Welcome guide

TO FOREIGN RESEARCHERS

UNIVERSIDAD POLITÉCNICA DE MADRID

POLITÉCNICA

HR EXCELLENCE IN RESEARCH

CONTENT

WELCOME TO THE UNIVERSITY OF MADRID

Universidad Politécnica de Madrid is a leading engineering and technology University in Spain, Europe and among Spanish-spoken countries. If you have just been hired or are thinking about applying to any of our research positions, I can assure you will not regret it.

Our Campuses, Schools and Research units will offer you limitless potential to develop your ideas, find collaborative partners and engage in joint projects with the industry, NGOs and government agencies. In 2019, UPM topped the list among Spanish Universities in Horizon 2020 financing. It stands among top 100 among world rankings in many areas and subjects, and is number one in Spain in spin-offs and innovation indicators. Its critical mass, with almost 3,000 Faculty, full time and professional part-time lecturers, covers virtually all fields in engineering, technology, architecture, fashion design and sports and science physical education.

In 2020, the European Commission awarded UPM the coordination of the Consortium "European Engineering Learning Innovation and Science Alliance (EELISA)", a new European University alliance, in which Budapesti Müszaki és Gazdaságtudományi Egyetem (BME, Hungary), Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU, Germany), Istanbul Teknik Üniversitesi (ITU, Turkey), Scuola Normale Superiore (SNS, Italy), Scuola Superiore Sant'Anna (SSSA, Italy), Universitatea Politehnica din Bucuresti (UPB, Romania) and three French graduate engineering schools -École des Ponts ParisTech, Mines ParisTech and Chimie ParisTech (both affiliated to Université PSL)-, together with our associate partner ENAEE (European Network for Accreditation of Engineering Education), envision a future in which society thrives and masters global challenges with smart and sustainable solutions empowered by European engineering.

UPM sits in the Region and City of Madrid with four campuses, all of them connected with one of the best transportation systems in the world. Madrid is a booming region, which attracts new businesses, research projects and numerous innovative initiatives. UPM is a leading actor in this trend. Its alumni contribute with the greatest proportion of CEOs among those educated in Spanish universities.

Familywise, Madrid is also one of the best cities in the world. You will find many types of schools, public and private, many of them offering international education. Its crime rates stand among the lowest among large cities. Culturally, Madrid offers seamless enjoyment, adequate for all ages, budgets and tastes.

Madrid is a city of immigrants; everyone is welcome and in a few weeks develops a feeling of belonging. I am sure you and your family or partner will experience it.

Please, review this manual to learn more about UPM, Madrid and governmental information and learn useful tips; they will help land smoothly and start your career soon.

We cherish your choice to be part of UPM, warmly welcome to Madrid and wish all sorts of success.

Guillermo Cisneros
Rector

PART I: GENERAL INFORMATION

Historical Review

The Universidad Politécnica de Madrid (UPM) was founded in 1971 as the result of merging different Technical Schools of Engineering and Architecture, originating mainly in the 18th century and 19th centuries. Each of them maintained their independence until being grouped together to form the UPM in 1971. For over one and a half centuries great part of the history of Spanish technology has been written by the Schools of Architecture and Engineering of the UPM.

Today, according to the annual university ranking conducted by El Mundo newspaper, the Universidad Politécnica de Madrid ranks as the top technical university in Spain, and second overall. The majority of its Engineering Schools are consistently ranked as leading academic institutions in Spain in their fields, and among the very best in Europe.

UPM in figures (2019)

UPM at a glance (2019/2020)

Academic Faculty Staff	Male	2143
	Female	775
	Total	2918

Schools, Faculty and Associated Centre	18

Undergraduate Students	Male	20850
	Female	9670
	Total	30520

Graduate/Postgraduate Students	Male	5492
	Female	2762
	Total	8254

Bachelor Degrees	44
Double Bachelor Degrees	8
Bachelor and Master Academic Programs	10

Masters programs	91
PhD Programs	46

Bachelors internationally accredited	31
Masters internationally accredited	19

Double Degrees	94

No. internships offered to students	4271
No. Of students in interships (2016/2017)	6324
Doctoral Theses (Academic Year 2018-19)	248
Industrial Theses	10

Budget (mill €)	355
External Research Grants	49

Reseach Groups (No)	200
Reseach Centres and Institutes (No)	18

Publications (2019)

