



**PRACTICAL GUIDE
INTERNATIONAL EXCHANGE STUDENTS
2024-2025**

*Jude Radalj
Incoming Erasmus student from Croatia*

0.	WELCOME TO FLORIDA UNIVERSITARIA.....	4
1.	PRACTICA INFO.....	5
1.1.	HOW TO GET TO FLORIDA.....	5
1.2.	ACCOMODATION	5
1.3.	ACADEMIC CALENDAR 2024-2025	5
2.	BEFORE YOU COME.....	6
2.1.	APPLICATION.....	6
2.2.	1.2 EXCHANGE MATE:	6
3.	ACADEMIC INFORMATION.....	7
3.1.	Bachelor degrees.....	7
3.2.	ACADEMIC OFFER.....	8
3.3.	MODULE GUIDES.....	10
3.4.	O.L.A. - ONLINE LEARNING AGREEMENT	10
4.	DURING YOUR STAY AT FLORIDA	11
4.1.	MODULE CHANGES	11
4.2.	ATTENDANCE	11
4.3.	EXAMS	11
4.4.	MORE ACADEMIC INFO.....	11
4.5.	I.T. TOOLS AT FLORIDA.....	12
4.5.1.	YOUR FLORIDA I.T. CREDENTIALS.....	12
4.5.2.	FLORIDA OBERTA	12
4.5.3.	PRINTING.....	14
5.	END OF YOUR ERASMUS	14
5.1.	FINAL DOCUMENTS.....	14

0. ABOUT FLORIDA UNIVERSITARIA

FLORIDA started in 1977 as a vocational training school. Today it is a worker co-operative providing education at different levels: Higher education (university degrees, postgraduate courses and Master degrees), Vocational Education and Training (higher and lower levels), continuous training and Secondary and Primary Education, and childhood education.

The University qualifications provided by Florida Universitaria are officially recognised by the University of Valencia (Business and Education studies) and by the Polytechnic University of Valencia (Engineering, Logistics and Videogame & Interactive experiences).

We are located at Catarroja, a town on the South of Valencia city. Valencia, in the middle of the Spanish mediterranean coast, is the third city in Spain (population wise), and one of the main Erasmus destinations in Europe.

At Florida you will have the International Relations department as well as an academic advisor to support you.

We are looking forward to receiving you!

Inmaculada Mora

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and Erasmus Co-ordinator*
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1. PRACTICA INFO

1.1. HOW TO GET TO FLORIDA

The Florida campus is located at Catarroja (7Km on the South of Valencia).

Florida Adress:
Calle Rei en Jaume I, 2
46470 Catarroja , Spain

It takes 11 minutes to get from Valencia train Station (Estación del Norte) to Catarroja Train station and then around 15 min walk from Catarroja Train Station to Florida Universitària.

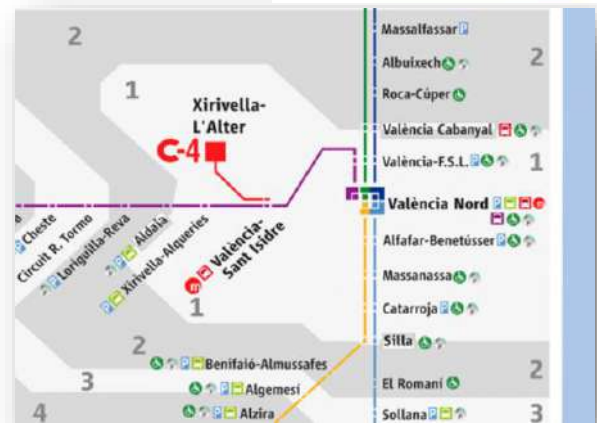
There is a free coach service from/to the Catarroja station and the Picanya metro station before and after the morning and evening lectures. [+ info](#)

TRAIN

Schedule short distance trains (“cercanías”) [+ info](#)

Map zones short distance trains [+info](#)

Free train pass [+info](#)



1.2. ACCOMMODATION

Most of the erasmus students choose to live in Valencia and come by private car or public transport. Please notice at the bottom of the following web page some accommodation searchers (room in shared flats) working in Valencia: [+info](#)

There are many other pages with similar services working in Valencia. Please be careful with posts offering rooms though social networks.

