



ERASMUS INCOMING INTERNSHIP GUIDELINE

Congratulations! You are lucky to be selected and will now spend some time in Cartagena at our University. 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!



INDEX

1. BACKGROUND INFORMATION	2
1.1 Spain	2
1.2 Region of Murcia.....	2
1.3 Cartagena	2
1.4 Universidad Politécnica de Cartagena (UPCT) and EUt+	2
2. LOCATION AND TRANSPORTATION	3
2.1 Arrival in Cartagena	3
2.2 How to get to UPCT	4
3. STAY IN CARTAGENA.....	6
3.1 Accommodation.....	6
3.2 Food	7
3.3 Cafeteria and Canteen.....	8
3.4 Weather.....	8
4. INTERNATIONAL RELATIONS SERVICE	9
4.1 International Relations Office	9
4.2 International Relations Team.....	10
4.3 Language Center	11
5. ERASMUS + KA 131 INCOMING INTERNSHIP	12
6. ACCESS TO ‘CAMPUS VIRTUAL’	15
6.1 Campus Virtual	15
6.2 UPCT Cloud.....	20
7. OTHER IMPORTANT AND USEFUL INFORMATION.....	23
7.1 Healthcare	23
7.2 Emergency contact and directory	23
7.3 Nearby Police Station:	23
7.4 Media and Events	24
7.5 ESN – Erasmus Student Network	24
7.6 Plugs	25
7.7 WI-FI.....	25



1. BACKGROUND INFORMATION

1.1 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.

1.2 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.

1.3 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.

1.4 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 is member of the European University Alliance called EUT+ and it is recognized like one the best technological consortium in EU.



2. LOCATION AND TRANSPORTATION

2.1 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).

Buses from Murcia bus station.

BY TRAIN

Trains from Chamartín Railway Station (Madrid) to Cartagena.

Trains from Murcia del Carmen station. (Murcia)

Important websites for transportation in Spain:

Schedule and Prices	
Train	RENFE
Bus	ALSA Interbus



2.2 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 costs 1,20€ without a card and 0,30€ with a card.

For more information, please visit the following link:

<https://www.transportesurbanoscartagena.es/>

Walking: If you are staying nearby, UPCT is within walking distance of 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.



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



UPCT ON TOUR





3. STAY IN CARTAGENA

3.1 Accommodation

The cost of living in Cartagena is more affordable than in other cities with polytechnic universities. A room in a shared apartment costs between **200€** and **350€** per month. The most common options are shared apartments and university residences.

List of accommodation options:

Accommodation Type	Contact & Website
Student Campus Residence: MiCampus Cartagena	Tel: (+34) 628 181 451 Email: cartagena@micampusliving.com Address: Sor Francisca Armendáriz 6, 30202 Cartagena, España. Website: D Residencia universitaria en Cartagena micampus (micampusresidencias.com)
Erasmus Play: It is the first accommodation rental comparator for students from all over Europe. It allows you to compare all the accommodation available in a quick and easy way. In addition, you will be able to make a reservation in a totally safe way, since all its accommodations are 100% verified.	Website: El comparador de alojamiento para estudiantes Erasmus Play
ESN Cartagena: Erasmus students can benefit from the ESN Cartagena group, specially designed to help international students settle into a new life abroad. They also offer information on reliable and student-friendly apartments in the city.	Website: Alojamiento ESN
Idealista	Website: idealista — Casas y pisos, alquiler y venta. Anuncios gratis



Fotocasa	Website: Fotocasa.es : Alquiler de pisos, compra y venta
CUVI	Website: Alquiler de pisos y habitaciones para estudiantes en Cartagena (cuv.es)
Milanuncios	Website: Pisos compartidos en Cartagena. Compartir piso Milanuncios
Flat Exchange	Website: Alquiler de pisos - Bolsa de pisos - Casa del Estudiante UPCT
Share apartment	Website: Comparte Piso - Juventud - Ayuntamiento de Cartagena
LOOP INN Hostel: It is also advisable to stay in a hotel or hostel for the first few days during your search for a permanent apartment. UPCT has now collaborated with The LOOP INN hostel in Cartagena to offer the best accommodation in these cases.	Website: Loop INN Hostel Cartagena - Reserva tu habitación ideal (loopinnhostels.com)

Other options include booking a hotel in case students are unable to find a suitable accommodation once they have arrived in Cartagena.

