Welcome guide

dat

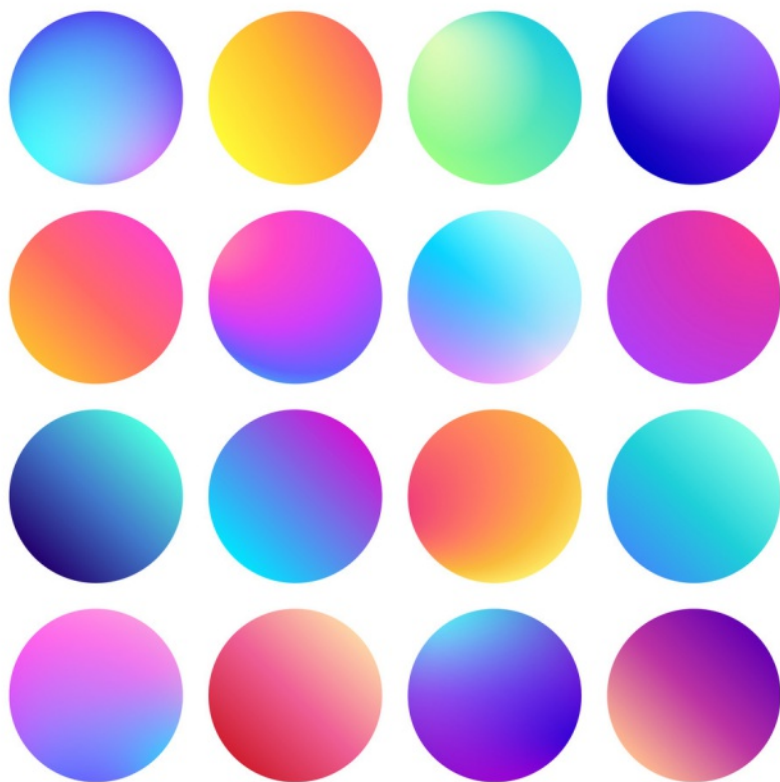**Delegación de Alumnos de Telecomunicación**

ETSIT
UPM

Hello!

If you are reading this… congratulations!

This means that, after many years of studying, you have been able to arrive at the last stretch: the beginning of your professional career, your future.

In the next few years you are going to acquire a vast amount of knowledge which will help you become a person who people turn to for solving some of the biggest challenges our society has to deal with.
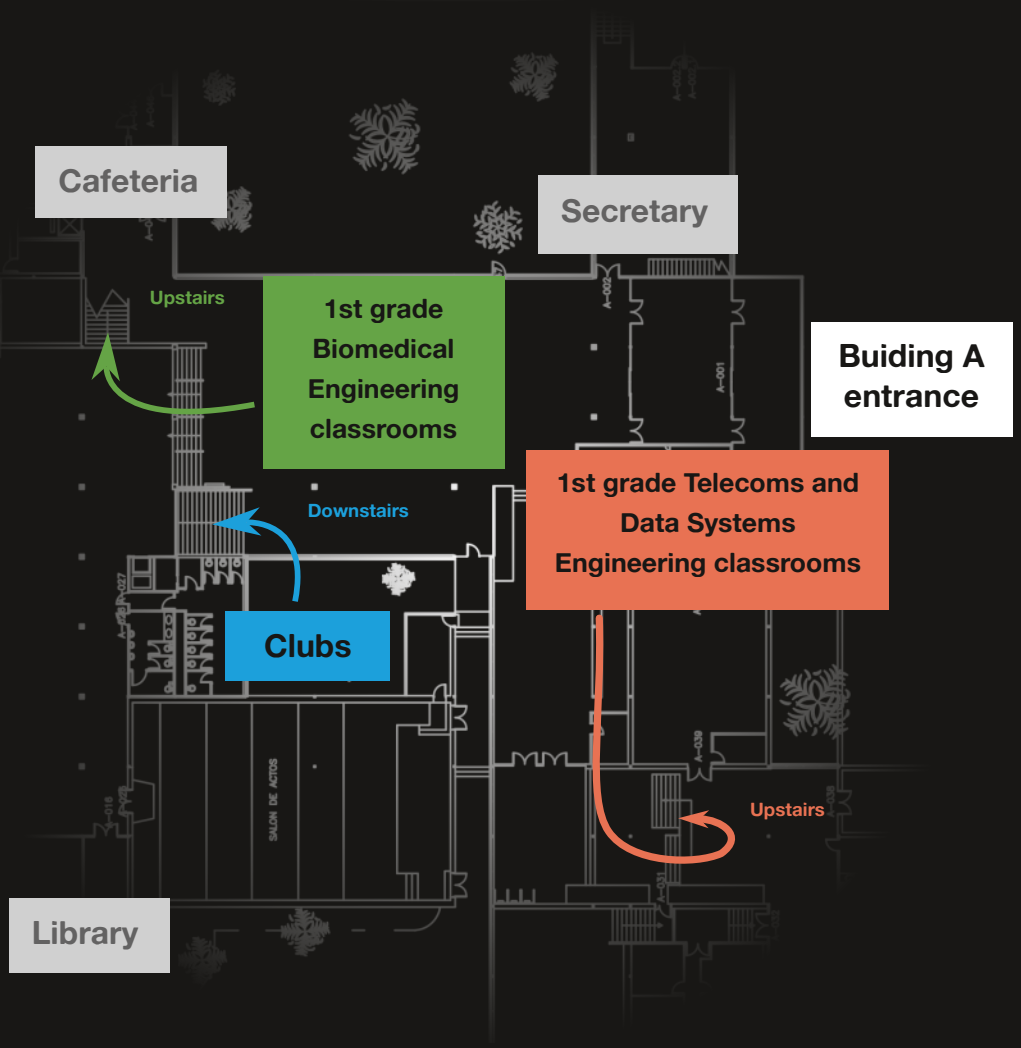
On top of that, you are going to do so at one of Spain's best universities, specifically in one of the most prestigious engineering Schools of our country. Definitely, something to be proud of.

