

ERASMUS Incoming EII

Quick Guide

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



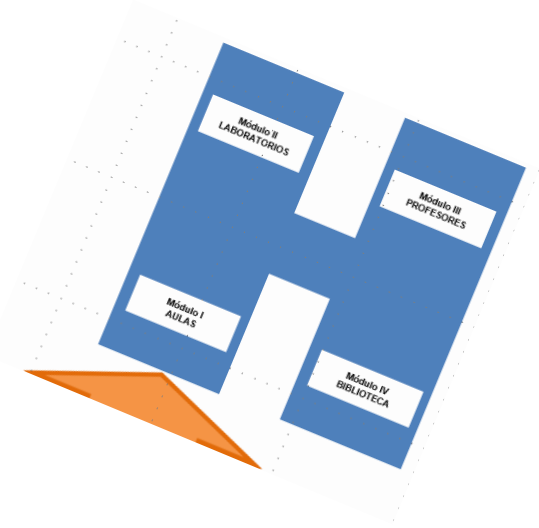
What do you need?	Who	Where	When
Administrative issues (EII - level), Enrolment	Administration office	Module II – Informatics Building [map-C] admon_einf@ulpgc.es	9:00 – 12:00
Administrative issues (ULPGC - level), Acceptance letter	Mobility office	Old MBA Studies Building (“Bunker”) [map-M] rrii@ulpgc.es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



NOTE: Under construction 24/25

<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 24/25

IMPORTANT

Next academic year, our building is going to be **under construction**. The lectures/lab sessions will be distributed in nearby buildings around the campus: <https://www.google.es/maps/@28.0731827,-15.452817,1217m/data=!3m1!1e3!5m1!1e1?hl=es&entry=ttu>

See the map and timetable locations below.



Ubicación de Aulas		Ubicación de Laboratorios	
AT-1	Aula Hertz	LT-1	Lab. de Programación
AT-2	Aula Gauss	LT-2	Lab. Elec. Analog. y Dig.
AT-3	Aula Weber	LT-3	Lab. Comp. Electrónicos
AT-4	Aula Maxwell	LT-X	Laboratorio X
AQ-6	Aula 7	LQ-A	INF A
AQ-8	Aula 12	LQ-B	INF B
AQ-9	Aula 13	LQ-C	INF C
AQ-A	Aula 14	LQ-D	INF D
AC-1	A101	LQ-S	Lab. Simulación
AC-2	A102	LQ-1	Aula 9
AC-3	A105	LQ-2	Aula 11
AC-4	A202	LF-1	L. Fís. 1. Mecánica. (F2)
AC-5	A203	LF-4	L. Fís. 4. Elec. y Mag. (F4.1)
AI-1	F105/6	LF-5	L. Fís. 5. Fís. Nuc. y Geo. (F4.2)
AE-1	Aula 1	LC-1	A. Inf. 1
AE-2	Aula 2	LC-2	A. Inf. 2
AE-3	Aula 3	LC-3	A. Inf. 3
		LI-1	Sala de Informática Acceso Libre
		LI-2	Aula Informática B102
		LI-3	F102
		LI-4	B001
		LI-5	B002
		LI-6	F102
		LI-7	A114
		LE-1	Lab. 1

Web EII: www.eii.ulpgc.es

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

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

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

The screenshot shows the homepage of the EII website. At the top, there is a navigation bar with the following items: "La Escuela", "Estudios", "Estudiantes", "Empresas", and "Eventos EII". Below this, there are three news cards:

- NOTICIAS - 20 JUL 2024**: Jornada de Bienvenida curso 2024/2025. Viernes 6/09/2024 a la 11:00 en el Salón de Actos del Edificio de ARQUITECTURA.
- NOTICIAS - 23 JUL 2024**: En obras, pero la Administración del Edificio de Informática y Matemáticas continúa abierta.
- OFERTAS DE EMPLEO - 23 JUL 2024**: 3 Ofertas de empleo de AeroLaser para Informática.