For more information on accommodation and housing options, visit [Información sobre residencias, alojamiento y comedor en la Universidad Politécnica de Cartagena \(upct.es\)](http://Información sobre residencias, alojamiento y comedor en la Universidad Politécnica de Cartagena (upct.es))

3.2 Food

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.



3.3 Cafeteria and Canteen

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).

3.4 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.

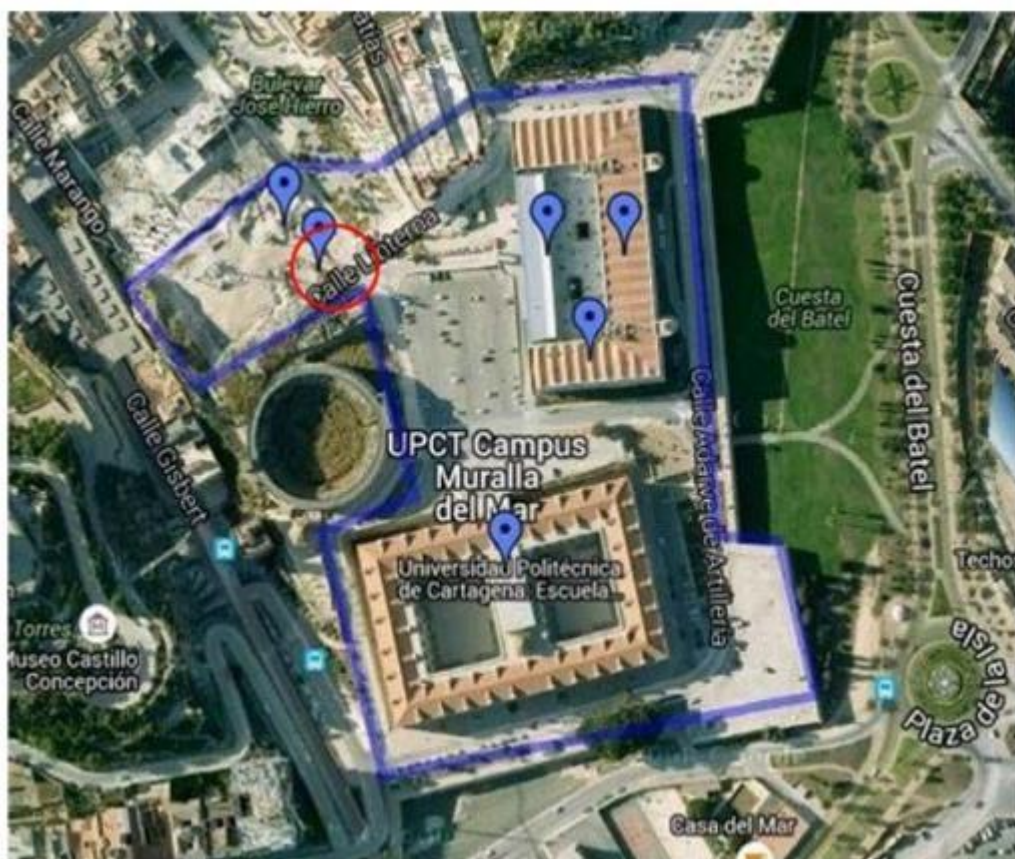


4. INTERNATIONAL RELATIONS SERVICE

4.1 International Relations 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 International Office near Campus Muralla del Mar.