Now the hard work must continue, and even though at the beginning you may find it difficult, as time goes by, you will come to realise that it is bearable. You will learn lots, not only in the technical side but also in many others. And, most importantly, you will grow as a person.

We are excited to see all the things you will create in our School and we hope that you enjoy this stage of your life as much as we do.

Shall we begin?

The Student Delegation team

Cafeteria

Secretary

Upstairs

1st grade Biomedical Engineering classrooms

Buiding A entrance

1st grade Telecoms and Data Systems Engineering classrooms

Downstairs

Clubs

Upstairs

Library

In collaboration with:

ETSIT UPM

POLITÉCNICA

DELEGACION DE ALUMNOS

index

the
School

In the University environment, the Centres where engineering is taught, are called Schools, rather than Faculties where science is taught.

Timetables

The School is usually open from 7:00 till 22:00 during the week and from 8:00 till 14:00 Saturdays.

The library

Our library is open from 9:00 to 21:00 every day of the week, except for some festivities.

Here you can access all the **recommended books** for each subject and many more others completely free of charge. The only requirement is to have a **UPM card**. Check out how to get it on page 16.

It's also a good place to **study** quietly. Keep in mind that during exam period it usually fills up quite early. Also, remember to **book** a place in case you want to study there on weekends.

All information about the library
dat.etsit.upm.es/g/biblioteca
dat.etsit.upm.es/g/guia-biblioteca

your day-to-day-life

How do the classes work?

In our university, lessons are very similar to the ones you've already had.

Every subject is a piece of a big puzzle (the full degree), that you will be completing as you pass each of them.

You will see that university is not more difficult than high school, and that the **key** is having a **good organization and understanding of things**.

Telecommunication Engineering subjects
dat.etsit.upm.es/g/asignaturas-gitst

Biomedical Engineering subjects
dat.etsit.upm.es/g/asignaturas-gib

Data Systems Engineering subjects
dat.etsit.upm.es/g/asignaturas-gisd

Personal meetings with the teachers

One of the many advantages we have in this University is the possibility of asking the teachers for a meeting. In these meetings you will be able to ask them any **doubts or questions** you have and they will explain everything to you.

You can attend these meetings both **physically** or **online**, whatever works better for you and your teacher. Usually, online meetings take place on Microsoft Teams. Check out more details on page 14.

To do so, you will have to **send the teacher an email**, ask them for a slot in their agenda and you will find that they are more than happy to help with anything you might need.

Don't hesitate to ask for a meeting because it will save you a lot of time when studying.

Learning guides

In these documents you can find all the details you need for any subject.

If you have any doubts on contents, teachers, evaluation methods... take a look. It is highly recommended.

