

***WELCOME TO THE
UNIVERSIDAD POLITÉCNICA DE MADRID
ERASMUS STAFF TRAINING WEEK***



MAY 25-29, 2015



Universidad Politécnica de Madrid - Map

RECTORATE- BUILDING "A" International Relations Office

c/ Ramiro de Maeztu. 7 Madrid - 28040 (Spain)

Tf. : +34-91-3363660

TRANSPORT

-  Buses: Circular : F ; 132
-  Metropolitano (line 6)

How to get to the Rectorate- Building A from metro "Metropolitano" (exit "Paseo Juan XXIII")



INTERNATIONAL RELATIONS OFFICE STAFF

Prof. Narciso García
Vice Rector for International Relations

Secretary: Marian de Miguel
Phone: +34 91 336 3665
Fax: +34 91 336 3664
Email: secretaria.vinternacional@upm.es

Prof. Angel Alvarez
Associate Vice Rector for International Relations

Secretary: Dolores Lozano
Phone: +34 91 336 3835
Email: dolores.lozano@upm.es

Prof. Alberto Almendra
Director of European Programs

Secretary: Isabel Arribas
Phone: +34 91 336 6168
Email: isabel.arribas@upm.es

Prof. Teresa Arredondo
Director of Latin-America Affairs

Prof. Manuel Sierra
Director of Cooperation & Development

Prof. Marinela García
Director of Languages Programme for Internationalization

WORKING TEAM

Susana Toledano
Head of Administration
Phone: +34 91 336 5920
Email: susana.toledano@upm.es

Dolores Ajates
Technical Manager
Phone: +34 91 3363801
Email: dolores.aabellan@upm.es

Marisa Naranjo
Technical Manager
Phone: +34 91 336 5950
Email: marisa.naranjo@upm.es

INTERNATIONAL PROGRAMS

Administration Department

Erasmus Mundus Program

Economic Department

M ^a Jesús Galán Administrative Officer Phone: +34 91 336 5950 Email: mj.galan@upm.es	Economic Department
M ^a Luisa Escribano Administrative Officer Phone: +34 91 336 6159 Email: marialuisa.escribano@upm.es	Language Department
Arancha Lauder Administrative Officer Phone: +34 91 336 6168 Email: arancha.lauder@upm.es	Welcoming Services
Victoria Guijo Administrative Officer Phone: +34 91 336 6267 Email: victoria.guijo@upm.es	Erasmus Agreements
Milagros Martínez Administrative Officer Phone: +34 91 336 6071 Email: milagros.martinez@upm.es	Latin-America
Elena López Administrative Officer Phone: +34 91 336 6266 Email: e.lopez@upm.es	Cooperation & Development
WORKING TEAM	ERASMUS MOBILITY
Blanca López Erasmus Technical Manager Phone: +34 91 336 6018 Email: mariablanca.lopez@upm.es	Erasmus Office
Alicia Piris Administrative Officer Phone_ +34-91-3367986 Email: alicia.piris@upm.es	Erasmus Office
Eva Fuentes Administrative Officer Phone_ +34-91-3367986 Email: eva.fuentes@upm.es	Erasmus Office
WORKING TEAM	NON EUROPEAN MOBILITY
Yolanda Salvador Administrative Officer Phone: +34 91 336 6071 Email: yolanda.sperez@upm.es	Tokio, Latin-America and USA Canada Mobility
Carmen Alcalde Administrative Officer Phone: +34 91 3366148 Email: carmen.alcalde.sixto@upm.es	China and CSF Mobility

LIST OF THE PARTICIPANTS

<i>Country</i>	<i>Universities</i>	<i>Partners</i>	<i>Meetings Departments chosen by the partners</i>
GERMANY	D ERLANGE01 University of Erlangen-Nürnberg	- Fariba Bensig Secretary of Department of Computer Science - Claudia Barnickel Students Adviser	➤ ETSI Informáticos
GERMANY	D HANNOVE05 Hochschule Hannover	- Anna Liebig Administrative Staff - Pablo Gabriel Science Officer	➤ VR11-UPM
BELGIUM	B KORTRIJ01 Vives Universtiy College	- Julien Vermeulen Senior Lecturer	➤ ETSI Industriales ➤ ETSIDI
BOSNIA and HERZEGOVINA	RS BANJALU01 University of Banja Luka	- Jelena Rozic International Relations Officer	➤ ETSAM ➤ ETSI Industriales ➤ INEF
BULGARIA	BG SOFIA22 University of Transport "Todor Kableshkov"	- Nikolay Georgiev Institutional Erasmus Coordinator - Violina Velyova Assistant in Logistics	➤ VR11-UPM
CROATIA	HR SPLIT01 University of Split	- Magdalena Nigoevic Professor Assistant	➤ VR11-UPM
CROATIA	HR PULA01 University of Pula	- Helena Pavletic Professor Assistant	➤ VR11-UPM
CYPRUS	CY LIMASSO02 Cyprus University of Technology	- Pavlina Themistocleous Technical Designer in Planning	➤ ETSAM ➤ ETSEM
CYPRUS	CY NICOSIA01 University of Cyprus	- Maria Demetriou Civil Engineering/Architecture Technicien - Christophoros Hadjipollas Electrical Technician	➤ VR11-UPM
FRANCE	F LYON12 INSA de Lyon	- Florie Dessalle International Project Assistant	➤ ETSI Industriales ➤ VR11-UPM
FRANCE	F PARIS010 Université Paris Ouest Nanterre La Défense	- Fotini Trokou International Students Exchange Coordinator	➤ VR11-UPM
FRANCE	F ROUEN01 University of Rouen	- Cornelia Lallemand International Exchanging	➤ INEF
ITALY	I VARESE02 Università degli Studi dell'Insubria	- Giuseppe Caramazza IT Technician	➤ ETSI Industriales
NORWAY	N STAVANG01 University of Stavanger	- Annette Virtanen Administrative Staff	➤ ETSI Minas

