

## ERASMUS Incoming EII

### Quick Guide

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



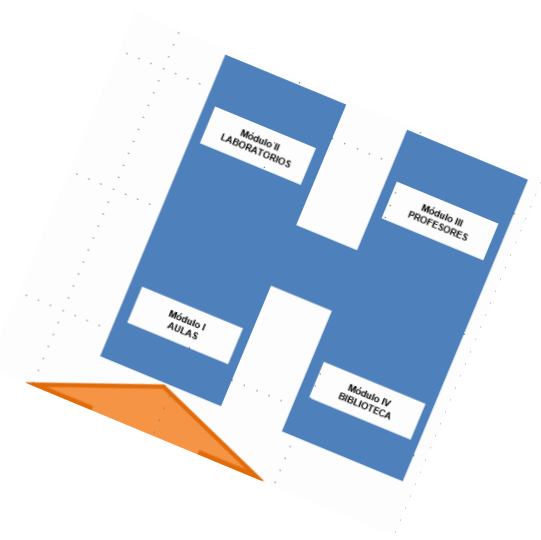
What do you need?	Who	Where <sup>1</sup>	When
Administrative issues (EII - level), Enrolment	Administration office	Module II – Informatics Building [map-A] <a href="mailto:admon_einf@ulpgc.es">admon_einf@ulpgc.es</a>	9:00 – 12:00
Administrative issues (ULPGC - level), Acceptance letter	Mobility office	Old MBA Studies Building (“Bunker”) [map-M] <a href="mailto:rrii@ulpgc.es">rrii@ulpgc.es</a> 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] <a href="mailto:sri.eii@ulpgc.es">sri.eii@ulpgc.es</a> 928-458701	Best before 10:00 (email appoint.)
Something else: accommodation, mentor program (Buddy), other practical information	International Mobility Point	<a href="http://imp.ulpgc.es">Imp.ulpgc.es</a>	



<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.

<sup>1</sup> 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.

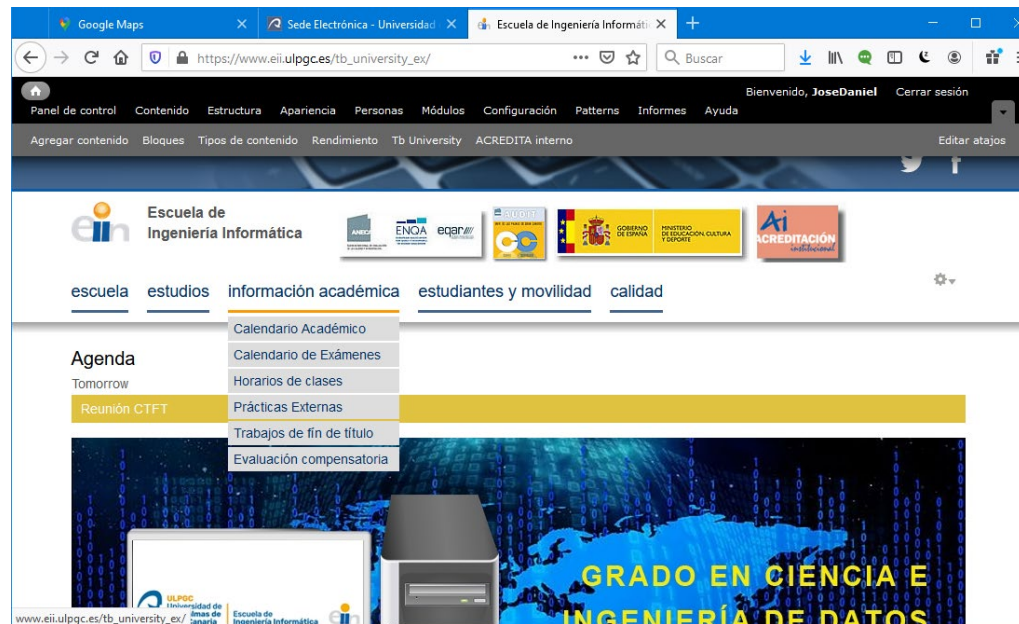


## Web EII: [www.eii.ulpgc.es](http://www.eii.ulpgc.es)

Timetables -> INF.ACADÉMICA -> Horarios

Calendar -> INF.ACADÉMICA -> Calendario académico

Exams -> INF.ACADÉMICA -> Calendario de exámenes



The screenshot shows a web browser window displaying the website [https://www.eii.ulpgc.es/tb\\_university\\_ex/](https://www.eii.ulpgc.es/tb_university_ex/). The page features a navigation menu with options like 'Panel de control', 'Contenido', 'Estructura', 'Apariencia', 'Personas', 'Módulos', 'Configuración', 'Patterns', 'Informes', and 'Ayuda'. Below the navigation, there are logos for 'Escuela de Ingeniería Informática' and various accreditation bodies (AMEC, ENOA, eqar, AICREDITACIÓN). The main content area is titled 'Agenda' and shows a calendar for 'Tomorrow' with a highlighted event 'Reunión CTFT'. A dropdown menu is open over the 'información académica' tab, listing options: 'Calendario Académico', 'Calendario de Exámenes', 'Horarios de clases', 'Prácticas Externas', 'Trabajos de fin de título', and 'Evaluación compensatoria'. At the bottom, there is a banner for 'GRADO EN CIENCIA E INGENIERÍA DE DATOS'.