World of Science	2540
Scopus	3024

No. of H2020 Participations	208
Coordinated Projects by UPM	28
Net EU Contribution (mill. €)	79

Industrial Chairs	71

Created Start-ups	270
Registered patents (2007-2018)	577

Rankings

QS Employability	79
QS Engineering	90

SUBJECT RANKINGS
ARWU -Shanghai

Civil Engineering	5
Instruments Science and Technology	46
Aerospace Engineering	47
Agricultural Sciences	51-75
Mining and Mineral Engineering	51-75

QS

Architecture	35
Engineering. Civil and Structure	38
Engineering. Electric and Electronic	51-100
Engineering. Mechanical, Aeronautical & Manufacturing	49
Enginerring. Mineral and Mining	38

Research Areas

Bioeconomy, Biotechnology and Food Systems	Security, Defense and Disaster Resilience
Health and Wellbeing	Digital Technologies, Artitificial Intelliigence and Robotics
Climate, Energy and Mobility	Social Innovation, Open Science, Governance, Gender and Science Education
Materials, Industry and Circular Economy	Forestry, Natural Resources, Land and Blue Growth
Creativity, Cultural Heritage and Inclusive Society	Space and Earth Observation

Historical Review

The UPM has 4 campuses. Each campus is organized in departments, which are the teaching and research units responsible for coordinating the teaching in one or more fields of knowledge, in one or several Schools or Faculties or in any other of its Research Centers or Institutes. Likewise, they support the teaching and research activities and initiatives of teachers and research staff.

- Campus Ciudad Universitaria (click here for campus map)
- Campus Madrid Ciudad (click here for campus map)
- Campus Montegancedo (click here for campus map)
- Campus Sur (click here for campus map)

Montegancedo and Ciudad Universitaria campuses are connected by a shuttle bus, exclusive to UPM (teaching and administrative staff, researchers and students).

University libraries

UPM's library has 17 service points, each in a School or Faculty, and the European Documentation Center, CEYDE. The physical space is organized on different campuses from which the university community and society are served equally. Ingenio is the portal for access to physical, electronic and digital resources stored in the library.

Today, the library has about 775,000 monographs, 11,800 periodic publications, 12,000 units of

audiovisual material, and an electronic collection of about 20,000 titles. Its size and diversity of information makes it one of the most important libraries in Spain in the polytechnic field.

Click here for opening hours of the library's different service points. For more information contact directly with biblioteca.informacion@upm.es.

Academic calendar

The academic calendar at UPM usually spans from the first half of September to late June, with the lecture period ending in May, followed by exams. The academic year is interrupted by two holiday periods at Christmas (2 weeks) and Easter (1 week). Click here for the latest academic calendars.
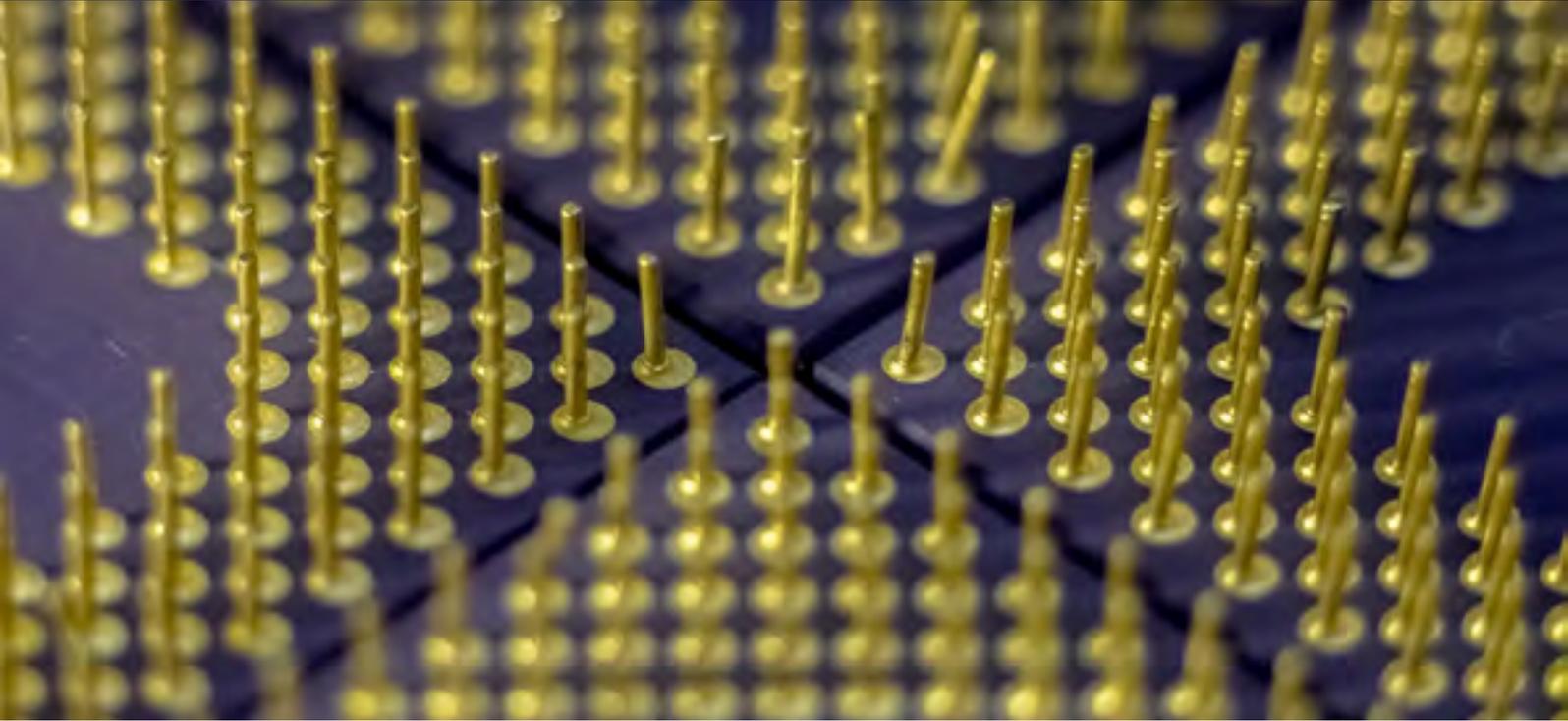
Doctoral Degree Programs

