



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY

Servicio de Relaciones Internacionales- International Office

Edificio ELDI. Calle Ángel, 32

30202 Cartagena

Tel: +34 968 325922

relint@upct.es

<https://international.upct.es/>

www.upct.es

INCOMING STAFF MOBILITY GUIDE

Congratulations for being accepted at UPCT!

We are delighted to welcome you and help you in whatever way you may need.

In this document, you will find all the information you need to complete your application easily, as well as the links to all the documents you need to fill in, respectively to your exchange. We hope this helps you. See you soon!



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1. **BACKGROUND INFORMATION**

Spain

Spain is located in southwestern Europe and is divided into 17 autonomous regions and 2 autonomous cities in the North of Africa, each with unique cultures, traditions, and languages.

Region of Murcia

The Murcia region, located in southeastern Spain, is known for its diverse landscape, which includes coastal areas, mountains, and fertile plains. The region has a rich agricultural heritage, producing a significant portion of Spain's fruits and vegetables, especially citrus fruits. Murcia's historical significance is evident in its ancient ruins, Moorish architecture, and vibrant cultural traditions. The region enjoys a Mediterranean climate, characterized by hot summers and mild winters, making it an attractive destination for both tourists and residents.

Cartagena

Cartagena is a port city renowned for its rich maritime history and archaeological sites. Founded by the Carthaginians in the 3rd century BC, the city has a mix of ancient Roman, Byzantine, and Moorish influences. It is an important naval base and a hub for trade.

Universidad Politécnica de Cartagena (UPCT) and EUT+

UPCT was founded in 1998 and specializes in Engineering, Architecture, and Business Studies. Since its foundation, it has developed partnerships with more than 300 European universities. The university is committed to providing a high-quality education and fostering international collaboration, making it an attractive choice for Erasmus students and staff. The campus is equipped with modern facilities and is located close to the city center, providing students and staff with easy access to local amenities and cultural experiences.

Since 2019, UPCT has been a member of the European University Alliance called EUT+, and it is recognized as one of the best technological consortiums in the EU.

2. LOCATION AND TRANSPORTATION

Arrival in Cartagena

BY PLANE

Murcia International Airport, 30km from Cartagena Alicante Airport, 96 km from Cartagena from both airports, there are buses, taxis and rental cars to get to Cartagena from Madrid Airport, there are various options to reach Cartagena city

BY BUS

Buses leaving from the airport (Madrid – Barajas Airport Terminal 4) or from the city of Madrid (Estación Sur / South Station)

BY TRAIN

Trains from Chamartín Railway Station (Madrid) to Cartagena.

Important websites for transportation in Spain:

Schedule and Prices	
Train	RENFE
Bus	ALSA Interbus

HOW TO GET TO UPCT

Public Transportation in Cartagena

Local Buses: Once in Cartagena, you can use the local bus network to reach UPCT. Buses often run from key locations in the city to the university. Tickets and bus cards are bought directly from the driver on the bus. One ticket is about 1,20€. For more information click the following link: <https://www.transportesurbanoscartagena.es/>

Walking: If you are staying in the city center, UPCT is within walking distance from many parts of the city.

Bicycle: Cartagena is a bike-friendly city, and cycling can be a great way to get to UPCT if you prefer a more active mode of transportation.



UPCT ON TOUR



3. STAY IN CARTAGENA

HOTEL	HOW TO MAKE A RESERVATION
B&B Hotel CartagoNova	Tel: +34 968 504200 Email: hotel.cartagenacartagonova@hotelbb.com
Sercotel Alfonso XIII	Tel: +34 968 520 000 Email: reservas@hotelalfonsoxiii.com Web: https://www.sercotelhoteles.com/es/hotelalfonso-xiii
Sercotel Carlos III	Tel: +34 968 520 000 Email: reservas@hotelalfonsoxiii.com Web: https://www.sercotelhoteles.com/es/hotelalfonso-xiii
LoopINN Hostel	Tel: +34 868 451760 WhatsApp: +34 868 451758 Email: reservas@loopinnhostels.com Web: https://loopinnhostels.com/reserva-alojamiento-loop-inn-hostel-cartagena/
Los Habaneros	Tel: +34 968 505250 Email: info@hotelhabaneros.com

Tourist Attractions

Cartagena is surrounded by five hills and the biggest natural bay in Europe.