4.2 International Relations Team

- Vice-Rector for Internationalization, Promotion and European University
Manuel Ródenas - vicint@upct.es
- Secretary of Vice-Rector
Mercedes Martinez– 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

4.3 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 [website](#)



5. ERASMUS + KA 131 INCOMING INTERNSHIP

5.1 Erasmus+ KA131 Application and Scholarship

Before participating in the Erasmus+ mobility program, it's essential to apply for your home university's Erasmus+ scholarship. Securing this funding is crucial, as the internships offered at **UPCT do not provide any financial support.**

5.2 Erasmus+ Training Agreement

Once you have received the scholarship, you can proceed with the Erasmus mobility process. This involves several important steps, including the signing of a training agreement between the two universities and the students. This agreement formalizes your internship placement and outlines the objectives, tasks, and responsibilities involved.

5.3 Application Process

When applying for an internship through the Erasmus+ program, please ensure to include the following documents in your email:

- **Specific Internship Offer:** Clearly indicate which internship offer you are applying for. This helps the selection committee efficiently process your application.
- **An Updated CV**
- **A Motivation Letter**
- **Duration of the Internship:** Specify the length of time you are available for the internship (in months).



5.4 Registration Documents

Accepted candidates must submit the following documents for registration:

- **A Signed Training Agreement:** This document must be signed by the student, the home university, and UPCT. It formalizes the internship arrangement and outlines the roles and responsibilities of all parties involved.
- **A Valid ID or Passport**
- **European Health Card or Health Insurance Documentation**

In addition, the International Relations Office will send a registration form that you will need to fill out. This form is crucial for completing your registration process, so please ensure that you submit it promptly.

- **Online Registration Form:** To register for the **E+ KA-131** internship, you can register through our registration form here.

QR Code:



Make sure all documents are complete and submitted promptly to facilitate the registration process.

Important Note:

If you require an **official acceptance letter**, please do not hesitate to let us know.



5.5 Enrollment Process

Candidates who submit all required documents will have their enrollment processed by the International Relations Office. Upon processing, you will receive your **matrícula** (registration) details. It is important to review this information carefully.

You will be asked to sign **the first page** of the registration documents and return them promptly.

Once this step is completed, your enrollment will be finalized, allowing you to officially participate in the Erasmus mobility program.

5.6 Spanish Language Course

Accepted interns will have the opportunity to participate in a free Spanish language course. Additionally, this course is offered within the academic year.

5.7 After Mobility

At the conclusion of your internship, if you require a certificate, please contact the International Relations Office.

Additionally, you will receive a survey from the International Relations Office aimed at gathering feedback on your experience. The information you provide will be invaluable in improving the quality of the Erasmus+ program for future participants.

5.8 Evaluation Questionnaire

At the end of your stay, you will have to fill an important document:

- **Evaluation of your stay at the UPCT**

You can find it in the following link: [Evaluation Questionnaire](#)

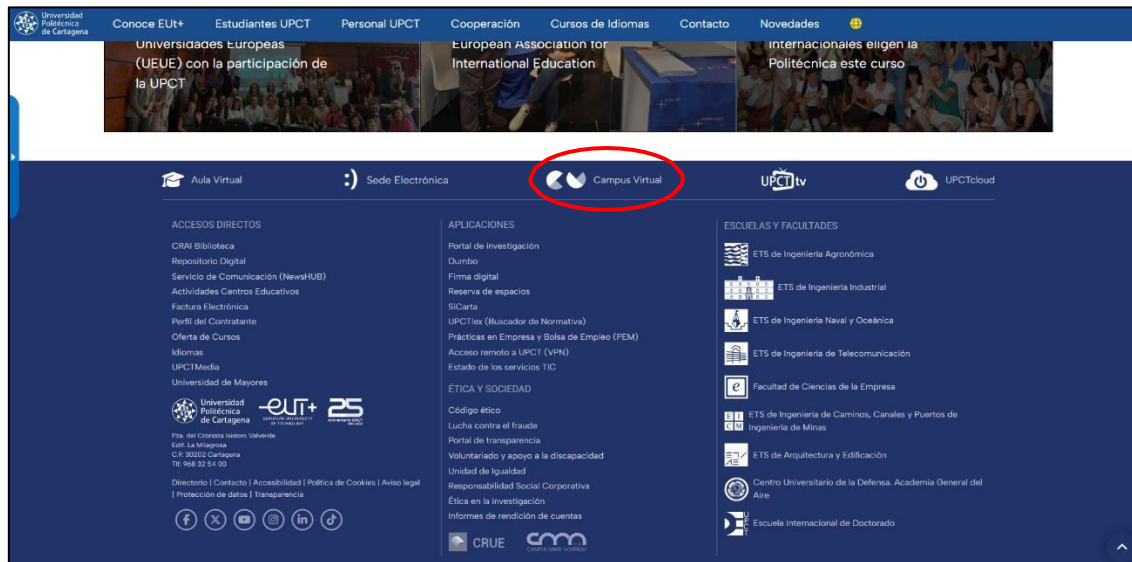
QR Code:



This document is **compulsory** for all the students at the end of their stay.

6. ACCESS TO ‘CAMPUS VIRTUAL’

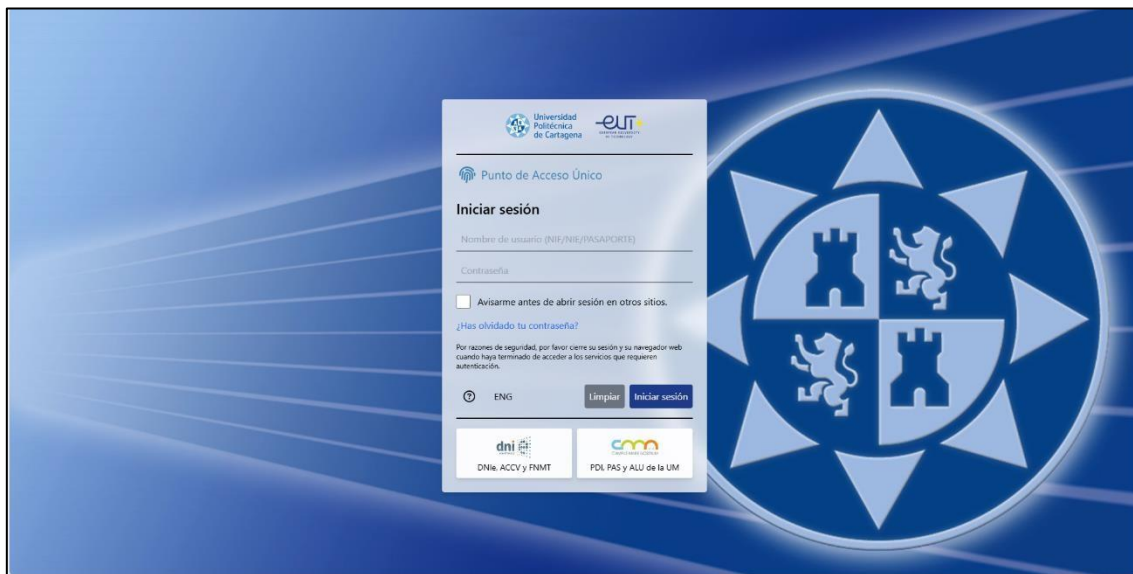
6.1 Campus Virtual



STEP 1: Scroll to the bottom of the UPCT main website, and click on Campus Virtual



STEP 2: Click on Alumno



STEP 3: Enter the ID/Passport number that you gave when you filled in the google form.

Then click on "¿Has olvidado tu contraseña?".