POLAND	PL BIALYSTO1 Bialystok University of Technology	- Magdalena Opacka Erasmus Programme Coordinator	➤ ETSEM ➤ ETSIS Informáticos
POLAND	PL LODZ02 Lodz University of Technology	- Magdalena Drabek Head of International Office	➤ ETSI Industriales ➤ ETSIS Informáticos ➤ VRII-UPM
POLAND	P POZNAŃ02 Poznan University of Technology	- Izabela Lewandowska Administrative Position - Aurika Wisniewska Administrative Position - Marcin Koper Administrative Position - Dominika Trzcielińska Administrative Staff	➤ VRII-UPM
POLAND	PL SZCZECIO1 University of Szczecin	- Piotr Gertruda International Office Assistant	➤ VRII-UPM
POLAND	PL WARSZAWO1 University of Warsaw	- Anna Figiel Administrative Staff - Martyna Kujawa Administrative Staff	➤ VRII-UPM
POLAND	PL WARSZAWO7 Cardinal Stefan Wyszyński University in Warsaw	- Edyta Grochocka Department Manager	➤ INEF ➤ ETSI Informáticos ➤ ETSIS Informáticos ➤ ETSI Montes
UNITED KINGDOM	UK LONDON066 London South Bank University	- Candida Lathbridge Press Officer	➤ VRII-UPM
ROMANIA	RO GALATI01 University of Galati "Dunarea de Jos"	- Gina Aurora Necula Senior Lecturer	➤ INEF
TURKEY	TR AKSARAYO1 Aksaray University	- Koray Çelik Erasmus Programme Coordinator	➤ ETSI Caminos ➤ ETSI Minas ➤ ETSI Montes (Forestal)
TURKEY	TR ISPARTAO1 Süleyman Demirel University	- Fatma Yörük Eren Administrative Staff - Aynur Toraman Administrative Staff - Dilek Gürlevik Erasmus Staff	➤ ETSI Topografía ➤ ETSI Montes (Forestal)
TURKEY	TR ISTANBUO1 Bogaziçi University	- Serkan Ozdamar Purchasing Responsible	➤ VRII-UPM
STELLA Intercontinental Staff Mobility Programme 2015			
MEXICO	STELLA PROGRAM Universidad de Monterrey	- Carlos Alberto Garza Ochoa Sports Training Coordinator	➤ INEF ➤ VRII-UPM
MEXICO	STELLA PROGRAM Universidad de Guadalajara	- Jorge Ignacio Rosas Research and Postgraduate Coordinator	➤ VRII-UPM
BRASIL	INVITED UNIVERSITY Universidade de Brasilia	- Fabiana Porto Pichler International Agreements Coordinator	➤ VRII-UPM

