:00
Academic issues, learning agreement, Arrival/departure Certifications, ToR	Departmental coordinator (Daniel Hernández)	~~Office D1.1 (module III – Informatics Building) [map-C]~~ sri.eii@ulpgc.es 928-458701	Best before 10:00 (mandatory email appoint.)
Something else: accommodation, mentor program (Buddy), other practical information	International Mobility Point	Imp.ulpgc.es	

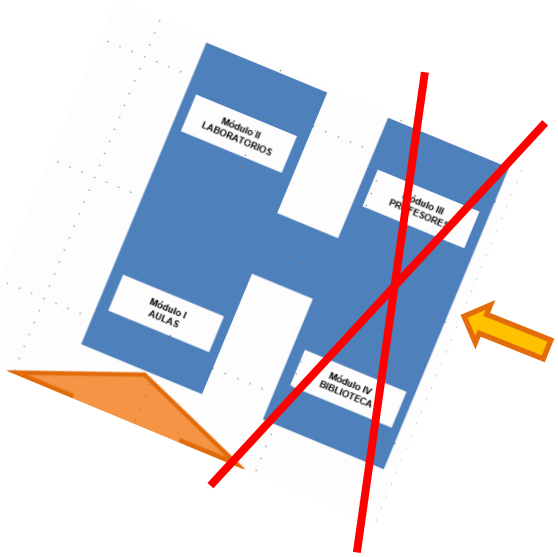


NOTE: module III under construction 26/27

https://www.google.es/maps/@28.073108,-15.4517129,172m/data=!3m1!1e3

IMPORTANT: use always your **institutional email** (either @ulpgc or your uni's) for all your academic communication during the mobility, avoid Gmail, Hotmail, and similar external accounts.





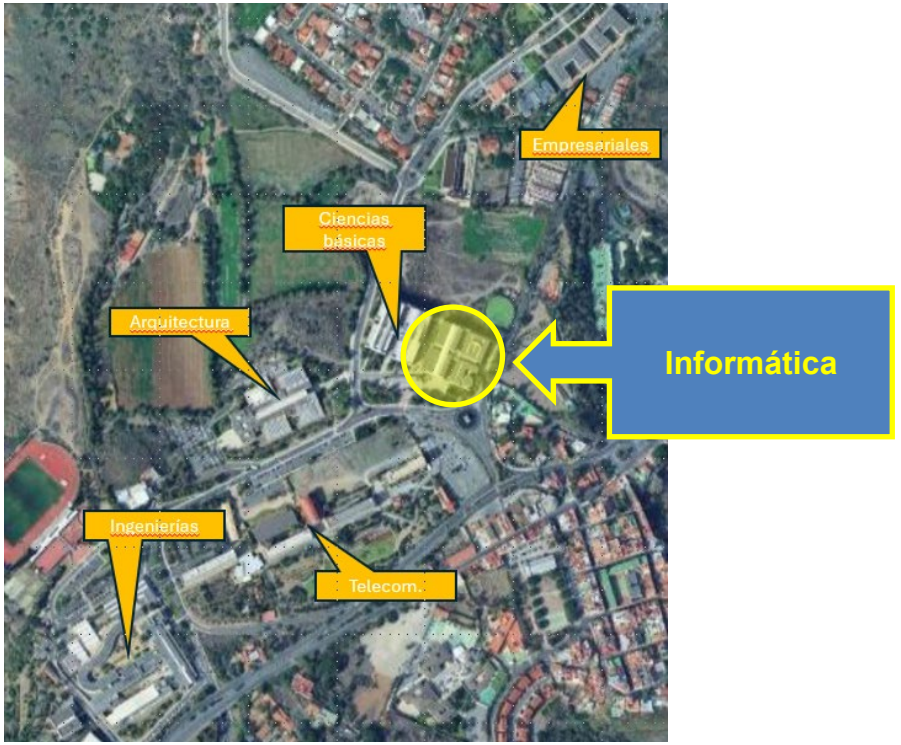
NOTE: Under construction 26/27

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IMPORTANT

Next academic year, our building is going to be partially under construction. Most teachers will have its office closed during this period. The tutorial support will be developed preferably via Teams (previous appointment required).

See the map and timetable locations below.