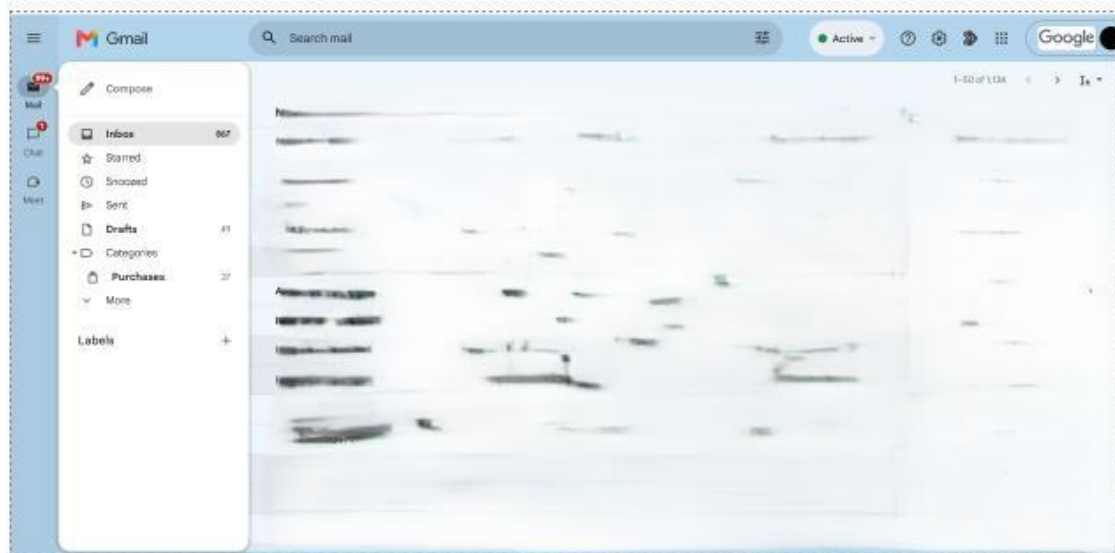


STEP 4: Enter the ID or passport number and fill-in the verification code.

STEP 5: Enter your ID or passport number and select your preferred option to recover the account.



STEP 6: Check your e-mail inbox – it might be in the Spam folder.





STEP 7: Create a new password.

UPCT Campus Virtual

Acceder

Cambio / reestablecimiento de contraseña de usuario

La contraseña debe tener como mínimo 8 caracteres de longitud e incluir al menos 2 de estos 3 elementos:

- Un carácter alfabético (a-z)
- Un carácter numérico (0-9)
- Un carácter especial (!@#\$%...)

Nueva contraseña

Confirmación de contraseña

✓ Reestablecer contraseña

ATENCIÓN: El cambio de contraseña alejtará a los siguientes servicios:

Campus Virtual Aula Virtual UPCTcloud Red WiFi

STEP 8: The following screen should appear on your monitor.



STEP 9: Login to Campus Virtual with your ID/Passport number and new password.



Campus Virtual

Campus Virtual es una herramienta para la gestión electrónica de los principales procesos y trámites universitarios.