The UPM offers a wide range of doctoral programs, governed by UPM's own regulations, state and regional regulations and international codes. There are several sources of private and public funding available. For more information about doctoral studies at the UPM, consult the FAQ section.

Cultural and sports resources

The UPM has a wide range of cultural and sporting activities for students, scientific and teaching staff. It also has 20 museums and university collections that are located in different centers of the University making up an important sample of its historical, cultural, scientific and technological heritage.

PART II: UPM – USEFUL RESEARCH INFORMATION

Support and management of R&D&Innovation projects

The Vice-Rectorate for Research, Innovation and Doctorate offers support for participation in European and international research financing programs, through the Office of International Projects. Likewise, the UPM makes available to researchers a constantly updated database containing grants and calls for R&D&Innovation projects and activities, as well as a repository of regulations and legislation specific to the scope of the research activity.

The UPM promotes quality research through its own Research Projects for UPM researchers. Grant categories usually include Talent, Internationalization, Scientific and technological infrastructures, Mobility, UPM Awards, Social Council. These projects are regulated under the procedure for the creation and management of own research projects.
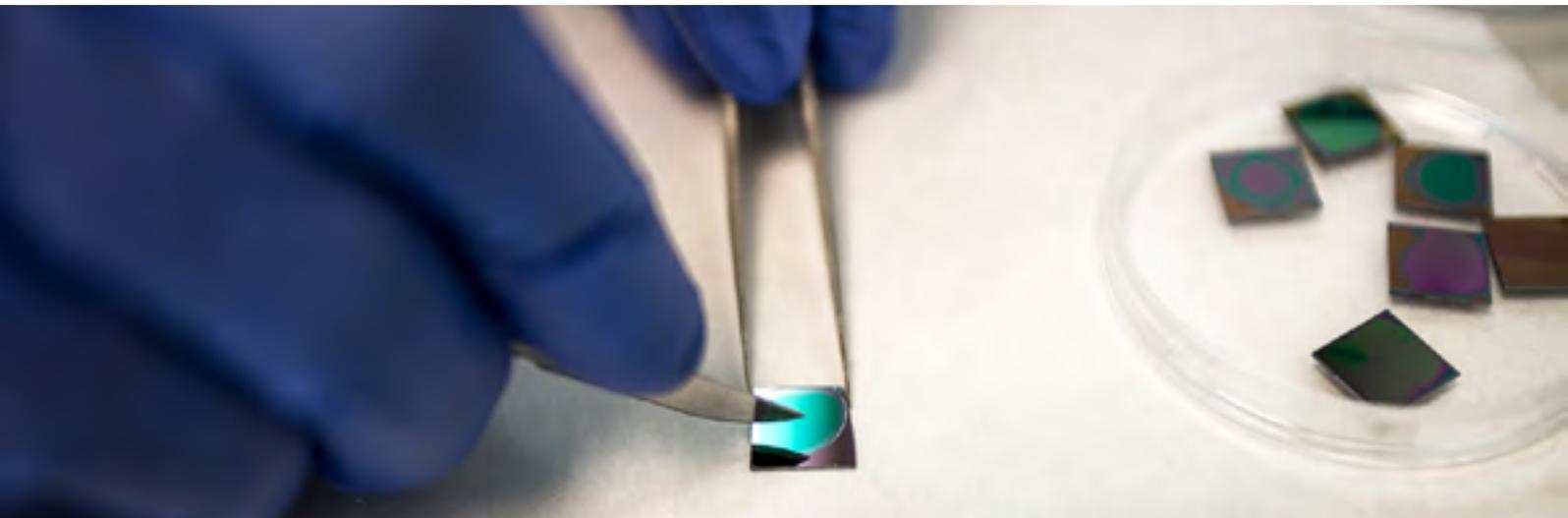
In this sense it is important to familiarize yourself in advance with the procedure for the authorization of teaching collaborations with UPM researchers. In the UPM Office of Qualifications you will find all the relevant information on obtaining access to classified information in an R&D&Innovation project.

