Universida de Vigo

Escola de Enxeñería Industrial desde 1901 Universida de Vigo

Campus de Vigo

Escola de Enxeñería Industrial

Relaciones Internacionales

Campus Universitario
36310 Vigo
España

986 812 206 (Campus)
986 813 801 (Cidade)

http://eei.uvigo.es/internacional
eei.exteriores@uvigo.es

General information for incoming students 2024-2025.
School of Engineering-EEI

Contents

1   General information and remarks

This document intends provide some general information to incoming students to the School of Engineering-EEI and help them to identify the courses in the timetables.

The timetables and other relevant information is published in the School's webpage for incoming students https://eei.uvigo.es/en/international/incoming-students/

1.1   Coordinators at the UVigo

- For questions related to nominations, letters of acceptance, extensions of stay, withdrawals, insurance, certificates of arrival and departure and, in general, anything related related to the **administrative aspects** of the mobility, please contact the International Relations Office.
  - o   By e-mail: incoming.ori@uvigo.es
  - o   At the Office for incoming students: Edificio Miralles, University Campus, 36310 Vigo (map)
- For questions related to Learning Agreements, subjects, timetables, exam dates and, in general, anything related to **academic matters**, please check the School's webpage for incoming students and/or contact the academic coordinator of the School
  - o   By e-mail: eei.exteriores@uvigo.es
  - o   By phone or at the offices in Campus or the City (check here the calendar with office hours)

1.2   Certificate of arrival and departure

This document can only be signed at the International Relations Office.

The academic coordinators/international coordinators of Schools and Faculties CANNOT sign this document.

2   Studying at the School of Engineering-EEI

The School of Engineering-EEI has an academic offer distributed in two facilities, on Campus and in the City centre.

The bachelor's degrees are taught in both facilities with the distribution indicated in Table 1. The Master's degrees are taught entirely on Campus.

It is recommended that incoming exchange students enroll in courses taught in one facility only, either Campus or the City, but they can be combined if the schedules of all the courses are compatible. Please, note that travelling between Campus and the City takes about one hour by bus.

2.1   Academic calendar

The School's academic calendar gathers all the academic information of the academic year: start date of each semester; weeks within each semester (numbered starting from 0); national, regional and local holidays; periods without teaching activity; start date of exams; deadlines for publication of official grades, etc. You can check it and download it here and here.

The first week of each semester (week 0) has lectures only; there are no labs or practical sessions. These start from week 1 onwards.

2.2 Identifying the subjects

Each course of the University is identified by a code composed of two sets of numbers:

- A three-digit number for the degree (see Table 1).
- A three-digit number for the course (the last three digits of the code).

Example: The code of the course "Materials Engineering", taught in the bachelor's degree in Technologies Engineering, is V12G363V01502, which can be shortened to G363502. The code of the course "Industrial Manufacturing", taught in the Master in Engineering, is V04M141V01109, which you can find shortened to M141109.

Each course comprises lectures (usually twice a week) and laboratories/practical sessions (usually once a week). As a general rule, students should attend both in order to pass the course.

Official registration in a course includes the lectures as well as the practical activities (i.e., it is not necessary to register separately for the lectures and the laboratory sessions).

To register properly in any subject, you should specify the correct code of the course in the Learning Agreement. Please, note that in our School many courses are common to all our bachelor's degrees (for example, "Fluid Mechanics"). These courses have the same name but different codes and usually different professors. A wrong code on your LA might assign your digital UVigo profile to the wrong teacher, thus making it impossible for your actual teacher to grade you. Therefore, please check carefully the code included in your LA and your proof of enrollment.

2.3 Bachelor's degrees. Schedules

The webpage for incomings has a layout of the seven bachelor's degrees taught in the School.
Their schedules are available in section Students->Academic planning.

Each subject has lectures (in blue background) and laboratories or practical sessions (in yellow background and denoted by a "p-" before the abbreviated name of the subject). Lectures happen normally twice a week, labs once a week.
The first week of each semester (week 0) has lectures only; there are no labs or practical sessions. These start from week 1 onwards.

Please check Figure 1 below for an example involving the subject V12G380V01405–Fluid Mechanics (abbreviation Mec-Fluid).

If you have selected subjects in the bachelor degree of biomedical engineering, the subject codes start with V12G420 or G420 and the schedules are available here.

If you have selected subjects in the bachelor degree of electrical engineering, the subject codes start with V12G320 or G220 and the schedules are available here.

If you have selected subjects in the bachelor degree of electronics and automation engineering, the subject codes start with V12G330 or G330 and the schedules are available here.

If you have selected subjects in the bachelor degree of management engineering, the subject codes start with V12G340 or G340. The schedules of Campus are available here. The schedules of the City are available here.