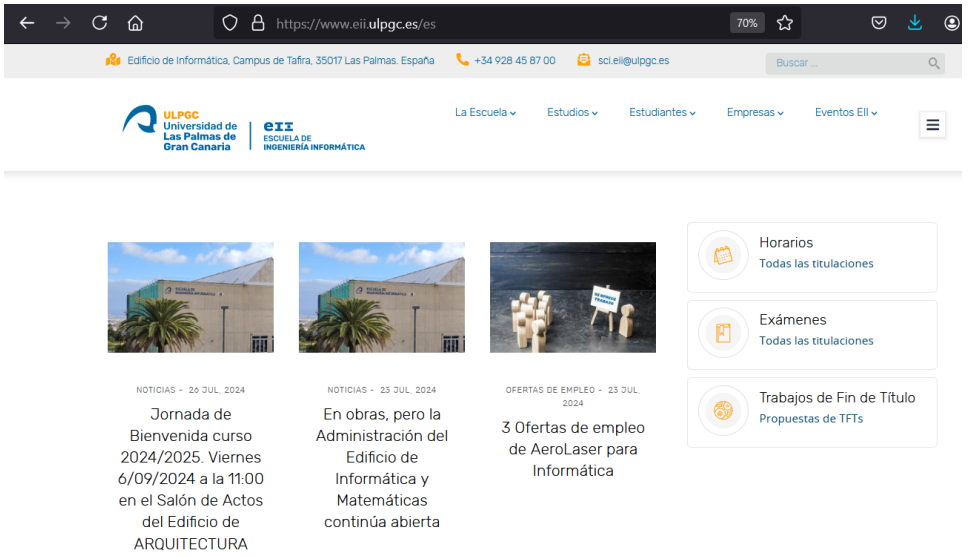


Web EII: www.eii.ulpgc.es

Timetables -> Estudios -> Inf. Académica -> Horarios

Calendar -> Estudios -> Inf. Académica -> Calendario académico

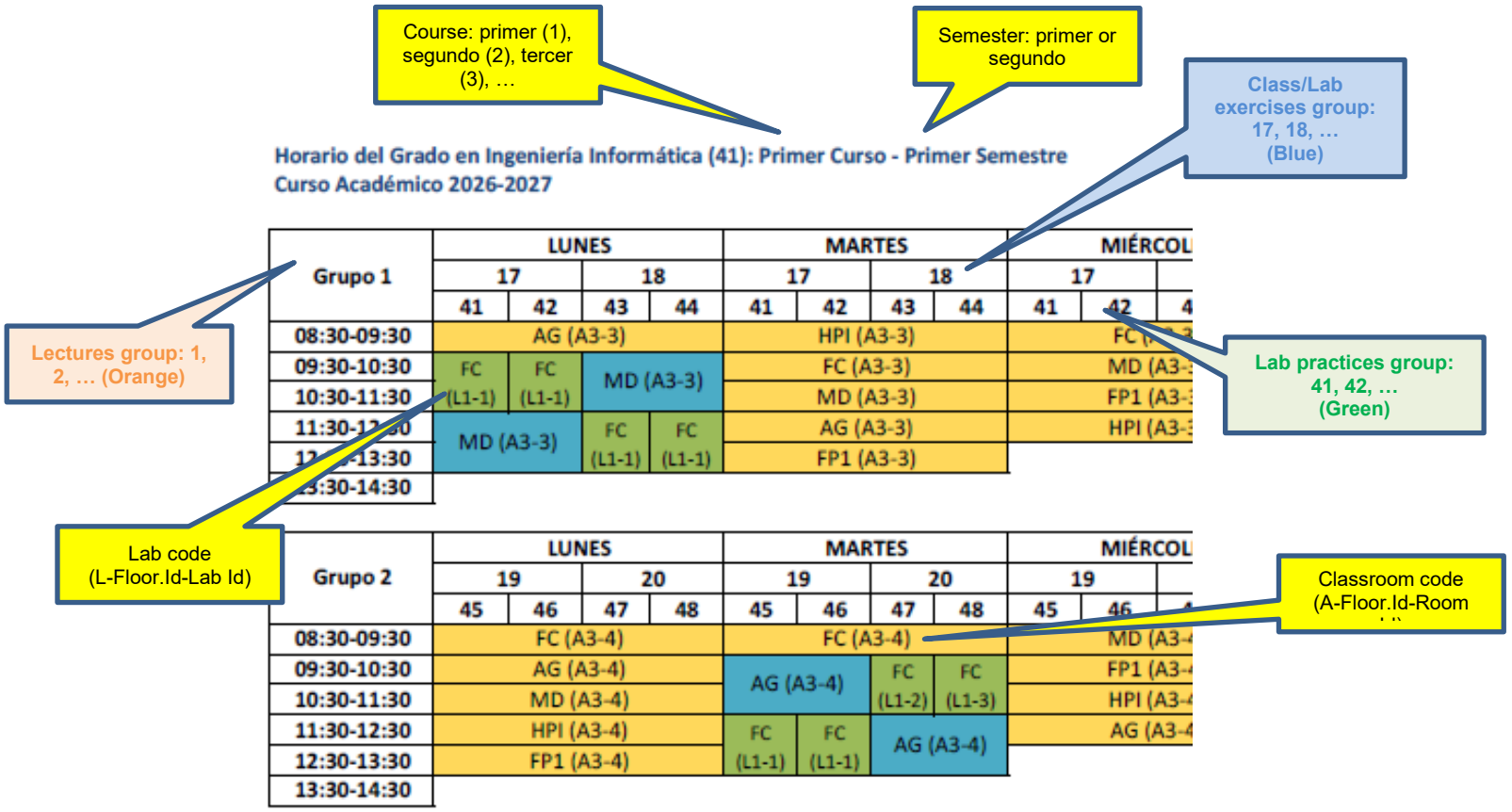
Exams -> Estudios -> Inf. Académica -> Calendario de exámenes



