ERASMUS Incoming EII

Quick Guide

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

<table>
<thead>
<tr>
<th>What do you need?</th>
<th>Who</th>
<th>Where</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative issues (EII - level), Enrolment</td>
<td>Administration office</td>
<td>Module II – Informatics Building [map-A]</td>
<td>9:00 – 12:00</td>
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<tr>
<td></td>
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<td><a href="mailto:admon_einf@ulpgc.es">admon_einf@ulpgc.es</a></td>
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<tr>
<td>Administrative issues (ULPGC - level)</td>
<td>Mobility office</td>
<td>Old MBA Studies Building (*&quot;Bunker&quot;) [map-M]</td>
<td>9:00 – 12:00</td>
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<td></td>
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<td><a href="mailto:rrii@ulpgc.es">rrii@ulpgc.es</a></td>
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<td>928-452793</td>
<td></td>
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<tr>
<td>Academic issues, learning agreement, certifications</td>
<td>Departmental coordinator (Daniel Hernández)</td>
<td>Office D1.1 (module III – Computer Science Building) [map-C]</td>
<td>Best before 10:00 (email appoint.)</td>
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<tr>
<td></td>
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<td><a href="mailto:sri.eii@ulpgc.es">sri.eii@ulpgc.es</a></td>
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<td>928-458701</td>
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<tr>
<td>Something else: accommodation, mentor program (Buddy), other practical information</td>
<td>International Mobility Point (renewal pending)</td>
<td>Imp.ulpgc.es</td>
<td></td>
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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.

Due to COVID19 situation, physical access to the university facilities is limited. If you need to, you have to make a request sending an email to make an appointment.
Location

- [https://www.google.es/maps/@28.073108,-15.4517129,172m/data=!3m1!1e3](https://www.google.es/maps/@28.073108,-15.4517129,172m/data=!3m1!1e3)
Web info – www.eii.ulpgc.es

- Timetables -> Estudios -> INF.ACADÉMICA -> Horarios
- Calendar -> Estudios -> INF.ACADÉMICA -> Calendario académico
- Exams -> Estudios -> INF.ACADÉMICA -> Calendario de exámenes
Timetable explained

- **Teaching activities**: lectures (clases de teoría), exercises (practices en aula) and practices (prácticas de laboratorio)

- **Restrictions example**: If you select G1 for lectures, you can only select G17 or G18 for exercises. If you select G18 for exercises, you can only select G43 or G44 for practices.
Enrolment

- You should try to complete the enrolment as soon as possible.

PROCEDURE:
- Send an email to admon.einf@ulpgc.es (put sri.eii@ulpgc.es in CC) attaching your signed LA.
- Indicate in the email the groups (lectures, exercises and practices) you want.
- Always check that your enrolment receipt (details in next slide) matches your LA, initially and after changes.

IMPORTANT: if your official mobility period does not match your LA, you will be enrolled only in the compatible components. You have to contact your home university to ask for mobility period extension, if supported by the bilateral agreement.
You will receive from administration an enrolment receipt with your access user (usuario) and password (contraseña) marked in bold. The information with all your courses (Moodle platform) is available in the ULPGC Campus Virtual normally one day after completing the enrolment. Note that sometimes you need to enter only the first 8 digits of your ID as user.
Course start

• The 22/23 course starts on **Sep12**

• It’s 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.

• On Fri16 there is the institutional course opening, there will be no classes.
Changes to LA

• Changes to LA are allowed during the **first month of every semester** with the following conditions:
  
  • You have completed the **Changes During the Mobility** section of your LA.
  
  • The changes are signed by your home coordinator and me.
  
  • You have asked the administration (**admon_einf@ulpgc.es**) to make the changes in your enrolment, attaching the modified LA document.

• It’s important to inform teachers to know what you need to do to catch up your new course mates.
Arrival/Departure certifications

• You have to provide the document with all your data filled, and send it to me by email.

• If your university does not require a specific form, you can use this one.
  
  • ULPGC Erasmus code
    • E LAS_PAL01
  
  • ERASMUS Dep. Coord. at EII - ULPGC
    • Daniel Hernández
    • sri.eii@ulpgc.es
End of mobility

- You will receive your final TOR by email some weeks after the evaluation period corresponding to your mobility period finishes (either by the end of February or the end of July).