They are available in the links on the left.

What do you need on your first day?

1. **Setup your UPM email.** You have all the information here on page 13.

2. **Try to access Moodle.** Check that you are able to log in properly and that all your subjects show up. For more details, go to page 15.

3. **Writing material.** Paper and pen or computer, tablet... anything you need to follow a class.

4. **Check your timetables**, because then you will know where and when to go to class.

Timetables
dat.etsit.upm.es/g/horarios-gitst
dat.etsit.upm.es/g/horarios-gib
dat.etsit.upm.es/g/horarios-gisd

Keep your timetable at hand!
dat.etsit.upm.es/g/miHorario

For the following weeks

— If you miss any class, review it quickly so you don't get lost.

— If have trouble understanding something, you can try and go to class with another group.

There is no problem with it! However, be careful if your professor does some **classroom activities**.

The Student Delegation has an app where you can see who are the best rated teachers in each subject

It's name is **Top Profe**.
topprofe.dat.etsit.upm.es

Also remember that you need to **contact Secretary** if you want to change groups, but it is only possible if there is a **justified reason**.

— Before wasting your time, ask the teacher for a meeting. **They will appreciate your effort**.

—Try to talk with some clubs, so you can see if you like them. Talking to them doesn't mean you have to sign up. You can find out more about student associations on page 22.

Curricular adaptation

If you have (or you have requested) a disability certificate, or you have any recognized condition that needs educational support, you can request a curricular adaptation (first row seats in class, extra time during exams, adapted material, etc.).

Remember that it needs to be requetsted every academic course.

For more information, you can contact
uad.diversidad.etsit@upm.es

important

One of the main novelties now that you are at University is that you are considered an adult. You are completely free of organising your studies as you wish.

That freedom also implies a certain responsibility because now you are the only person responsible for being prepared the day of the exam.

You decide how you are going to achieve it, and that is the main challenge of studying a degree. Unfortunately, there is not only one correct solution. It depends on you and on how you study.

What do stadistics say?

Although there are people able to pass subjects at their first attempt without going to class, these cases are exceptional. Specially in the first year of University which is key to progress during the rest of the degree!

Our recomendation

We advise you to go to on-site classes, at least, during your first year.

You may be convinced by schoolmates, mentors, etc, not to, **but it is a bad idea**.

Depending on each case, it is possible that an academy School might help you or quite the opposite. Make sure you give the normal classes a chance so that **you may decide to go to an academy School or not**.

Also it can be tempting to abandon subjects for passing them the following year, but most students tend to regret this decision.

Passing the first year of the degree without failing is viable just by going to classes and studying regularly.

Don't give up before you try!

Passing first year is possible!

We will not lie to you, daily work is important. This means making an effort: attending classes, studying frequently and asking everything that may not be clear to your teachers. But it is an effort well worth making. Remember that the academic formation that you will gain in this School will accompany you for all your life.

If you think that you will get high grades without much effort like until now, you will be back down to reality soon.

We encourage you to study and fight to get the maximum grade. It is worth the effort to become a good engineer.
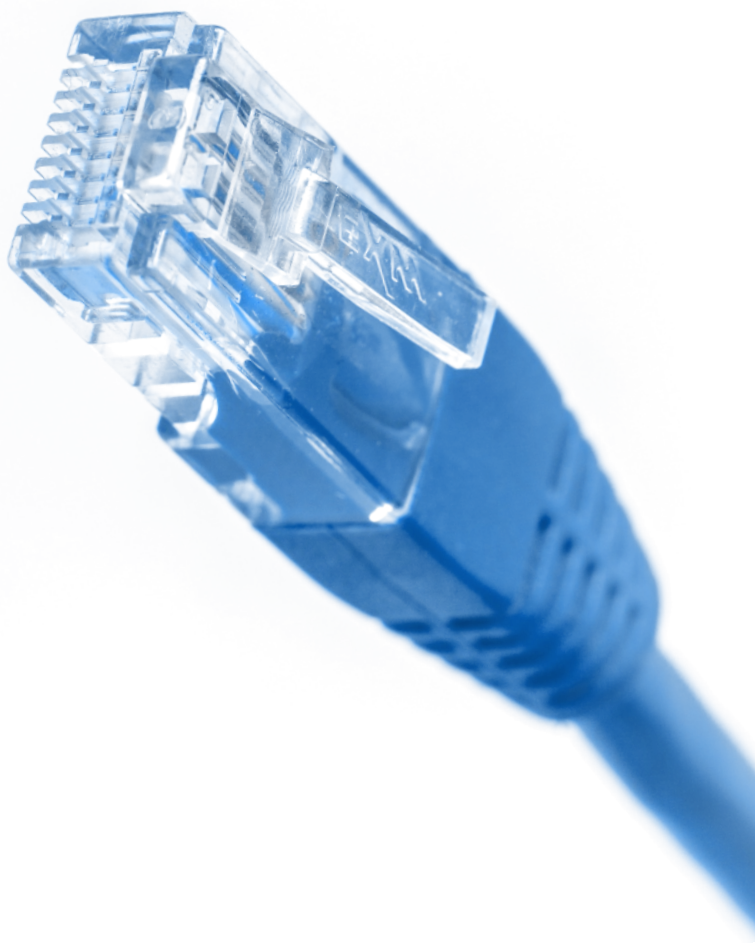
Remember that your academic record is important and will open the doors to many great opportunities, like research scholarships at the best universities all around the world, including our School.