1.3. ACADEMIC CALENDAR 2024-2025

Relevant dates:

	Semester Lecturing Dates	Exam Dates: (1ª convocatoria)	Re-sit Exam Dates: (2ª convocatoria)
FALL SEMESTER	9 th September to 18 th Dec 2024	7 th January to 31 st January 2025	9 th April to 16 th April 2025
SPRING SEMESTER	22 nd January to 21 st May 2025	26 th May to 9 th June 2025	25 th June to 4 th July 2025

Academic calendar:

	- SEPTEMBER -							- OCTOBER -							- NOVEMBRE -							- DECEMBER -									
Teaching days fall semester	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D			
EXAMS Fall semester							1	1	2	3	4	5	6								1	2	3	2	3	4	5	6	7	8	
RESIT EXAMS Spring semester	9	10	11	12	13	14	15	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15			
	16	17	18	19	20	21	22	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29			
							30	28	29	30	31	25	26	27	28	29	30	30	31												
Teaching days spring semester	- JANUARY -							- FEBRUARY -							- MARCH -							- APRIL -									
EXAMS Fall semester	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D			
RESIT EXAMS Spring semester							1							1	2								1	2	1	2	3	4	5	6	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13			
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20			
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
	27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30	28	29	30											
INTERNATIONAL WEEK (for some years)	- MAY -							- JUNNE -							- JULY -							- AUGUST -									
Non teaching days	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D			
							1							1								1	2	3							
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31							
														30																	

2. BEFORE YOU COME

2.1. APPLICATION

Once we receive your nomination from your home university, you will receive and email with the application form.

You also will need to send:

- UE students: National ID/ Passport and European Health card
- Non UE students:
 - Passport
 - VISA or Residence permit in a EU country covering your stay in Spain
 - Insurance covering your stay

2.2. EXCHANGE MATE:

If you have an exchange mate assigned you will be contacted by him/her before your arrival. He/she can answer your questions about practical daily live in Valencia and Florida.

Unfortunately, we usually have more international incoming students than exchange mates.

3. ACADEMIC INFORMATION

3.1. BACHELOR DEGREES

Degree in Business Management	
In Spanish:	Grado en Administración y Dirección de Empresas
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-administracion-y-direccion-de-empresas/
Academic Advisor:	Dr Adrian Broz - abroz@florida-uni.es

Degree in Transport and Logistics Management	
In Spanish:	Grado en Gestión del Transporte y la Logística
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-gestion-del-transporte-y-la-logistica/
Academic Advisor:	Dr Adrian Broz - abroz@florida-uni.es

Degree in electronic, industrial and automatic engineering	
In Spanish:	Grado en ingeniería electrónica, industrial y automática
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-ingenieria-electronica-industrial-y-automatica/
Academic Advisor:	Dr Maria Dolores Reyes - mdreyes@florida-uni.es

Degree in Mechanical Engineering	
In Spanish:	Grado en Ingeniería mecánica
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-ingenieria-mecanica/
Academic Advisor:	Dr Maria Dolores Reyes - mdreyes@florida-uni.es

Degree in Childhood Education	
In Spanish:	Grado en Educación infantil
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-maestro-a-en-educacion-infantil/
Academic Advisor:	Dr. Esther Gamero – egamero@florida-uni.es

Degree in Primary Education	
In Spanish:	Grado en Educación Primaria
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-maestro-a-en-educacion-primaria/
Academic Advisor:	Dr. Esther Gamero - egamero@florida-uni.es

Videogame and interactive experiences design	
In Spanish:	Grado en Diseño de Videojuegos y experiencias interactivas
Website:	https://www.floridauniversitaria.es/titulacion/grado-en-ingenieria-mecanica/

3.2. MODULES OFFER

The list of modules for the following academic year are published by the end of June. The international incoming students will receive it by email as soon as it is available.