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Timetable Code

Teaching activities: lectures in orange (clases de teoría), classroom exercises in blue (practices en aula) and lab practices in green (prácticas de laboratorio), you have to choose **only one group for each activity.**
A 6 ECTS subject will have 4 hour every week with different distributions: 1 lect + 3 labs, 2 lect + 2 labs, 2 lect + 1 exer + 1 lab, …

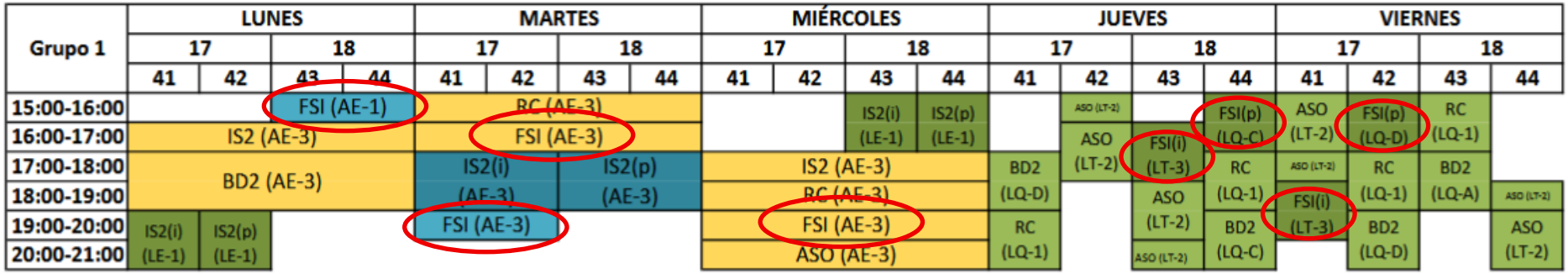


You cannot attend different group sets (not aligned vertically). For example, if you need lab group 43, you have to select exercise group 18 in lectures Grupo 1. If you need lab group 48, you have to select exercise group 20 in lectures Grupo 2.

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Timetable examples

Example 1: You have included **FSI** in your LA, a 6 ECTS subject from the first semester in the third year of the Degree in Computer Engineering. The semester timetable for that degree and course looks like this:

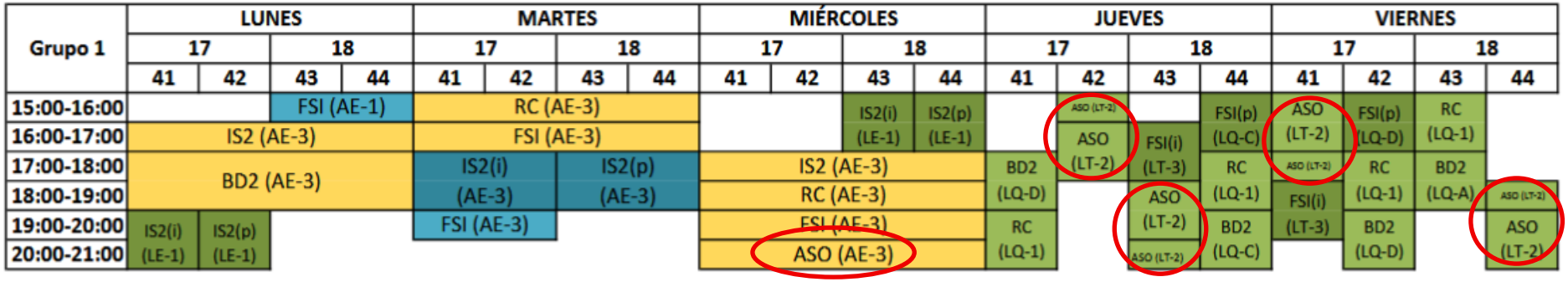


There is only one group (Grupo 1) for lectures (orange), so nothing to choose from. You will receive two lectures a week on Tuesday at 16:00 and on Wednesday at 19:00.

For exercises (blue) you have two groups (17 y 18). If you choose 17, you will have lectures on Tue at 19:00, and if you choose 18, on Mon at 15:00.

For labs you have 4 groups, two associated to group 17 (41 and 42) and two associated to group 18 (43 and 44). If, for example, you choose 17+41, you will have two lab hours on Friday 18:00-20:00 every two weeks (note the “i” denoting non weeks).

Timetable examples



Grupo 1	LUNES				MARTES				MIÉRCOLES				JUEVES				VIERNES			
	17		18		17		18		17		18		17		18		17		18	
	41	42	43	44	41	42	43	44	41	42	43	44	41	42	43	44	41	42	43	44
15:00-16:00			FSI (AE-1)		RC (AE-3)						IS2(i) (LE-1)	IS2(p) (LE-1)		ASO (LT-2)		FSI(p) (LQ-C)	ASO (LT-2)	FSI(p) (LQ-D)	RC (LQ-1)	
16:00-17:00	IS2 (AE-3)				FSI (AE-3)									ASO (LT-2)	FSI(i) (LT-3)	RC (LQ-1)	ASO (LT-2)	RC (LQ-1)	BD2 (LQ-A)	ASO (LT-2)
17:00-18:00	BD2 (AE-3)				IS2(i) (AE-3)		IS2(p) (AE-3)		IS2 (AE-3)				BD2 (LQ-D)		ASO (LT-2)	BD2 (LQ-C)	FSI(i) (LT-3)	BD2 (LQ-D)		ASO (LT-2)
18:00-19:00									RC (AE-3)											
19:00-20:00	IS2(i) (LE-1)	IS2(p) (LE-1)			FSI (AE-3)				FSI (AE-3)				RC (LQ-1)							
20:00-21:00									ASO (AE-3)											

Example 2: **ASO** has one lecture hour a week on Wed 20:00. It has no exercises and three lab hours a week. If, for example, you choose group 43, you will have lab hours on Thursday 18:00-21:00.

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Registering / Enrolment procedure

1. You need to have the signature both ERASMUS coordinators (home and me) in your Learning Agreement / OLA **BEFORE** contacting administration. The EWP is not consistent in sending notifications about pending signatures, so you better inform me that you are waiting.

2. **At least one week before the semester starts, send an email to admon_einf@ulpgc.es** (put sri.eii@ulpgc.es in CC) asking for enrolment, attaching **all-signed LA**. You have to **specify the groups you want** for EII subjects. If you have subjects from other schools/faculties, you will need to ask later for group assignment to the corresponding coordinator, once you receive the enrolment receipt.

3. **Check that your enrolment matches your LA**.