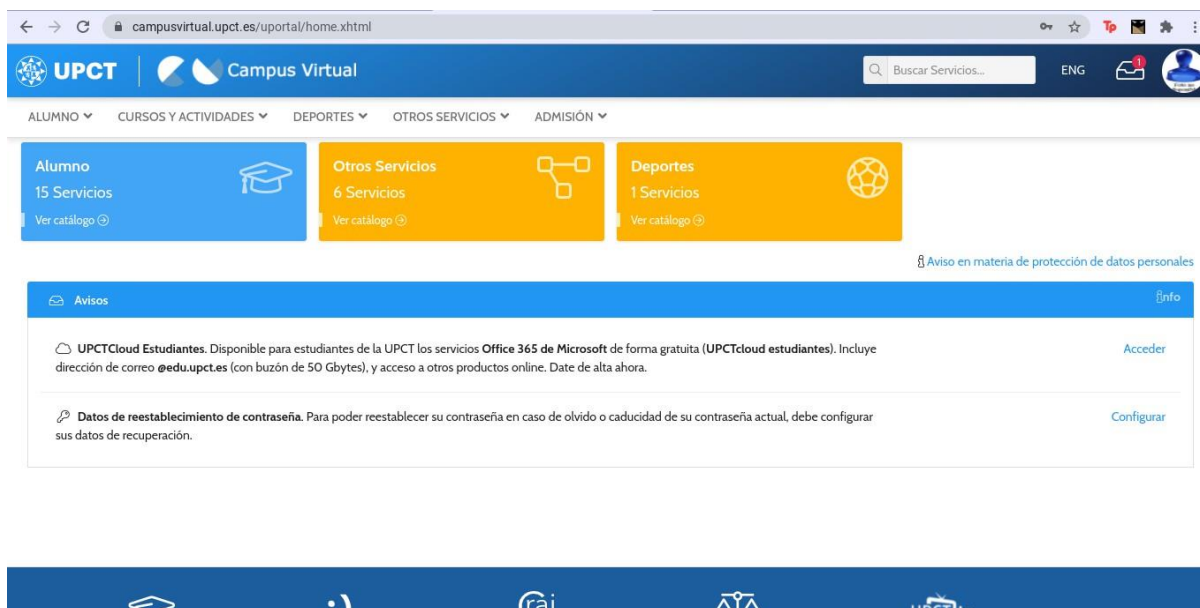
Su objetivo es facilitar y agilizar la tramitación electrónica, proporcionando la mejor experiencia a nuestros usuarios (alumnos, profesores, personal de administración, visitantes, etc.), convirtiéndose en el punto de entrada a cualquier servicio telemático de la Universidad.

Campus Virtual ha sido desarrollado por la Unidad de Informática / Vicerrectorado TIC, y utiliza software libre.

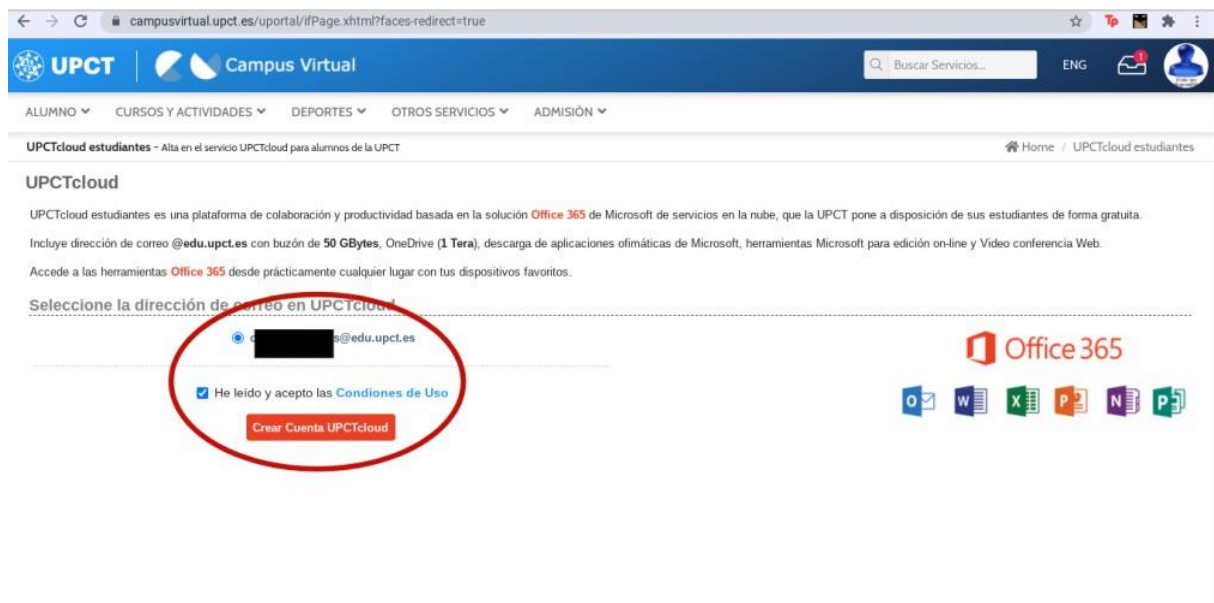
 Alumno Realiza la matrícula online, consulta tu progreso académico, tus notas, solicita reconocimiento de créditos, gestiona tu movilidad internacional, etc.	 Empleado En Campus Virtual puedes descargar tu certificado de empleado, gestionar tus permisos y ausencias, consultar los marcajes, o acceder al plan de formación, ...	 Profesor Accede a los servicios de calificación de actas, seguimiento económico de proyectos I+D+i, publicación de convocatorias de exámenes y la gestión de TFE.	 Otros Reservar pistas deportivas, matricularse en cursos de verano, inscribirse en actividades o solicitar el bono de transporte son algunos de los servicios.
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6.2 UPCT Cloud