Please notice **most of the modules are done in Spanish**, therefore it highly recommended to have at least a B1 in Spanish. Also because you will need it for your daily life in Spain.

International Semester Modules in English	This document includes the modules offered in English. Note there are no specific programmes for exchange students: https://www.floridauniversitaria.es/wp-content/uploads/2022/10/FU-InternationalSemester.pdf
“Spanish language and culture Course” (6 ETCS)	<ul style="list-style-type: none"> - It is available to all erasmus students. - It is available every semester if there is a minimum number of applications. - You can only take it one semester - It is not in the schedules or the list of modules since it is not for everybody. The teacher communicates the schedule to the registered students and the beginning of the semester
Complete list of modules per degree	<p>Inside your degree website (see above at section 4.1) , go to “Matricula”</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p style="color: #c00000; font-size: small;">Información matricula alumnado Florida Universitaria</p> <p style="font-size: x-small;">Información del proceso de matricula para estudiantes matriculados el curso pasado en la misma titulación de Florida Universitaria</p> <p style="font-size: x-small; color: #c00000;">Matricula 2023 – 2024</p> </div>

3.3. SCHEDULES

At your degree web page in Florida website

1. Scroll down to **“Calendarios y horarios”** (=Calendars and schedules).
2. Then you need to chose the semester:
 - Primer semestre= Fall semester
 - Segundo semestre = Spring semester
3. The group (check the group of your selected module in the list of modules)

In “A.D.E.” (Business degree) The groups “A” and “B” are the morning groups and the the groups “G” are the the evening groups (the modules codes ending with “g” belong to the evening groups”)

EXAMPLE

From the list of available modules:

https://www.floridauniversitaria.es/wp-content/uploads/florida-manual-uploads/asignaturas/matricula/OCA_ADE.pdf

I want to know the schedule of "Estrategias Corporativas" (Corporate strategies), code 36002A (Group 3ªA)

(notice at the evening groups the codes of the modules end with G, and the group names are 1ªG, 2ªG, 3ªG and 4ª G)

1. Checking the list of available modules I see it is in the **group 3ª (morning group)**
2. Therefore I **select**
 - Primer semestre
 - 3ªA - G.ADE



3. There I can see that "Estrategias corporativas"(Corporate strategies) at the morning group:
 - a. Has lectures at group 3ªA on Mondays and Wednesdays from 11:45 to 13:45
 - b. Will be done at room D.2.6. (building D, first floor, room D.2.6.)