AGENDA

May, 25	
LOCATION: Rectorate-Building "A"- c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain.	
Meeting point: 0 Floor – “Paraninfo” room Time 9:00 h.	
09:00 – 10:00	<p>Welcoming to UPM – Presentation</p> <ul style="list-style-type: none"> ☛ Prof. Narciso García, Vice Rector for International Relations Prof. Angel Alvarez, Associate Vice Rector for International Relations Prof. Alberto Almendra, Director of the European Office Prof. Manuel Sierra, Director of Cooperation for Development Prof. Teresa Arredondo, Director of Latin America Prof. Marinela García, Director of Languages ☛ Susana Toledano, Head of Administrative Services (review Agenda)
10:00 - 10:30	<p>European Programs : Athens, Erasmus+, KA1, KA2</p> <p>Director of the European Office</p> <ul style="list-style-type: none"> ☛ Prof. Alberto Almendra <p>Isabel Arribas, Blanca López, Eva Fuentes, Alicia Piris, Victoria Guijo</p>
10:30	Coffee Break
11:00 - 11:30	<p>Language Program</p> <p>Director of Languages Program for Internationalization</p> <ul style="list-style-type: none"> ☛ Prof. Marinela García
11:30 - 12:00	<p>Cooperation & Development</p> <p>Director of Cooperation</p> <ul style="list-style-type: none"> ☛ Prof. Manuel Sierra <p>Elena López</p>
12:00 - 12:30	<p>Asia & Erasmus Mundus</p> <p>Associate Vice Rector for International Relations</p> <ul style="list-style-type: none"> ☛ Prof. Angel Alvarez ☛ Dolores Ajates
13:00	Lunch at the invitation of UPM
15:00 - 16:30	<p>Spanish Language Course</p> <ul style="list-style-type: none"> ☛ M^a Luisa Escribano
May, 26	
LOCATION: Ciudad Universitaria. 28040 Madrid	
Meeting point: Metro Ciudad Universitaria (Avda. Complutense exit)	
Time 09:30 h.	
09:30 h.	<p>- Visit to Campus Montegancedo: including “Centro de Apoyo a la Innovación Tecnológica” (CAIT) and “Centro de Empresas” (CE) that Nieves Maillo will show you this campus.</p> <p>Meeting point: Metro Ciudad Universitaria (Avenida Complutense exit)</p> <p>*Participants will go to Campus Montegancedo by intercity bus 865 and will be accompanied by one Best Madrid student and our Erasmus+ Trainees: Dora, Tonja and Iva.</p>
13:00 h.	<p>- ETS de Ingenieros Informáticos - AREA CODE : 061/48</p> <p>Address: Campus de Montegancedo. Boadilla del Monte. Madrid</p> <p>Meeting Point: International Office. Building nº 3. Office nº 3102</p> <p>Contact person: Ms Paloma Vivas. IO Head. Tf. +34-91-3366895</p>
Lunch on your own	

May, 27	
Time	Meetings Departmental Coordinators (including School maps)
09:00 h.	- ETSI Minas y Energía – AREA CODE : 071/52 Address: c/ Rios Rosas, 21. Metro: Rios Rosas (Line 1) Meeting Point: Hall at the main door of the School Contact person: Prof. Liliana Medic. Tf: 91-3367023
10:00 h.	- ETSI Industriales – AREA CODE : 071/52. Address: c/ José Gutiérrez Abascal, 2. Metro: Gregorio Marañón (Line 10) Meeting Point: International Office. 3 rd Floor Contact person: María Fernández. Tf: 91-3363017
11:00 h.	- ETS Ingeniería de Montes, Forestal y del Medio Natural – AREA CODE : 821/623 Address: Ciudad Universitaria, s/n. Metro: Ciudad Universitaria (Line 6) Meeting Point: Hall at the main door of the School Contact person: Prof. Carlos Calderón/Elena Rascón. Tf.: 91-3367092
11:00 h.	- ETS de Edificación – AREA CODE : 731/581 Address: Ciudad Universitaria, s/n. Metro: Ciudad Universitaria (Line 6) Meeting Point: Hall at the main door of the School Contact person: Prof. Pilar Izquierdo. Tf: 91-3367638
12:00 h.	- ETS Arquitectura – AREA CODE : 731/581 Address: Ciudad Universitaria, s/n. Metro: Ciudad Universitaria (Line 6) Meeting Point: Hall at the main door of the School Contact person: Alicia Romero. Tf: 91-3365269
12:30 h.	- ETS de Ingeniería y Diseño Industrial – AREA CODE : 071/52 Address: c/ Ronda de Valencia, 3. Metro: Embajadores (Line 3) Meeting point: Hall at the main door of the School Contact person: Prof. Isabel Carrillo. Tf: +34-91-3367566
12:00 h.	- International Relations Office (Central Office) Address: c/ Ramiro de Maeztu, 7 Rectorado A. Metro: Metropolitano (Line 6) Meeting Point: 5 ^a Floor. International Relations Office Contact person: Prof. Alberto Almendra. Tf: 91-3363660
13:00 h.	- INEF (Sport Sciences) – AREA CODE : 813/1014 Address: Avda. Martín Fierro, s/n. Metro: Ciudad Universitaria (Line 6) Meeting Point: Hall at the main door of the School Contact person: Carlos Monedero. Tf: 91-3364010
13:00 h.	- ETSI Caminos, Canales y Puertos – AREA CODE : 732/582 Address: Prof. Aranguren, 3. Metro: Ciudad Universitaria (Line 6) Meeting Point: Hall of the main door of the School Contact person: Manuel Romana. Tf.: 91-3366734
16:30 h.	CAMPUS SUR: ETSI de Sistemas Informáticos – AREA CODE : 0612/48 ETSI Topografía, Geodesia y Cartografía – AREA CODE : 053/443 Metro: Sierra de Guadalupe (Line 1- Exit Avda. de la Democracia-Arboleda) Meeting Point: Exit of the metro Sierra de Guadalupe at 16:15h. Contact Person: Prof. Pilar Manzano. Tf: 91-3367902

May, 28

LOCATION: Puerta del Sol. 28013 Madrid. Spain. Metro Line 1

Meeting point: "El Oso y el Madroño" Puerta del Sol – **Time 10:30 h**

10:30 - 14:00	Guided tour : The old Madrid "Madrid de los Austrias", accompanied by Dora, Tonja and Iva. Best Madrid student will show you the city. (We advise you to wear comfortable shoes and clothes)
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Lunch on your own