On the right side, there are three quick access buttons:

- Horarios**: Todas las titulaciones.
- Exámenes**: Todas las titulaciones.
- Trabajos de Fin de Título**: Propuestas de TFTs.

At the bottom of the page, there is a decorative banner with mathematical symbols and formulas.

Timetable Code

Teaching activities: lectures (clases de teoría), exercises (practices en aula) and practices (prácticas de laboratorio), you have to choose **only one group for each activity**

Course: primer (1), segundo (2), tercer (3), ...

Semester: primer or segundo

Class/Lab exercises group: 17, 18, ... (Blue)

Horario del Grado en Ingeniería Informática (41): Tercer Curso - Primer Semestre
 Curso Académico 2024-2025

Grupo 1	LUNES				MARTES				MIÉRCOLES			
	17		18		17		18		17		18	
	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)	
16:00-17:00	IS2 (AE-3)				FSI (AE-3)							
17:00-18:00	BD2 (AE-3)				IS2(i) (AE-3)	IS2(p) (AE-3)			IS2 (AE-3)			
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)			
20:00-21:00									ASO (AE-3)			

Lectures group: 1, 2, ... (Orange)

Lab practices group: 41, 42, ... (Green)

Horario del Grado en Ingeniería Informática (41): Tercer Curso - Segundo Semestre
 Curso Académico 2024-2025

Grupo 1	LUNES				MARTES				MIÉRCOLES			
	17		18		17		18		17		18	
	41	42	43	44	41	42	43	44	41	42	43	44
15:00-16:00	VPD (LQ-1)	PWM (LQ-C)	PS (LQ-D)		ASR (LQ-1)	VPD (LQ-2)		PS (LQ-C)	ASR (AT-1)			
16:00-17:00									PS (AT-1)			
17:00-18:00	PS (LQ-C)	ASR (LQ-1)	PWM (LQ-D)		PWM (LQ-D)	PS (LQ-2)		PWM (LQ-C)	PWM (AT-1)			
18:00-19:00									VPD (AT-1)			
19:00-20:00	PWM (LQ-C)	PS (LQ-D)	ASR (LQ-1)		PS (LQ-D)	PWM (LQ-2)		VPD (LQ-C)				
20:00-21:00												

Lab code (L-Build.Id-Lab Id)

Classroom code (A-Build.Id-Room Id)

You cannot attend different group sets. 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.

CLASSES WILL START ON **Sep10**

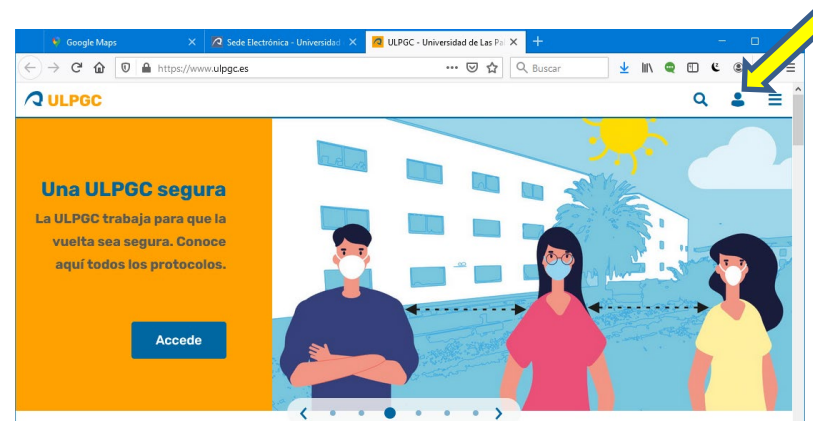
Registering / Enrolment procedure

1. You need to have the signature both ERASMUS coordinators (home and me) in your Learning Agreement / OLA **BEFORE** contacting administration.
2. **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.**

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.

Campus Virtual

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.



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.

Group changes

The groups can be selected in the Campus Virtual (preferable) or assigned automatically. If you need to change your group, there will be an online tool available or you have to fill [this form](#) during the first week of the semester, and send it via [Sede Electrónica](#) ULPGC.