It is a vibrant Mediterranean city with more than 3,000 years of history, offering visitors a unique blend of archaeological heritage, historic landmarks, and lively cultural life. Its streets and squares reveal the traces of the many civilizations that have shaped the city over the centuries.

It is home to important archaeological ruins from the Punic, Roman, Byzantine, and ancient Christian periods, and a leading figure in modernism.

Food and drinks

You can find a meal for around €10 – €15, especially if you choose small local spots or tapas bars. Mid-range restaurants typically cost between €18 and €30 per person, including drinks. Higher-end dining and specialty restaurants may range from €50 or more per person for a multi-course meal. For groceries, a week's worth of essentials for one person costs about €30–€60, with local markets offering fresh produce at reasonable prices. Among the cheaper options is the school cafeteria.

There are four cafeterias distributed throughout the different campuses where you can have lunch and take a break during the week:

- School of Telecommunication Engineering ([ETSIT](#))
- Faculty of Business Sciences and School of Architecture ([CIM](#))
- School of Agronomic Engineering ([ETSIA](#))
- School of Industrial Engineering ([ETSII](#))

Approximate price: €4 - €6,20 (Monday to Friday between 1:00 pm to 2:30 pm).

Weather

Cartagena has a Mediterranean climate and is one of the sunniest cities in Spain with more than 300 days of sunshine a year. Summers are hot, with an average temperature of 25°C with no rain during the season, and mild winters with an average temperature of 10°C, cold nights, and some rainy days.

4. INTERNATIONAL OFFICE & LANGUAGE CENTRE

International Office

It is the administrative unit for internationalization and cooperation initiatives to support the international mobility of the university community.

Welcome Point
ELDI – East Building – 1st Floor,
Calle del Ángel, s/n
30202 Cartagena (Murcia)
relint@upct.es
+34 968325971 / +34 968177776

Circled in red is the location of the International Office near Campus Muralla del Mar.



GOVERNING BOARD

- **Vice-Rector for Internationalization, Promotion and European University**
 - Manuel Ródenas - vicint@upct.es
- **Secretary of Vice-Rector**
 - Mercedes Martínez - mercedes.escudero@upct.es
- **Coordinator for International Office and European University**
 - Joaquín Roca - jroca.gonzalez@upct.es
- **Coordinator for Global Outreach and International Cooperation**
 - José María Molina - josemaria.molina@upct.es
- **Head of International Office**
 - Beatriz Marín - bea.marin@upct.es
- **Incoming Mobility Team**
 - Incoming E+KA 131 for study
Carina Tardy - carina.tardy@upct.es
 - MIA Program, E+ KA 131 for internship and staff
Anna Gargiulo - anna.gargiulo@upct.es
- **Outgoing Mobility Team**
 - Outgoing E+ KA 131 for study and staff,
Tati Portela - tati.portela@upct.es
Cristina Galindo - cristina.galindo@upct.es
Salomé Vidal - salome.vidal@upct.es
- **E+ KA 171 for study and staff**
 - David Moral - david.moral@upct.es
- **Welcome point**
 - Front Desk Contact
Carina Tardy - carina.tardy@upct.es



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LANGUAGE CENTER

The Language Service offers a flexible range of language courses adapted to the specific demands of students and staff: Spanish as foreign languages, English, French, Italian, Portuguese, German, Chinese and Japanese.

ELDI Building - 3rd floor
C/Ángel - Campus Muralla del
Mar - 30202 Cartagena
968177764 / 968327091
servicio.idiomas@upct.es

Languages service Coordinator

Juana Maria Belchí – juanam.belchi@upct.es

Find out more information on the [official web](#)

5. **ERASMUS+ STAFF MOBILITY**

Erasmus+ Staff Mobility provides academic and administrative staff from partner higher education institutions with the opportunity to undertake a mobility period for teaching or training purposes at our university. The programme promotes international cooperation, the exchange of good practices, professional development, and the strengthening of institutional partnerships across Europe and beyond.

Teaching Mobility (STA)

Teaching mobility allows academic staff to deliver lectures, participate in academic activities, and share expertise with colleagues and students. Mobility periods contribute to the internationalization of curricula and foster collaboration in teaching and research.