If you have selected subjects in the bachelor degree of industrial chemical engineering, the subject codes start with V12G350 or G350 and the schedules are available here.

If you have selected subjects in the bachelor degree of technology engineering in Spanish, the subject codes start with V12G360 or G360. If you are taking subjects in the bachelor degree of technology engineering in English, the subject codes start with V12G363 or G363. All the schedules are available here.

If you have selected subjects in the bachelor degree of mechanical engineering, the subject codes start with V12G380 or G380. The schedules of Campus are available here. The schedules of the City are available here..

If you have selected subjects in the double degree of biomedical and mechanical engineering, the subject codes start with V12G750 or G750 and the schedules are available here.

If you have selected subjects in the [double degree of biomedical and electronics & automation engineering](#), the subject codes start with V12G760 or G760 and the schedules are available [here](#).

If you have selected subjects in the [double degree of mechanical and electronics & automation engineering](#) engineering, the subject codes start with V12G770 or G770 and the schedules are available [here](#).

If you have selected subjects taught in the [first year of our bachelor degrees](#), you can select any of the 15 groups available in the City or in Campus, because 1ˢᵗ year is identical for all our bachelor degrees and each group hosts students from different bachelor degrees. Our building in Campus hosts [groups A01 to A08](#). Our facilities in the City host groups [A09 to A15](#). First-year, English-taught subjects are taught in group A07 in Campus only.

2.4   Master's degrees. Schedules

2.4.1   Master's Degree in Industrial Engineering

This Master's Degree in Engineering is taught on Campus. The [layout](#) is available on the website of the School for [incoming students](#). The updated timetable will be available on the website for [incoming students](#) from September 2024 but will also be sent by e-mail to all the incoming students.

. The colour code is the following:

– Lectures: blue background
– Labs/practical sessions: white background and acronym of the subject preceded by a "p-"
– The code of the subject is indicated below the name of the subject and its abbreviation

The easiest way to find the teaching hours of a subject is to search the code of the subject in the PDF with Ctrl+F, find the related abbreviation, and then read the teaching hours assigned to that abbreviation in the timetable. See Figure 2 below for an example for the subject V04M141V01113–Integrated Manufacturing Systems (abbreviation SIF –Sistemas Integrados de Fabricación).

Some subjects or laboratories may be taught only in even/odd weeks. This is more likely to happen with master subjects of 3 or 4,5 ECTS credits. Please refer to the [academic calendar](#) published by the School to find the numbered weeks.
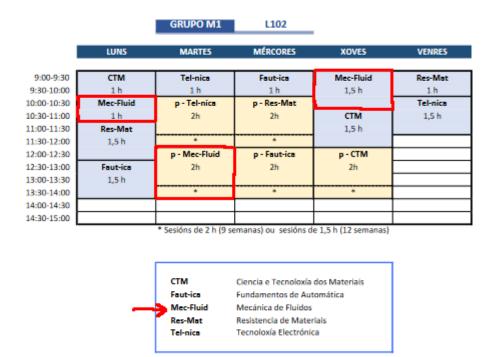

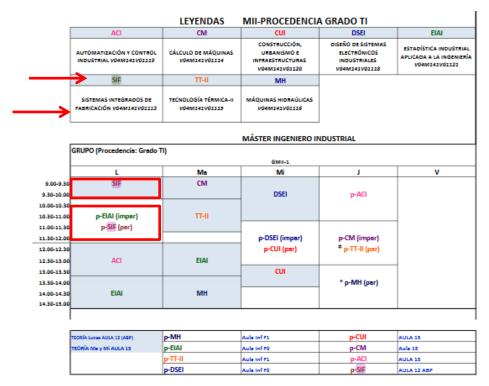Figure 1: Example of timetable from the bachelor's degree in mechanical engineering

Figure 2: Example of timetable from the Master's in Industrial Engineering.

2.4.2 Master's Degree in Biomedical Engineering

This Master's degree is taught on Campus. The timetables of all the master subjects are available [here]. The colour code is the following:

- Lectures: blue background
- Labs/practical sessions: white background and acronym of the subject preceded by a "p-"

2.5 Groups

Due to the large number of students, most subjects are taught in two or more groups. Lectures are taught at the same time in both groups and laboratories have different time slots for each group.

For example, students enrolled in 2nd year of the bachelor's degree in Electrical Engineering are assigned to group El-L101 or El-L102 (see green arrows in the snapshots below). The subject TTC (Termodinámica y transmisión de calor – Thermodynamics and Heat Transfer) has the same time slot for the lectures (red rectangles) and different time slots for the laboratories (blue rectangles).