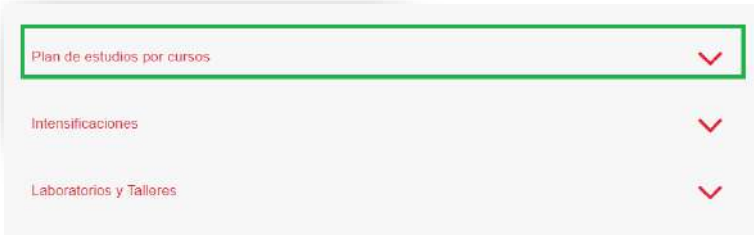

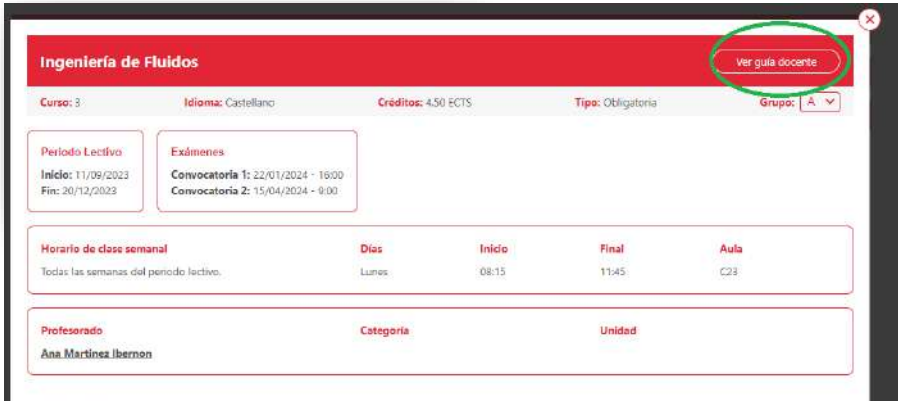
Grado en Administración y Dirección de Empresas
Primer semestre - 3ªA - G.ADE

HORARIO CURSO 2024-2025
Los horarios pueden ser cambiados o cambiados

Horas / Días	Lunes	Martes	Miércoles	Jueves	Viernes
08:15-09:15		2425-ADE: Distribución Comercial D.1.2		2425-ADE: Estrategia de Marketing A D.2.6	2425-ADE: Proyecto D.2.6
09:15-10:15	2405-ADE: Economía A D.2.6	2425-ADE: Distribución Comercial D.1.2	2425-ADE: Estrategias y Proyecto de Empresa A D.2.6	2405-ADE: Estrategia de Marketing A D.2.6	2425-ADE: Proyecto D.2.6
10:45-11:45	2405-ADE: Economía A D.2.6	2425-ADE: Estrategias y Proyecto de Empresa A D.2.6	2425-ADE: Estrategias y Proyecto de Empresa A D.2.6	2425-ADE: Estrategia de Marketing A D.2.6	2425-ADE: Distribución Comercial D.1.2
11:45-13:45	2425-ADE: Estrategias corporativas A D.2.6	2425-ADE: Estrategias y Proyecto de Empresa A D.2.6	2425-ADE: Estrategias corporativas A D.2.6	2425-ADE: Teoría de la Finanzas A D.2.6	2425-ADE: Marketing y la Teoría de Dec A D.2.6
13:45-14:45	2425-ADE: Estrategias corporativas A D.2.6	2425-ADE: Estrategias corporativas A D.2.6	2425-ADE: Estrategias corporativas A D.2.6	2425-ADE: Teoría de la Finanzas A D.2.6	2425-ADE: Teoría de la Finanzas A D.2.6
13:45-14:45		2425-ADE: Economía A D.2.6			2425-ADE: Teoría de la Finanzas A D.2.6

C.