Training Mobility (STT)

Training mobility is open to both academic and administrative staff and may include job shadowing, workshops, seminars, training courses, or exchanges of best practices. The objective is to enhance professional skills, improve institutional services, and encourage knowledge transfer between partner institutions.

Before Arrival

Incoming staff members should:

- Agree on a Mobility Agreement with the sending and receiving institutions.
- Coordinate the programme of activities with the relevant host department.
- Ensure that all required Erasmus+ documentation is completed before the mobility period begins.

We look forward to welcoming visiting colleagues and supporting meaningful exchanges that contribute to personal, professional, and institutional development.

INCOMING STAFF REGISTRATION FORM

To complete the staff mobility registration, please fill in the online registration form. You can access the form by scanning the QR code below:

REGISTRATION FORM FOR INCOMING STAFF MOBILITY



Please ensure that all required fields are completed before submission.

INCOMING STAFF EVALUATION FORM

Scan the QR code and tell us about your experience.
Your feedback helps us make our programs even better.

EVALUATION FORM FOR INCOMING STAFF MOBILITY



6. UPCT INTERNATIONAL STAFF WEEK

The UPCT International Staff Week meeting focuses on issues related to University Internationalization.

We welcome all incoming staff from Erasmus program KA 131 and KA 171 to participate at this event. Staff members can

- Exchange best practices and strengthen collaboration amongst higher education institutions
- Experience new teaching environments
- Learn new, creative pedagogical and curriculum design skills as well as digital skills
- Connect with peers overseas to create collaborative activities to accomplish the program's goals

Participants who require a Training Mobility Agreement are kindly requested to submit it in advance so that it can be signed.

All participants will receive a Certificate of Attendance (by e-mail) in recognition of their contribution and active involvement in the program.

Tentative dates 2027: 3rd – 7th of May 2027

For further information and programme details, please visit our [webpage](#) or contact the International Relations Office at relint@upct.es



6. OTHER DETAILS

Healthcare

EU Citizen: You can go directly to a health center with your European Health Insurance Card or an equivalent document.

Non-EU Citizen: You must take out a health insurance policy in your country of origin. Emergency contact and directory.

Social Security hospitals receive any emergency, regardless of the patient's nationality or health insurance.

For emergencies, call 112.

Nearby Health Centers:

Hospital General Universitario Santa María del Rosell
Address: P.º Alfonso XIII, 61, 30203 Cartagena, Murcia
Phone: 968325000

Hospital Ribera Virgen de la Caridad
Address: C. Jorge Juan, 30, 30204 Cartagena, Murcia
Phone: 968506666

International Office
Contact: +34 968 32 59 71/22
• Beatriz Marín: (+34) 968 32 59 70
• Anna Gargiulo: (+34) 968 32 59 71

Nearby Police Station:

• Comisaría Nacional de Policía
Address: C. Menéndez y Pelayo, 6, 30204 Cartagena, Murcia
Phone: 968320722

• Policía Local de Cartagena Atención Ciudadana y Objetos Perdidos (Local Police of Cartagena Citizen attention and lost property)
Address: P.º Alfonso XIII, 20, 30201 Cartagena, Murcia
Phone: 968128971

SOCIAL MEDIA AND EVENTS

- Social Networks

Instagram: [@upctoficial](https://www.instagram.com/upctoficial)

Facebook: [@UPCTuniversidad](https://www.facebook.com/UPCTuniversidad)

Tik Tok: [@upct.universidad](https://www.tiktok.com/@upct.universidad)

Find out about all university events here: [Eventos - Universidad Politécnica de Cartagena \(upct.es\)](https://eventos.upct.es/)

- Cartagena City Council website

Here you will find cultural information, festivals and traditions, information, services, transportation, entertainment, etc. [Tu Ciudad | Ayuntamiento de Cartagena](https://www.tucidad.es/)

Here you will find tourist information about Murcia and Cartagena.
[Cartagena: Web oficial turismo Región de Murcia](https://www.regionmurcia.es/turismo/)

Plugs

SPANISH ELECTRICAL SOCKET (TYPE C & F)



SUGGESTION: BRING A CHARGING ADAPTER

WI-FI

All UPCT buildings have a common WI-FI network (OPEN-UPCT eduroam),
which you can access with your personal university credentials.

HAVE A PLEASANT STAY IN CARTAGENA