It is very important to have the UPCT cloud email account activated in Campus Virtual to receive official communications from the University. From it you will be redirected to the Professors, the Department Heads, university services, etc.



STEP 1: Login into Campus Virtual.



campusvirtual.upct.es/uportal/!fPage.xhtml?faces-redirect=true

UPCT Campus Virtual

Buscar Servicios... ENG

ALUMNO CURSOS Y ACTIVIDADES DEPORTES OTROS SERVICIOS ADMISIÓN

UPCTcloud estudiantes - Alta en el servicio UPCTcloud para alumnos de la UPCT

Home / UPCTcloud estudiantes

UPCTcloud

UPCTcloud estudiantes es una plataforma de colaboración y productividad basada en la solución **Office 365** de Microsoft de servicios en la nube, que la UPCT pone a disposición de sus estudiantes de forma gratuita.

Incluye dirección de correo **@edu.upct.es** con buzón de **50 GBytes**, OneDrive (**1 Tera**), descarga de aplicaciones ofimáticas de Microsoft, herramientas Microsoft para edición on-line y Video conferencia Web.

Accede a las herramientas **Office 365** desde prácticamente cualquier lugar con tus dispositivos favoritos.

Seleccione la dirección de correo en UPCTcloud

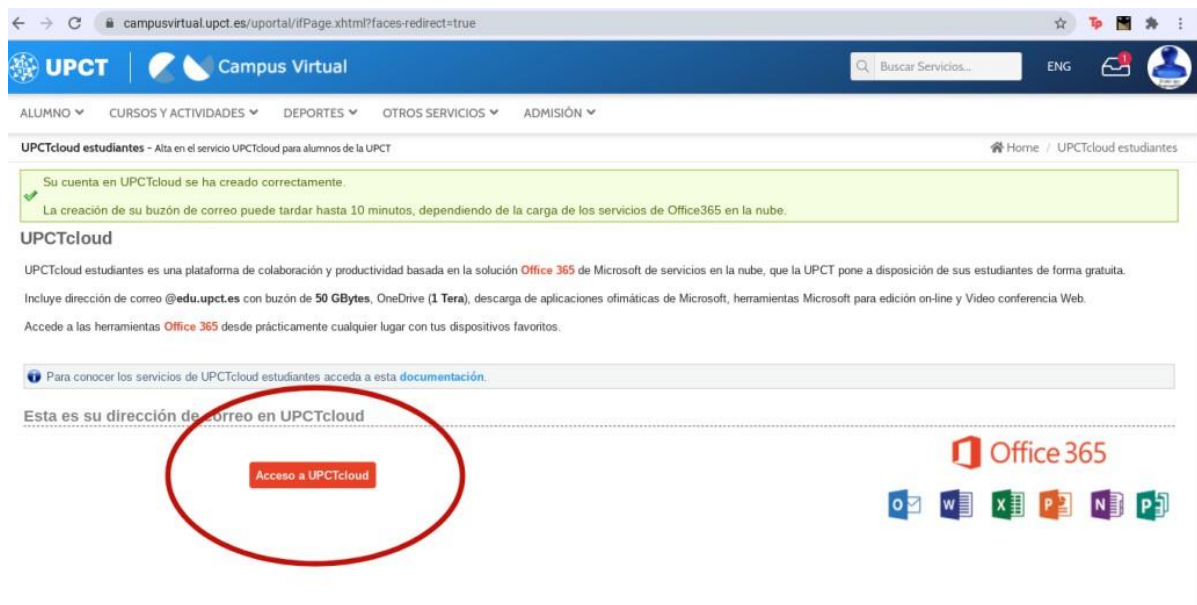
☒ He leído y acepto las [Condiciones de Uso](#)