The Office of Technology Transfer provides fundamental support to the researcher in project management, including the filing of applications, economic management and justification of all those agreements and contracts, among others.

The Ethics Committee evaluates R&D&Innovation projects in terms of potential consequences or problems, from an ethical point of view, and establishes evaluation criteria for both competitive and non-competitive projects.

R&D&Innovation infrastructure

The R&D&Innovation Observatory contemplates different elements related to research at the UPM, such as Research Groups, Annual Reports, R&D Centers and Institutes, Facilities and laboratories, Researchers, etc. With the aim of making access to equipment or infrastructure easier and thus maximizing its use and contribution to the community, UPM provides a wide range of scientific services to researchers from UPM R&D structures, and other entities, both public and private.

HR excellence in research

Human Resources Strategy for Researchers (HRS4R) is a seal of quality granted by the European Commission to identify the institutions that generate and support the existence of a stimulating and favorable environment for research work. The UPM is firmly committed to contributing to the development of an attractive European labor market for researchers.

During the first months of 2018, UPM has been involved in the implementation process to obtain the HR Excellence in Research accreditation. This process has culminated in a Gap analysis and an Action Plan comprised of various actions in the field of human resources and research aimed at optimizing the research work environment at the UPM.

Innovation

UPM is involved or actively participates in several national and international innovation initiatives.

- The European Institute of Technology (EIT) is an initiative of the European Union that aims to promote entrepreneurial talent and support the generation of new ideas. The UPM is part of 4 of the 8 thematic EITs (EIT Digital, EIT Health, EIT Raw Materials and EIT Climate).

- The MIT-Spain UPM Seed Fund is a collaboration with the Massachusetts Institute of Technology (MIT) that promotes collaborative projects and the exchange of students and teachers.
- The UPM Solutions seeks ambitious solutions to the scientific and technological challenges that our society faces through a university-company collaboration framework. The UP4-Solutions program pursues the same objective, but through a collaboration between the 4 Spanish technical universities.
- The UPM_innovatech 2T (Technology Transfer) Challenge, a competitive challenge open to all researchers at UPM.
- actúaupm, a UPM Entrepreneurship Program, is aimed at promoting innovative companies with high growth potential and at providing support for entrepreneurship. This program is organized around four pillars: business idea, team, resources, and business.
- Additionally, the UPM coordinates and promotes AIR4S, the one-stop shop in the Madrid region in terms of innovative solutions and services based on artificial intelligence and robotics and aimed at both companies and public administrations.

UPM has two Campus of International Excellence: the Montegancedo Campus, aimed at international technological innovation and the Moncloa Campus, a joint initiative with Complutense university, aimed at transforming the campus into an international reference in research, education and innovation in a sustainable way.

The Scientific and Technological Park is a dynamic element of UPM's R&D&Innovation ecosystem, that supports the creation and location of new R&D centers, business incubators and specialized laboratories with the support and the participation of public and private entities.