Signed: Equipo Directivo, ETSIT-UPM

IT services

Your mail @alumnos.upm.es

Every student in UPM has an institutional e-mail account.

We advise you to **check you UPM e-mail daily**, because here you will receive information that affects you directly (license payment, exams…).

Being the official way of communication, **it is your responsibility to read the news you receive**. Therefore, it is important that you know how to filter and manage your emails.

Get your account
dat.etsit.upm.es/g/correo-upm

Access from the browser
dat.etsit.upm.es/g/webmail

E-Mail filters
dat.etsit.upm.es/g/filtros

Redirect your UPM email

It is possible to configure your mail so that you receive it in your mobile phone and in your other devices. This way it will be easier for you to notice when you receive e-mails.

To do so, you can configure your email client with your UPM account info.

Configure your email client
dat.etsit.upm.es/g/clientes-correo

Email setup on Android
dat.etsit.upm.es/g/correo-android

Remember: any academic communication **should be sent from your institutional account**.

WiFi

With your UPM email account you can access the UPM WiFi: **eduroam**.

This network is fully available in every UPM centre, and in many other Spanish and European Universities.

You can log in with your UPM mail (xxxxx@alumnos.upm.es) and password.

To access this net from anywhere, you will need UPM's VPN. This will allow you to use exclusive resources and utilities that are only available from the School.

> **Configure eduroam**
> dat.etsit.upm.es/g/eduroam
>
> **UPMvpn**
> dat.etsit.upm.es/g/upmvpn

Free software

UPM gives their students free software licenses like, for example, Windows 10, Microsoft Office or MATLAB.

As you activate your Office365 license, you'll be able to use **Microsoft Teams**, which will make your communications easier your colleagues our teachers and you.

Remember that, in order to enter the software portal, it is required to be connected to eduroam or to use UPM's VPN.

> **UPM software portal**
> software.upm.es
>
> **Office 365 guide**
> dat.etsit.upm.es/g/office365
>
> **Download Teams and web application**
> dat.etsit.upm.es/g/teams

Virtual desktops

If your computer specifications are somewhat modest or in case you don't want to install the software on your own computer, UPM offers you well-equipped virtual desktops which you can access through any Internet connection.

> **Virtual desktops**
> escritorio.upm.es

Moodle

It is the platform where teachers upload contents of the subjects as well as exercises and class slides.

It may be useful to install the **UPM Moodle** mobile app so you can keep up to date during the academic course.

Moodle UPM Web
moodle.upm.es/titulaciones/oficiales

UPM Moodle App
dat.etsit.upm.es/g/appMoodleAndroid

dat.etsit.upm.es/g/appMoodleiOS

In order to access Moodle from the app, you need to complete the initial survey and accept the terms and conditions from the **web**.

Politécnica Virtual

It is a website where you can consult all your UPM data (record, receipts, graces...).

Politécnica Virtual
upm.es/politecnica_virtual

Some useful access

Your record
"Mis Datos" Tab > Estudios > Expediente.

Your payment letter
"Mis Datos" Tab > Precios públicos > Gestión de recibos.

Grades
Some subjects might publish their grades here and also the time and place for the revision.

"Formación" Tab > Tablón de notas.