Figure 3: Example of groups in the timetable of the degree in electrical engineering

In principle, incoming exchange students are allowed to choose the group they want to join to facilitate the compatibility of their study plan, but they have to check the actual availability with the lecturer during the first week of the semester. Usually there is no problem, but the number of spots available in the laboratories is limited and some groups might be full. <u>Admission in any group is conditioned to the approval of the lecturer (or the corresponding coordinator of the lab, in case he/she is different from the lecturer).</u>

2.6 Learning Agreement (LA)

Normally, incoming students within the Erasmus-studies programme have their own model of Learning Agreement, either in a separate PDF or embedded in a digital platform (OLA, Online Learning Agreement). Both ways are fine for the validation of the LA, but for your enrollment at UVigo you will have to submit a PDF copy. Therefore, if your university is using an OLA, please be sure to download a PDF copy of your LA approved online by all parties (the student and the academic coordinators at the sending and receiving institutions).

Exchange students outside the Erasmus-study programme may or may not have a specific Learning Agreement model. Those students are advised to download and complete the following model of Learning Agreement (available in PDF, DOCX and ODT formats). The purpose of this form is solely for enrollment at UVigo. Please list the names and codes of all the subjects you want to take with us, sign it and send it to eei.exteriores@uvigo.es. Once it is signed by the International Coordinator, you will be able to enrol in the listed subjects following the procedure below.

Incoming students of the SICUE national mobility programme shall employ the normalized model provided by their home university signed by all parties.

2.7 Registration in the subjects

2.7.1 Information necessary for enrolment

1. Learning Agreement processed as indicated in section 2.6.
2. Copy of ID card or passport.
3. Copy of the Acceptance Letter issued by UVigo's International Relations Office.
4. Form with your personal data (available in PDF, DOCX and ODT formats).
5. For each subject, indication of the group you will attend (see section 2.5). <u>This information is not necessary for enrollment in subjects at Master's level of for the English-taught subjects at bachelor level</u>.

2.7.2 Procedure

- Before enrolling in any subject, please introduce yourself to the lecturer the first day of class in the semester (which <u>starts on January 28th 2025</u>), and check with him/her if you can join your group of choice (since the number of spots available in the laboratories is limited, some groups may be full). Admission in any group is conditioned to the approval of the lecturer (or the corresponding coordinator of the lab, in case he/she is different from the lecturer).

  <u>**Please do that during the first week (from January 28th to January 31st 2025) and for every subject you wish to take with us**</u>.

- Once you know which group you will attend for every subject, you can register officially with the staff in the academic area or remotely via e-mail. Remember you will have to provide all the information indicated in section 2.7.1

  <u>**Please do this at the end of the first week (from January 28th to January 31st 2025) or the beginning of the second week of the semester**</u>. The University allows you to register later, but I would strongly recommend you to do it during this week.

- If most of your credits are taken on Campus, the e-mail for registrations is eei.xna.campus@uvigo.es

If most of your credits are taken in the City, the e-mail for registrations is eei.xna.cidade@uvigo.es

If you are taking master subjects or a combination of bachelor+master subjects, the e-mail for registrations is eei.master@uvigo.es

If you do not know which e-mail address applies to your case, please contact the International Coordinator (eei.exteriores@uvigo.es)

- When you have been officially registered, the staff of the academic area will email you a proof of enrollment similar to this one. **Please check that all the subjects you need are listed there, with their correct codes and names.** A subject not included in the proof of enrollment **CANNOT be included in an official Transcript of Records even if you have passed the exam**. If you do not receive that proof of enrollment, please contact the International Coordinator (eei.exteriores@uvigo.es).

The proof of enrollment and the Transcript of Records uses numerical codes that are different from the alphanumeric codes indicated in the syllabuses and your LAs. You might want to check with your home coordinator if you have to make changes in your LA to indicate the numeric codes.

In the web page for incomings you will find a PDF with the correspondence between the numeric codes (new codes) and alphanumeric codes (old codes).

2.8   Evaluation

The UVigo offers students two evaluation methods for each subject:

1.   Continuous evaluation:

You complete tasks along the semester and for most subjects you also have to attend a final exam in May/June. This is the method by default and most students opt for it.

We will assume you have chosen this evaluation method for all your subjects unless you tell us otherwise.

2.   Global evaluation:

The evaluation takes place in a single exam session in May/June and you do not participate in the intermediate activities proposed by professors during the semester.

If you opt for this type of evaluation in one or several subjects, you have to inform us about it by sending an e-mail to eei.exteriores@uvigo.es with the name/s and code/s of the subject/s you want to transfer to global evaluation. Please do that before February 21st.

