

EXTERNAL RELATIONS OFFICE

Campus de Montegancedo s/n
Boadilla del Monte 28660 –MADRID – ESPAÑA
Tlf. +34 910672821 / +34 91067282. E-mail: orex.etsiinf@upm.es

DISTANCE EXAMINATIONS

Procedure

Introduction

The framework of the European Higher Education Area (EHEA) and the new changes introduced in Spanish regulations establish that the new Study Plans must facilitate the mobility of students in their training processes.

Likewise, and within the European framework for higher education, there are specific measures to promote internationalization not only at the level of students but also at the level of teaching staff and administrative staff. These actions are extremely significant since a University with an international vocation not only needs its students to participate in mobility programs, but also needs all its staff to participate and be prepared and trained for this new reality.

Within the measures to promote internationalization that the External Relations Office (OREX) is carrying out,- in accordance with the strategies of the Escuela Técnica Superior de Ingenieros Informáticos(ETSIINF), de la Universidad Politécnica de Madrid (UPM) and under the hierarchical dependence of the Subdirectorate for International Affairs -, there is the possibility of offering exchange students, both from the school and foreigners, the distance examination service.

Essential conditions and requirements

The OREX of the ETSIINF may conduct distance examinations provided that the following conditions are met:

1. That the professor or coordinator of the subject under examination gives his agreement or consent, in writing or by email.
2. That the coordinator, professor or tutor of the destination University give their agreement or consent, in writing or by email.
3. OREX must be available and confirm by email that it is responsible for managing the exam remotely.

Procedure

The student interested in taking a distance exam must previously obtain requirements 1 and 2 from the previous point and send them, in writing or by email, to OREX at least TEN days before the date of the exam.





In this communication the student must communicate the following information

1. Course subject to distance examination (code and full name). In the cases of partial and/or total exams, the part of the exam in question.
2. Date and time of the exam.
3. Conformity of the Faculty teacher/coordinator of such course and their contact information (name and surname, and email address or telephone number).
4. Conformity of the coordinator/professor/tutor of the destination University, or origin if it were the case, with contact information (name and surname, email address and telephone).

Once this communication has been received, OREX will confirm to the student and the teachers involved their availability to take charge of managing the exam. The availability of OREX is subject to several factors, especially human resources, agenda and schedules.

Three days before the date of the exam, OREX will contact via email to the coordinator/professor/tutor of the destination University and the professor of the subject being examined at the home faculty to agree on and communicate the date, time, duration and means in which the remote examination will be carried out. The student will be in copy of this email so that all parties involved are promptly notified.

For students of the home School, as a general rule, the exam will take place on the same day and at the same time and with the same conditions as the exam of the subject at the School. In the event that for reasons of time difference the exam cannot be carried out under the indicated conditions, it will be solely and exclusively the professor of the subject under examination who, where appropriate, may establish other different conditions.

For students from foreign universities or from other national regions, who request to take a distance examination of subjects from their home universities, they will follow the rules established by the corresponding professors/coordinators or responsible persons from their home universities.

On the day of the exam in advance agreed with the home school teacher, the teacher will send the content of the exam to OREX along with the instructions and by the agreed means. The general recommendation of the OREX for this point is: 15 minutes in advance and via email.

Once the exam and the instructions have been received, OREX will send the exam and the instructions (in English even if the instructions had been sent in Spanish) to the coordinator/professor/tutor of the destination University by the means agreed previously. The general recommendation of OREX for this point is to use e-mail. In this same email, the coordinator/professor/tutor of the destination University is asked to send us a scanned copy of the exam results once the exam is finished and that the original be sent by express mail, if possible, or otherwise, by snail mail.

Once the scanned version is received at the OREX, it is immediately forwarded to the school teacher. Similarly, once the original exam is received at OREX, it is immediately transferred to the school teacher.

It is recommended that the maximum term for receiving the exam via email is in no case greater than three hours after the end of the exam, unless the delay is duly justified, where appropriate, by the person in charge of the destination University. . Likewise, it is recommended that the maximum term for receipt of the original exam not exceed fifteen days after the exam.

End of procedure.





POLITÉCNICA

CAMPUS
DE EXCELENCIA
INTERNACIONAL

Confidentiality and ethics



UNIVERSIDAD POLITÉCNICA DE MADRID
ESCUELA TÉCNICA SUPERIOR
DE INGENIEROS DE INFORMÁTICOS

The personnel who provide services in the OREX have the category of Public Employee and as such are subject to the rules and laws that apply to them in Spanish territory, especially and in relation to the matter described above, the duty of secrecy and discretion in the matters and matters that he knows by reason of his position.

(See, among others, Law 7/2007, of April 12, on the Basic Statute of Public Employees, cap. VI, art. 53.12).

October 2022