FIRST SEMESTER CLASSES WILL START ON Sep 9th
SECOND SEMESTER CLASSES WILL START ON Feb 1st

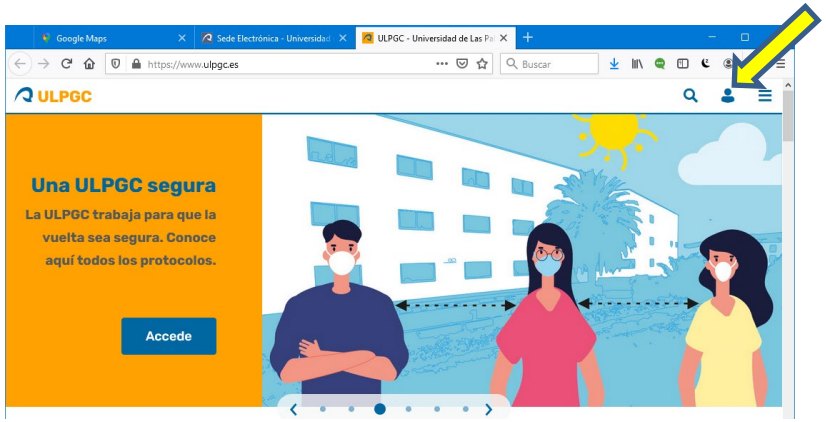
You need to be enrolled and assigned to groups before that date

IMPORTANT:

- Mobility Online is required to get your Acceptance Letter, but signatures for the LA and enrolment are handled independently sending emails first to sri.eii@ulpgc.es (for signatures) and then to admon_einf@ulpgc.es (for enrolment).
- Do not send unsinged LA to Mobility Online.
- If your official mobility period does not match your LA, you will be enroled only in the compatible components. You have to contact your home university to ask for mobility period extension, if supported by the bilateral agreement.

Campus Virtual

You will receive from administration an **enrolment receipt** with your access user (usuario) and password (contraseña) marked in bold. The information about all your courses (**Moodle platform**) is available in the **ULPGC Campus Virtual** normally one day after completing the enrolment. Note that sometimes you will need to enter only the first 8 digits of your ID as user.



Once logged, you will see a list of all your subjects with access to the subject Moodle information: materials, tasks, deadlines, etc.

Its important to try to attend to the **first lecture** of every subject, because there the teachers will explain the Teaching Project (Proyecto docente de la asignatura – PDA). They will comment how the teaching is organized, the expected assignments, practices, the exams, the pass requirements, etc. In any case, the document is in the Moodle of every subject.

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Group changes

If you need to change your group, you have to send another email to administration (admon_einf@ulpgc.es) specifying the modification.

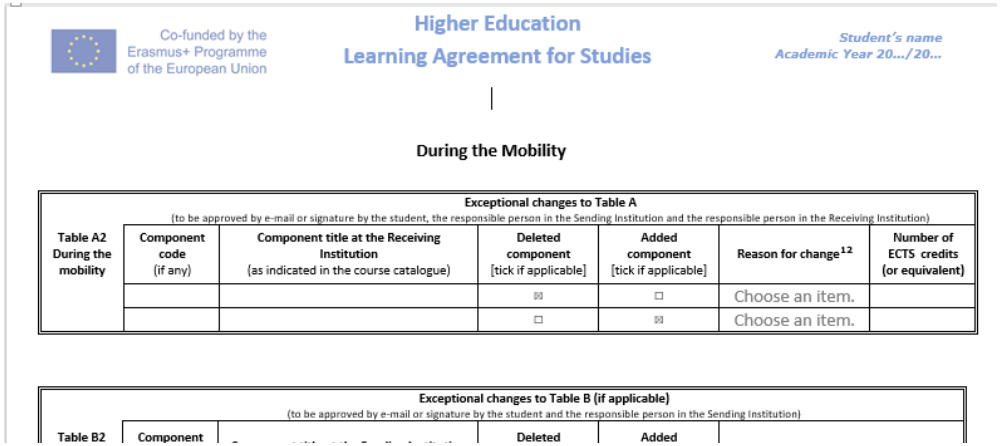
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Changes to LA

Changes to LA are allowed during the **first month of every semester** with the following conditions:

- You have completed the During the Mobility section of your LA.
- First two weeks of classes: approval from your home coordinator (electronic signature preferable)
- From then on, only exceptional changes with a valid justification are permitted. Additionally, you will need the approval of the teachers in charge of the dropped and added courses.