UPMApp

The UPM official app allows access to your virtual student card. In order to request it, it is necessary to upload your photograph to Politénica Virtual and wait until it gets approved by Secretary.

Download UPMApp
dat.etsit.upm.es/g/UPMApp

Upload photo to Politécnica Virtual
dat.etsit.upm.es/g/fotoPV

Students' portal

It is a portal in which the different apps (both at the school and university levels) are together. For example, you can find your timetable, the parking access, news and content related to the Mentorship program.

Students' portal
portal.etsit.upm.es/estudiantes

Anticopy

In the university plagiarism is considered a very serious topic.

This is the reason why every department has automatic programs that detect similarities between projects, sometimes even between projects from differen years.

Remember that even though teamwork is very useful and normally recommended by the teachers, **it is very important that your projects are made by you**.

Más información de interés
dat.etsit.upm.es/g/infotic

parking

Student parking

The School offers free parking for students (the first one on the left, going up the ramp).

How to access the car lot

Access is controlled by an automatic barrier. In order to enter the car park, you must register the license plate beforehand.

It is possible to have several registered license plates but only one of them can be active.

In case the student parking is full, you may use the professors parking intercom (the second one to the left) so the barrier can be opened from Secretary

Register your car
dat.etsit.upm.es/g/parking

cafeteria

Three areas

The student cafeteria has three different areas: **the bar**, **the canteen**, located to the right as you enter the place, **and the outer terrace**.

Timetables

Our cafeteria is open from 8:00 to 19:00.

From 8:00 to 12:00, **breakfast** is served, and for your **lunch menu** it is from 13:00 to 16:00.

From 16:00 in advance **the kitchen is closed** and you are only able to order drinks and prepared meals.

> **Consulta el menú semanal**
> dat.etsit.upm.es/g/menu

How to order

The way to order your food at this cafeteria is as easy as it would be in any other bar. Just get close to the bar and ask for what you want. However, **if you want to pay with card, you must do it at the autovending machines** that you can find by the entrance, to your left.

In case you want a **lunch menu**, they will give you a ticket at the bar after your payment. Once you get it, you can enter the canteen, take a tray and choose your meal after handing in your ticket at the end of the self-service line.

Some advice

Get your ticket in advance. Don't wait for lunch time
For exameple, you can go in between classes. If you wait until 13:00 to get your ticket, there will be a long queue.

Buy menu Bonuses
If you are thinking of buying a menu daily, you can buy a 10 - menu bonus and you will save money.

Ayudas Comedor
DAT grants help to make the menu more affordable to those who need it. More info on page 25.

students'
secretary

What is it?

SIt is the place to do all the paperwork while you are a student at ETSIT: trouble with registration and paymets, academic applications, etc.

Paperwork list
dat.etsit.upm.es/g/
tramites-secretaria

The CAU

Almost every administrative procedure can be completed online. We suggest you to always use the CAU Centro de Atencion a Usuarios). Even though the platform is not very intuitive, **it will save you a lot of queues and waiting time**. You an access it using your UPM account.

It is also possible for you to receive attention physically, but you will need to get an appointment beforehand.

You can access the CAU here:
dat.etsit.upm.es/g/cau-secretaria

Schedule an appointment, timetables and other info here:
dat.etsit.upm.es/g/horarios-secretaria

The rules

It is important to know, like every other administration unit, that deadlines are strict.

Therefore it is highly recommended to know the basic rules that apply to you, emphasizing the ones related to admission, registration and continuity.

Check the regulations here
dat.etsit.upm.es/g/normativas

The administration staff is always at your disposal to help, but some procedures may require some time, so be patient.

Check your registration

In order to avoid problems, for example, any issues related to your academic record, it is highly recommended to check your registration form and make sure your payments are up to date.

You can find out how to do so through Politécnica Virtual on page 15.

clubs

What are they?

The clubs are student associations that share a common interest.

Each club at ETSIT has its own space in which the members **share activities and spend time together**.

Many options

There is a wide variety of clubs, they will help you develop your knowledge in many different areas (art, technology, sports…).

You will definitely find a club - or maybe more than one! - that will match your interests.

How to become a member

Each club has its own procedure for you to become a member, the best you can do is to go to their website and get the information you need.

Don't be shy!

Remeber that we all are students, asking will not lead to any type of commitment to the club.

An amazing oportunity

The amazing environment and importance of the clubs is not as frequent in other Schools.