Most of the subjects will require that students take a final test at the end of the semester (May/June). Each subject has an official date and time slot (M: morning; T: afternoon) to place that test. That official date is published at the beginning of the academic year in the exam calendar. Please check that the subjects you have included in your LA do not overlap in day and time slot:

Exam calendar, subjects taught in the City.

Exam calendar, subjects taught in Campus.

Exam calendar, subjects of master's Degrees inBiomedical and Industrial Engineering.

If you do not pass a subject in the first attempt, you can go to the resit in June/July.

It is not necessary for your to enroll in an exam to be able to participate in it, just go to the exam room on the appointed day and time. The official registration in a subject entitles you to take the exam/s along the semester, the end-of-semester exam and the eventual resit in June/July.

2.9   Online teaching platform (MooVi)

Many lecturers are likely to use the University's Moodle-based, online platform called MooVi to upload teaching materials, communicate with the students, and even perform intermediate online evaluation tests for their subjects.

When you are officially registered in the subjects you will be given access to MooVi. If necessary, the lecturer of a subject can add you manually anytime to his/her subject.

2.10 Exams

2.11 Transcript of records

An official Transcript of Records (ToR) will automatically be sent to you and your home institution.

- 1st semester ToRs can be issued and will be sent after February 14th 2025.
- 2nd semester ToRs can be issued and will be sent after June 18th 2025.
- ToRs for June/July resit can be issued and will be sent after July 21st 2025.

Inquiries about ToRs **cannot be answered by the academic coordinator**; they shall be directed to the International Relations Office (incoming.ori@uvigo.es) or to the e-mail address used in the registration (either eei.xna.campus@uvigo.es, eei.xna.cidade@uvigo.es or eei.master@uvigo.es).

2.12 Comments about specific subjects

2.12.1 General elective courses in the 2nd semester

- The general elective courses taught in 4th year, 2nd term of the bachelor's Degrees can only accept a limited number of students. While we do our best to accommodate incoming exchange students in these courses and this has worked well so far, please take into account that the possibility of enrolment for such courses may be subject to availability and confirmation is not possible until the end of January.
- These subjects are intensive subjects that are taught twice in the semester and in both City and Campus.
- Division of the second semester:
  - 1st part: from January 29th to March 18th .
  - 2nd part: from March 24th to May 19th
- The current list of general elective courses is the following:

Subject	1st part	2nd part
GXXX903: Technical English I	City	Campus
GXXX904: Technical English II	Campus	City
GXXX905: Methodology for the Preparation of Techn. Projects	City	Campus (in English)
GXXX902: Electric Components in Vehicles	Campus	City
GXXX907: Safety & Industrial Hygiene	City	Campus
GXXX908: Laser Technology	Campus	City (in English)
GXXX906: Advanced Programming in Engineering	City	Campus

"GXXX" denotes that these courses are common to all our bachelor's degrees. To get the actual code of the subject, replace the "XXX" with the code of the degree as indicated in Table 1.

Bachelor degree code	Remarks
320: Electrical Engineering	Courses of 1st year are taught in the City & Campus. Courses of 2nd, 3rd and 4th years are taught on Campus only.
330: Industrial Electronics & Automation Engineering	Courses of 1st, 2nd and 3rd years are taught in the City & Campus. Courses of 4th year are taught on Campus only.
340: Organization Engineering	Courses of 1st year are taught in the City & Campus. Courses of 2nd, 3rd and 4th years are taught on Campus only.
350: Industrial Chemical Engineering	Courses of 1st year are taught in the City & Campus. Courses of 2nd, 3rd and 4th years are taught in the City only.
363: Industrial Technologies Engineering – English	Courses of 1st year are taught in the City & Campus. Courses of 2nd, 3rd and 4th years are taught in the City only.
360: Industrial Technologies Engineering – Spanish	Courses of 1st year are taught in the City & Campus. Courses of 2nd, 3rd and 4th years are taught in the City only.
380: Mechanical Engineering	Courses of 1st, 2nd and 3rd years are taught in the City & Campus. Track *Machinery*: 4th year courses are taught on Campus only. Track *Transports*: 4th year courses are taught on Campus only. Track *Design & Manufacturing Processes*: 4th year courses are taught in the City. Track *Constructions & Installations*: 4th year courses are taught in the City only.
420: Biomedical Engineering	Courses of 1st year are taught in the City & Campus. Courses of 2nd, 3rd and 4th years are taught on Campus only.
Master's degree code	Remarks
141: Master in Engineering	Taught on Campus only.
192: Master in Biomedical Eng.	Taught on Campus only.

Table 1. Codes of the Bachelor and Master Degrees taught on the EEI.