3.4. MODULE GUIDES

<p>Inside your degree website (see above at point 4.1) , go to “Plan de estudios por curso”</p>																																																
<p>Inside “Plan de estudios por curso” you can see the list of modules per year. Click at “ver ficha” to see the module details</p>	 <table border="1"> <thead> <tr> <th>TIPO</th> <th>ASIGNATURA</th> <th>SEMESTRE</th> <th>ECTS</th> <th>INFO ACADÉMICA</th> </tr> </thead> <tbody> <tr> <td rowspan="7">Especialidad Mecánica</td> <td>Elasticidad y Resistencia de Materiales II</td> <td>1</td> <td>6</td> <td>Ver ficha</td> </tr> <tr> <td>Ingeniería de Fluidos</td> <td>1</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td>Diseño de Máquinas I</td> <td>1</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td>Máquinas Térmicas</td> <td>1</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td>Combustión</td> <td>2</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td>Diseño de Máquinas II</td> <td>2</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td>Estructuras y Construcciones Industriales</td> <td>2</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td rowspan="3">Común a la Rama Industrial</td> <td>Sistemas de Producción Industrial</td> <td>1</td> <td>4.5</td> <td>Ver ficha</td> </tr> <tr> <td>Electrónica y Automática</td> <td>2</td> <td>7.5</td> <td>Ver ficha</td> </tr> <tr> <td>Economía de Empresa</td> <td>2</td> <td>4.5</td> <td>Ver ficha</td> </tr> </tbody> </table>	TIPO	ASIGNATURA	SEMESTRE	ECTS	INFO ACADÉMICA	Especialidad Mecánica	Elasticidad y Resistencia de Materiales II	1	6	Ver ficha	Ingeniería de Fluidos	1	4.5	Ver ficha	Diseño de Máquinas I	1	4.5	Ver ficha	Máquinas Térmicas	1	4.5	Ver ficha	Combustión	2	4.5	Ver ficha	Diseño de Máquinas II	2	4.5	Ver ficha	Estructuras y Construcciones Industriales	2	4.5	Ver ficha	Común a la Rama Industrial	Sistemas de Producción Industrial	1	4.5	Ver ficha	Electrónica y Automática	2	7.5	Ver ficha	Economía de Empresa	2	4.5	Ver ficha
TIPO	ASIGNATURA	SEMESTRE	ECTS	INFO ACADÉMICA																																												
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	Electrónica y Automática	2	7.5	Ver ficha																																												
	Economía de Empresa	2	4.5	Ver ficha																																												
<p>Then click at “ver guía docente” to see the module guide</p>																																																

3.5. O.L.A. - ONLINE LEARNING AGREEMENT

We use ONLINE Learning Agreement. Only if your university cannot sign the online version, we can accept the Learning Agreement in word/pdf version.

You can fill it in at: <https://learning-agreement.eu/>

TUTORIAL: <https://www.youtube.com/watch?v=paIKpHJvTlg>

<p>Data about Florida for your Learning Agreement /online L.A.</p>	<p>Receiving institution</p>	<p>Name: Florida Centre Coop V. – FLORIDA UNIVERSITARIA Erasmus code: E VALENCI 16</p>
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	Receiving Responsible person	Name: Inmaculada Surname: Mora Ortí Position: International Relations and Erasmus Coordinator Email: imora@florida-uni.es
	Receiving Administrative contract person:	Name: Gisela Surname: Vidal Position: Erasmus officer Email: gvidal@florida-uni.es

4. DURING YOUR STAY AT FLORIDA

4.1. MODULE CHANGES

You can change your module selection during the first month of each semester.

The IRO will provide you with the changes form that you may bring /send it to the registration office ("secretaría", building C, ground floor). You will have to edit your OLA/ LA accordingly.

If you have a problem with a module, please make the teacher aware as soon as possible. For further academic issues please contact the International academic advisor in your degree.

4.2. ATTENDANCE

As general rule the courses are face to face and the student have to attend the lectures. At the module guide you may find the minimum percentage of attendance required. You will find communication with teachers in Florida is usually fluent and direct. Please inform the teacher if you are not going to be able to attend or provide a medical certificate if you had medical issues preventing you from attend.

4.3. EXAMS

Unlike some European universities, you do not need to sign up to take an exam: once you are enrolled in a module, you are expected to attend the exam.

You have a second chance (re-sit exams) if you fail or not attend the first final exam at the end of the semester.

If you have modules from different groups, please check on the web (at "Calendario de exámenes" = "exam calendar") your exam dates and times, and make sure they don't clash. If they do clash, please inform your teachers at least three weeks in advance.

Erasmus students have the same rights and obligations as local students, with two exceptions:

- Spelling mistakes in Spanish are not penalized in the same way for Erasmus students as for local students.
- Fall semester re-sit exams are done by April. If you are staying only for the fall semester and need to do a re-sit exam, contact the teacher as soon as possible, in case a sooner date can be arranged.