[Crear Cuenta UPCTcloud](#)

Office 365



STEP 2: Then "Otros servicios" select "UPCT cloud estudiantes".



campusvirtual.upct.es/uportal/!fPage.xhtml?faces-redirect=true

UPCT Campus Virtual

Buscar Servicios... ENG

ALUMNO CURSOS Y ACTIVIDADES DEPORTES OTROS SERVICIOS ADMISIÓN

UPCTcloud estudiantes - Alta en el servicio UPCTcloud para alumnos de la UPCT

Home / UPCTcloud estudiantes

Su cuenta en UPCTcloud se ha creado correctamente.

La creación de su buzón de correo puede tardar hasta 10 minutos, dependiendo de la carga de los servicios de Office365 en la nube.

UPCTcloud

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Accede a las herramientas **Office 365** desde prácticamente cualquier lugar con tus dispositivos favoritos.

Para conocer los servicios de UPCTcloud estudiantes acceda a esta [documentación](#).

Esta es su dirección de correo en UPCTcloud

[Acceso a UPCTcloud](#)

Office 365





STEP 3: Select the UPCT cloud email address, accept the conditions and click on "Crear cuenta UPCTcloud".

Log in to UPCT cloud and start receiving and sending emails with the account

@edu.upct.es



7. OTHER IMPORTANT AND USEFUL INFORMATION

7.1 Healthcare

EU Citizen: If you are an EU citizen, you can go directly to a health center with your European Health Insurance Card or an equivalent document.

Non-EU Citizen: If you are a non-EU citizen, or a citizen living outside of the European Union, the European Economic Area, or Switzerland, you must take out a health insurance policy in your country of origin or with a Spanish company at the time of arrival.

7.2 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:** 00 34 968 325971/22

7.3 Nearby Police Station:

- **Comisaría De Policía**
Address: [C. Menéndez y Pelayo, 6, 30204 Cartagena, Murcia](#)
Phone: 968320722



- **Local Police of Cartagena (Citizen attention and lost property)**

Address: [P.º Alfonso XIII, 20, 30201 Cartagena, Murcia](#)

Phone: 968128971

7.4 Media and Events

- **Social Networks:**

- Twitter [Universidad Politécnica de Cartagena | UPCT \(@UPCToficial\) / X](#)
- Instagram [Univ. Politécnica de Cartagena \(@upctoficial\) • Instagram photos and videos](#)
- Facebook [UPCT Universidad Politécnica de Cartagena | Cartagena | Facebook](#)

- Find out about all university events here: [Eventos - Universidad Politécnica de Cartagena \(upct.es\)](#)
- Cartagena City Council website: Here you will find cultural information, festivals and traditions, information, services, transportation, entertainment, etc. [Tu Ciudad | Ayuntamiento de Cartagena](#)
- Here you will find tourist information about Murcia and Cartagena. [Cartagena: Web oficial turismo Región de Murcia \(turismoregiondemurcia.es\)](#)

7.5 ESN – Erasmus Student Network

ESN is an international non-profit student association made up of volunteers who support mobility students, such as participants in the Erasmus programme, throughout their experience abroad. In Cartagena, ESN helps international students integrate into university and social life by organising cultural, sports, and leisure activities, trips, language exchanges, and events that encourage interaction between local and international students. Its main objective is to promote integration, cultural exchange, and the international dimension of the university experience, following the motto **"Students Helping Students."**



7.6 Plugs



Spanish Electrical Charger (Type C and F)

Suggestion: Bring an adapter charger.

7.7 WI-FI

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

SEE YOU IN CARTAGENA