Ask me for help if you get lost in the procedure (even our students do).

UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA
 Escuela de Ingeniería Informática

SOLICITUD DE CAMBIO DE GRUPO
de Teoría, Prácticas en aula o Prácticas en laboratorio

D./Dña. _____ con DNI nº _____ y
 domicilio en _____, localidad _____
 provincia _____, C.P. _____, teléfono fijo/móvil _____
 e-mail _____

EXPONE:

Que está matriculado/a en el curso académico 20____/202____ en la titulación de _____
 y que por los motivos que a continuación expone y, que acredita
 adjuntando la **documentación justificativa correspondiente**

SOLICITA:

El cambio de asignación de grupos que se detalla a continuación:

ASIGNATURA A CAMBIAR	GRUPO ACTUAL			GRUPO SOLICITADO			MOTIVO
	Teoría (01-03)	Pr Aula (17-22)	Pr Lab (41-52)	Teoría (01-03)	Pr Aula (17-22)	Pr Lab (41-52)	
							Asignatura solapamiento, otros

UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA
 Sede Electrónica

Jueves, 4 de Febrero de 2021, 10:42:25 h Día hábil

BUSCAR TRÁMITE

INICIO | REQUISITOS TÉCNICOS Y AYUDA | ÁREA PERSONAL | TRÁMITES EN LÍNEA | VERIFICADOR DE DOCUMENTOS | TABLÓN DE ANUNCIOS | CONTACTO

TRÁMITES EN LÍNEA

Cita Previa ¡NUEVO!
 Servicio de cita previa de la ULPGC

Solicitud genérica Tramitar

DESCRIPCIÓN DEL PROCEDIMIENTO

A través de esta aplicación puede presentar solicitudes, comunicaciones o escritos genéricos dirigidos a los distintos Órganos y Unidades de la Universidad de Las Palmas de Gran Canaria.

Procedimientos destacados:

- Alta o modificación de datos de Terceros**
 Para utilizar el Registro Electrónico es necesario disponer de un DNI Electrónico u otro certificado digital reconocido incluido en la lista de certificados admitidos, así como cumplir con el resto de requisitos técnicos.
- Cambio de contraseña universitaria**
 Deberá cumplimentar el formulario que se le presente, pudiendo adjuntar a su solicitud, escrito o comunicación cualquier documentación en formato digital (PDF, TXT, etc).
- Interposición de Recursos para el Servicio de Gestión Académica y Extensión Universitaria**
 Si no desea tramitar este procedimiento a través de esta Sede electrónica puede [descargar la plantilla](#), cumplimentarla y presentarla de forma presencial en el Registro General de esta Universidad.


NO PODRÁ USAR LA VÍA PRESENCIAL en aquellos procedimientos o convocatorias en los que la ULPGC haya

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.

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		<i>Student's name</i> <i>Academic Year 20.../20...</i>		
During the Mobility						
Exceptional changes to Table A <small>(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)</small>						
Table A2 During the mobility	Component code <small>(if any)</small>	Component title at the Receiving Institution <small>(as indicated in the course catalogue)</small>	Deleted component <small>[tick if applicable]</small>	Added component <small>[tick if applicable]</small>	Reason for change^{1,2}	Number of ECTS credits <small>(or equivalent)</small>
			☒	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	☒	Choose an item.	
Exceptional changes to Table B (if applicable) <small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>						
Table B2	Component		Deleted	Added		

Arrival/Departure Certifications

You have to provide the [document](#) with all your data filled, or the form your university requires and send it to me (sri.eii@ulpgc.es) by email.

You have to provide a copy of your boarding cards if you need a confirmation of arrival previous to Aug30.



<p>MOVILIDAD DE ESTUDIANTES ERASMUS UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA E LAS-PAL01</p> <p>Certificado de llegada Certificate of arrival</p>
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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

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 January or the end of 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 contents of MiULPGC->MiMatricula match your updated LA.**