4.4. MORE ACADEMIC INFO

Within your degree website (section 4.1) you will find information to:

- Class schedules
- Exam dates
- The academic calendar
- Teacher's contacts and consultation hours...
- Etc.

related



4.5. I.T. TOOLS AT FLORIDA

4.5.1. YOUR FLORIDA I.T. CREDENTIALS

At the beginning of your stay you will receive your ID and password for your Florida Account.

This includes:

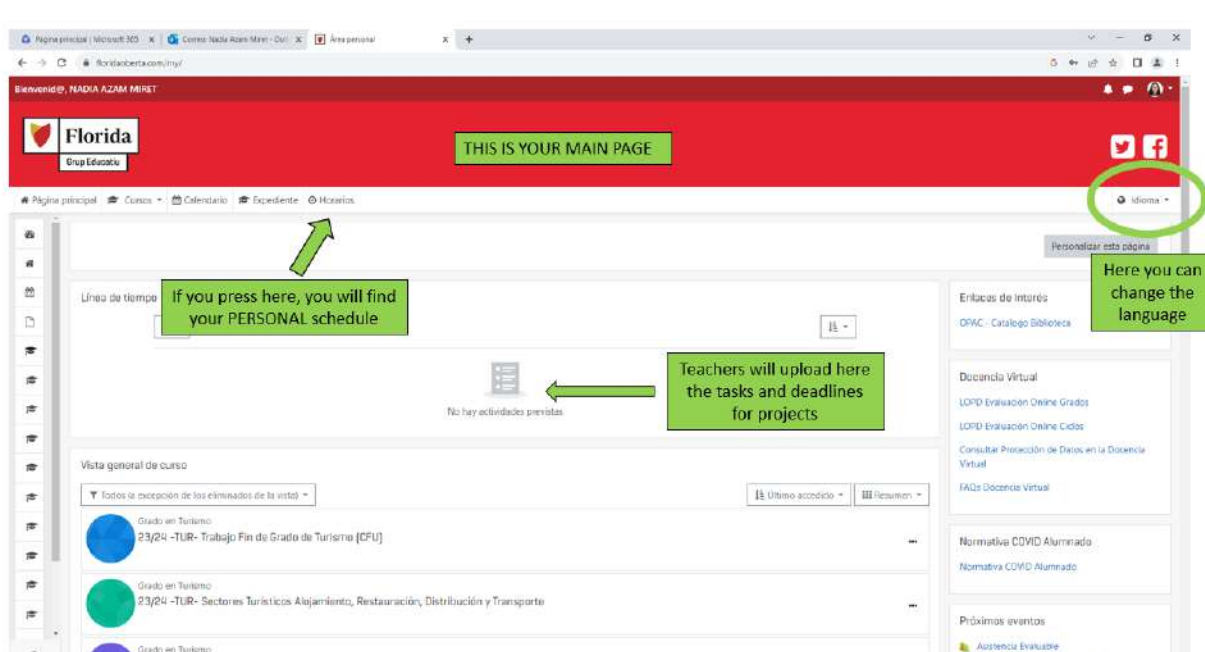
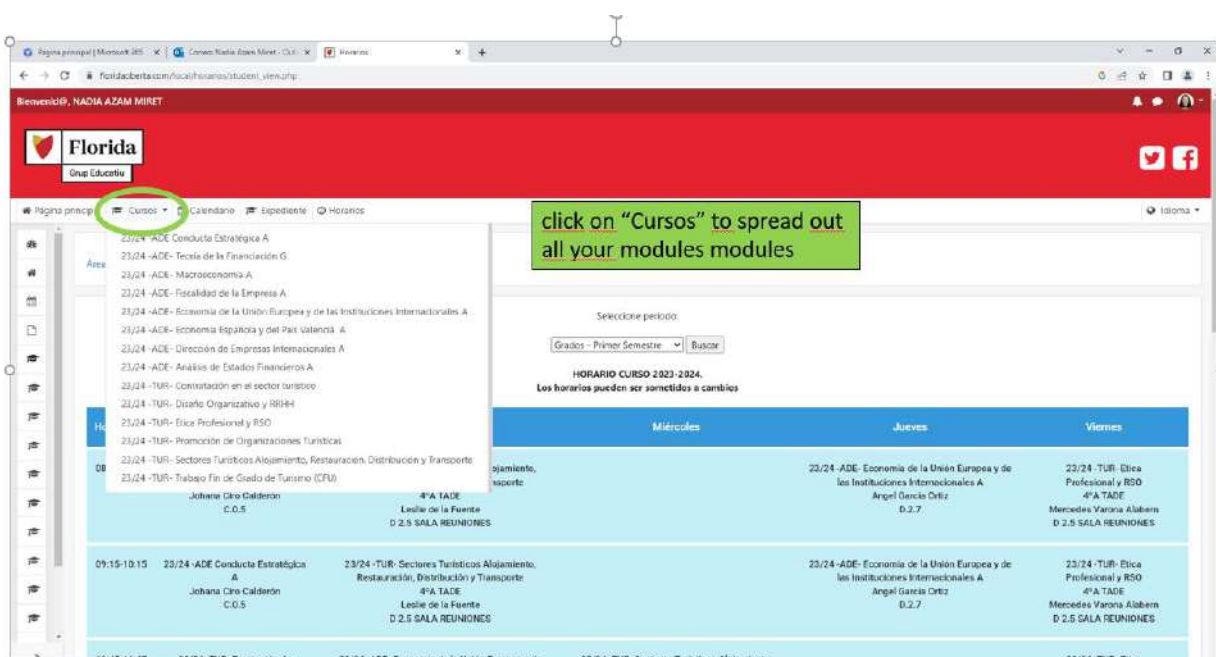
- A Microsoft 365 account
- Florida email
- Access to the Florida online campus "FLORIDA OBERTA"
- Florida wifi