Also, it's a great way of adding some additional value to your CV, since many companies usually look for the most active profiles.

What clubs can I find?
dat.etsit.upm.es/g/clubes

students' delegation

Who are we?

Students Delegation of Telecommunication (or DAT) is an organization from the School whose objective is **to defend all students' interests** through opinions and information in all areas that affect us.

Our mission

We volunteer in this mission to make the School a better place to study, coexist and we are just as you, current students.

Our services

Exams repository
A repository with all resolved exams from the last years.

"La Colmena"
An online collection of free students notes.

Top Profe
Ranking of professors, it can guide you with your choice.

Student representation
We have meetings with the teachers and the Head of the School to make better decisions.

Lockers
We manage the School's lockers rental.

Help and scholarships
Economic helps are in place for students who may need them, such as for eating in the School or material to study.

Stay up to date with our social networks to find out about all of these opportunities.

Material available for loan
We lend the needed material for lessons and laboratories.

Merchandising
In our store we sell products related to our School, such us fleeces, t-shirts, etc.

Student help
We solve all kinds of doubts and problems you can have and we make guides... just like this one :)

Where to find us?

On our website, **SlashDAT**, and social networks:
linktr.ee/dat_etsit

And on our club
A-101.1-L on the clubs hall, directions on page 2.

Join us!

This delegation project involves a lot of people, but there is always work to do!

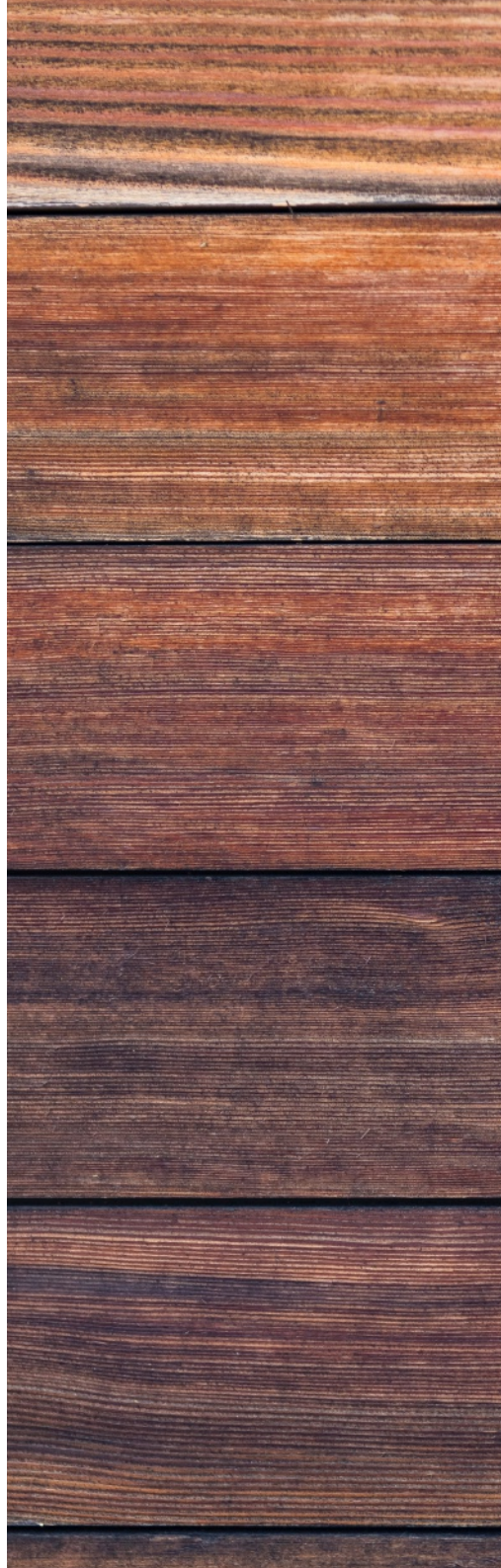Our work is very gratifying and it allows you to see your positive impact on a day to day basis.

If you like to help people or want to know how the School works, **this is the place you're looking fo**r.

You don't need to know anything

We are pleased to help and show new students how everything works. There is plenty to do.

Are you curious?

Go ahead and visit
dat.etsit.upm.es/g/join

We hope this guide has been helpful and we wish you tons of luck in the following years.

See you!

DAT 2022-23

Delegación de Alumnos de Telecomunicación

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