VERY IMPORTANT: Mofifying your enrolment is a **TWO STEP** process: **1.** update the LA and get the signatures and **2.** After coordinators' approval you need to **send email to admon_einf@ulpgc.es** to ask for making the changes effective in your enrolment. And later **check that your enrolment matches the updated state of your LA** (see MiULPGC -> MiMatrícula).



Co-funded by the Erasmus+ Programme of the European Union

Higher Education
Learning Agreement for Studies

Student's name
Academic Year 20.../20...

During the Mobility

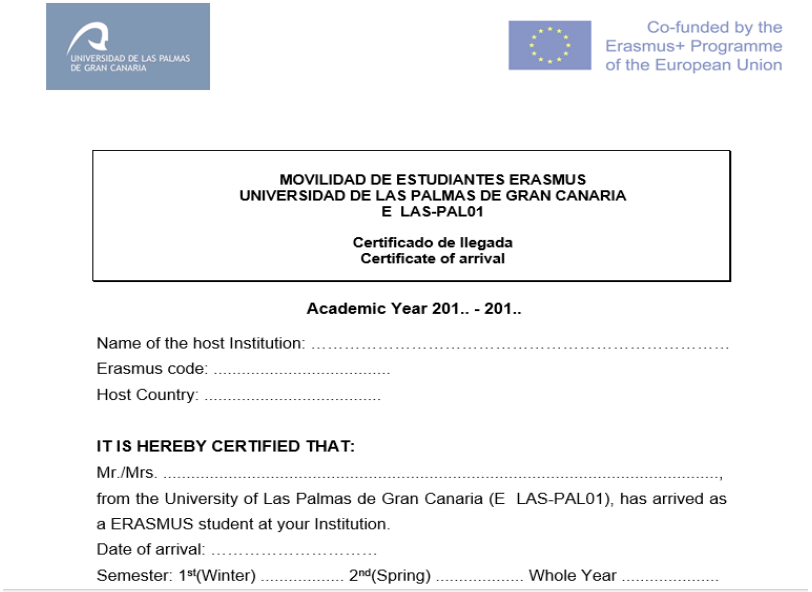
Table A2 During the mobility	Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change[12]	Number of ECTS credits (or equivalent)
			☒	☐	Choose an item.	
			☐	☒	Choose an item.	

Table B2	Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)			
	Component		Deleted	Added

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Arrival/Departure Certifications

You have to provide the document **with all your data pre-filled**, or the form your university requires and send it to me (sri.eii@ulpgc.es) by email. Then you have to make an appointment to **get the documents in person** both for arrival and departure.



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Co-funded by the Erasmus+ Programme of the European Union

MOVILIDAD DE ESTUDIANTES ERASMUS
UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA
E LAS-PAL01

Certificado de llegada
Certificate of arrival

Academic Year 201.. - 201..

Name of the host Institution: .....
Erasmus code: .....
Host Country: .....

IT IS HEREBY CERTIFIED THAT:
Mr./Mrs. .....,
from the University of Las Palmas de Gran Canaria (E LAS-PAL01), has arrived as a ERASMUS student at your Institution.
Date of arrival: .....
Semester: 1st(Winter) ..... 2nd(Spring) ..... Whole Year .....

ULPGC Erasmus code E LAS_PAL01

ERASMUS Departmental coordinator at EII - ULPGC,

Daniel Hernández
sri.eii@ulpgc.es

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Exam Resit / re-take

Exams re-takes for failed subjects will be scheduled in July (“convocatoria extraordinaria”). There is a possibility of **synchronous** remote examination if you have already returned home, but it requires:

1. Get the approval of the ULPGC **teacher and inform me**
2. Get the approval of your **home coordinator** to have an exam **supervisor** in your university
3. Contact sri.eii@ulpgc.es at least **two weeks before** the official exam date

IMPORTANT: **exam dates** are officially fixed at the beginning of the course and **cannot be modified**

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End of Mobility

The **ToR is issued on demand**, you will need to **ask for it by email** some weeks after the evaluation period corresponding to your mobility period finishes (either by the end of January or mid July). Depending on administration workload the ToR can be delayed further. If you have a specific deadline, you have to send an email to sri.eii@ulpgc.es and I will try to speed the process up.

Only subjects you are officially enrolled in will appear in the document. So it´s important to always **check in advance that the contains of MiULPGC->MiMatricula match your updated LA.**

Departure certificates to be picked up in person as close as possible to mobility end date, previous appointment.