4.5.2. FLORIDA OBERTA

Florida Oberta is the internal platform for your modules at Florida. At the Florida intranet <https://www.floridaoberta.com/> you will find the information about the modules in which you are registered: schedules, communication with teachers, etc.

To take a look to all of your subjects, you just have to click on "Cursos" and they will appear to help you find more information about them.

HORARIO CURSO 2023-2024				
Los horarios pueden ser sometidos a cambios				
	Miércoles	Jueves	Viernes	
	ajamienro, soporte	23/24 - ADE. Economía de la Unión Europea y de las Instituciones Internacionales A Ángel García Ortiz D.2.7	23/24 - TUR. Ética Profesional y RSD 4ºA TADE Mercedes Varona Albern D.2.5 SALA REUNIONES	
09:15-10:15	23/24 - ADE. Economía de la Unión Europea y de las Instituciones Internacionales A Ángel García Ortiz D.2.7	23/24 - TUR. Sectores Turísticos Alojamiento, Restauración, Distribución y Transporte 4ºA TADE Leal de la Fuente D.2.5 SALA REUNIONES	23/24 - TUR. Ética Profesional y RSD 4ºA TADE Mercedes Varona Albern D.2.5 SALA REUNIONES	



4.5.3. PRINTING

In the hall of building C you will find this machine (on the right) where you can get a rechargeable card for your printings.

-The basic cost is one euro and this includes one euro credit.

-Notice you need to insert the exact amount you want to charge the card with. It does not give change back.

Printers:

- You will find one next to the card machine (at building C's hall). At this one you need to insert a memory stick with your files

- At the top floor of the building D, opposite to the library desk, there is another printer that you can use with your card. There you can use computers where you can open your files and select your printing options.



5. END OF YOUR STAY AT FLORIDA

5.1. FINAL DOCUMENTS

- Certificate of attendance: Let us know if you need to have a certificate of attendance with any specific format from your university.

- Transcript of Records: We will send it after the end of your erasmus stay to your home university. If you attend a re-sit exam let it know to the IRO department, so we will send your definitive ToR after that.