## Timetable Code

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

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

Semester: primer or segundo

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

Horario del Grado en Ingeniería Informática: Segundo Curso - Primer Semestre  
Curso Académico 2015-2016 (aprobado en Junta de Escuela 16/06/2015, modificado SPA 30/07/2015)

Grupo 1	LUNES				MARTES				MIÉRCOLES				
	17		18		17		18		17		18		17
	41	42	43	44	41	42	43	44	41	42	43	44	41
08:30-09:30	IRS (A1-2) / ELESPI (A2-4)				EC (A2-4)				IRS (L2-1)		MN		P1
09:30-10:30	P1 (A2-4)				ME (A2-4)				ELESPI (A2-4)		(L1-3)		(L1-2)
10:30-11:30	ME <sub>(p)</sub> (L3-2)		ME <sub>(p)</sub> (L2-3) / EC (L2-4)		IRS (A1-2) / ELESPI (A2-4)				EC (L2-4)		ME <sub>(p)</sub> (L2-3)		P1 (L1-2)
11:30-12:30	ME <sub>(p)</sub> (L2-3)		EC (L2-4)		MN (A2-4)				(L2-4)		(L2-3)		(L1-2)
12:30-13:30	ME <sub>(p)</sub> (L2-3)		EC (L2-4)		P1 (L1-2)		EC (L2-4)		MN (L1-3)		MN (L1-3)		
13:30-14:30	ME <sub>(p)</sub> (L2-3)		EC (L2-4)										

Grupo 2	LUNES				MARTES				MIÉRCOLES				
	19		20		19		20		19		20		19
	45	46	47	48	45	46	47	48	45	46	47	48	45
08:30-09:30					P1 (A2-5)				EC (A2-5)				
09:30-10:30					IRS (A1-2) / ELESPI (A2-5)				ME (A2-5)				
10:30-11:30	ME <sub>(p)</sub> (L3-2)		ME <sub>(p)</sub> (L2-3) / EC (L2-4)		ME <sub>(p)</sub> (L3-2)		ME <sub>(p)</sub> (L2-3) / EC (L2-4)		IRS (A1-2) / ELESPI (A2-5)				
11:30-12:30					MN (A2-5)								
12:30-13:30	ME <sub>(p)</sub> (L3-2)		ME <sub>(p)</sub> (L2-3) / EC (L2-4)		ME <sub>(p)</sub> (L3-2)		ME <sub>(p)</sub> (L2-3) / EC (L2-4)		IRS (L2-1)		IRS (L2-1) / ELESPI (A2-5)		
13:30-14:30													

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

Lab practices group: 41, 42, ... (Orange, Red)

Lab code (L-Floor-Room)

Classroom code (A-Floor-Room)

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.

CLASES WILL START ON **Sep11**

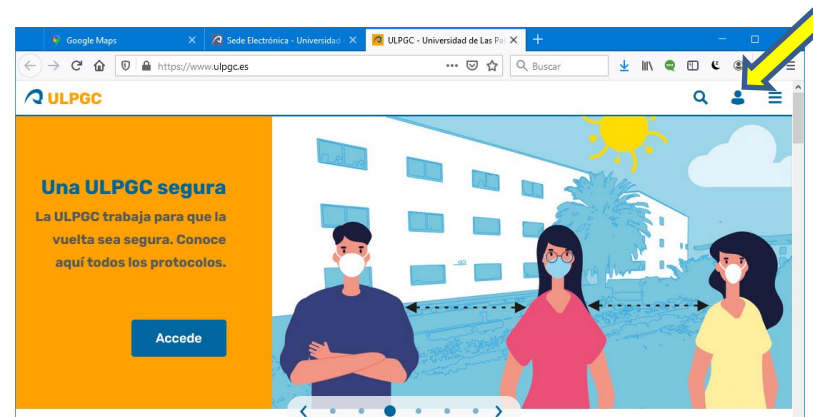
## Registering / Enrolment procedure

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](mailto:admon_einf@ulpgc.es)** (put [sri.eii@ulpgc.es](mailto: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, 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 Asignatura solapamiento, otros
	Teoría (01-03)	Pr Aula (17-22)	Teoría (01-03)	Pr Aula (17-22)	
		Pr Lab (41-52)		Pr Lab (41-52)	



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
- Cambio de contraseña universitaria
- Interposición de Recursos para el Servicio de Gestión Académica y Extensión Universitaria

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.

Deberá cumplimentar el formulario que se le presente, pudiendo adjuntar a su solicitud, escrito o comunicación cualquier documentación en formato digital (PDF, TXT, etc).

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](mailto: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...		
<b>During the Mobility</b>						
<b>Exceptional changes to Table A</b> <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 (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 <sup>1,2</sup>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
<b>Exceptional changes to Table B (if applicable)</b> <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.



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: 1<sup>st</sup>(Winter) ..... 2<sup>nd</sup>(Spring) ..... Whole Year .....

ULPGC Erasmus code E LAS\_PAL01

ERASMUS Departmental coordinator at EII - ULPGC,

Daniel Hernández  
[sri.eii@ulpgc.es](mailto: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 June).

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.**