The Office for Transfer of Research Results (OTRI) is an instrument to connect UPM's research activity with general society. The OTRI is structured around different aspects of the transfer of research results (Intellectual and Industrial Property, University-Business connections, Scientific Culture, Public-Private Collaboration and REDOTRI-Indicators), which in turn are interrelated and work together.
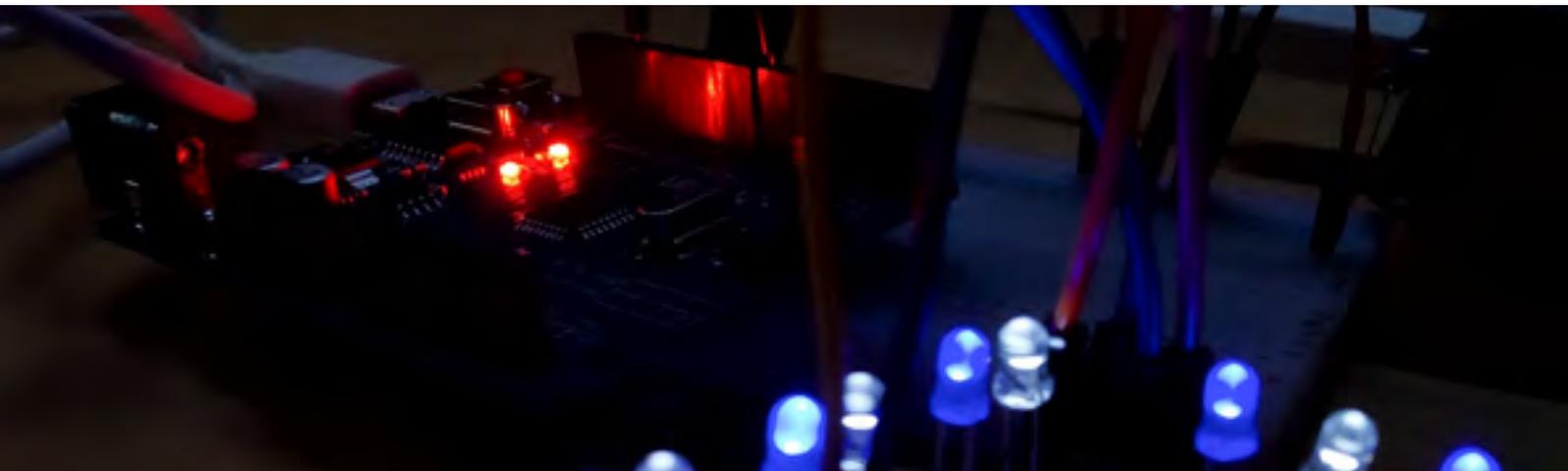
Quality

The UPM has a firm commitment to quality that extends to all its fields of activity: teaching, research, dissemination of knowledge and provision of services.

All research activities must be carried out following the Research Quality Plan, a procedure that allows, in addition to evaluating the recognized quality, to collect all those aspects that provide the objectives institutional raised.

The Quality Unit facilitates the development of quality policies through the development of projects and the support of all agents involved in processes aimed at improving the institution, through advice, training, and favoring the creation and dissemination of a quality culture:

- Quality of Centers/ Faculties
- Quality of Services
- Quality of Degrees
- Quality of Teaching

Awards, seminars and communication

The UPM annually recognizes those researchers that have contributed significantly to the development of the University's research. The UPM Research Awards are awarded in the categories of teacher trajectories, R&D&Innovation results, public-private collaboration and external collaborations.

The UPM Seminars in Technology and Innovation for the Sustainable Development Goals are open for all UPM research staff and aim to increase the internal visibility of research on critical issues to the international sustainability agenda.

Likewise, the UPM actively promotes the communication of science and technology through UPM's Digital Archive, a collection of academic and scientific documents generated in the university, of the periodic research reports and of the collection of scientific photography.

PART III: BEFORE YOU ARRIVE

Checklists

Before leaving for Spain

1. Reach out to the UPM International Staff Office with any questions and requests regarding your stay at UPM
2. Check if you need a permit to legally reside and work in Spain. If applicable, identify the appropriate permit
3. If a visa is required, request from UPM an invitation/ document accrediting the purpose of the stay
4. In exceptional cases, prepare medical certificates required to enter Spain
5. Reserve temporary accommodation in Madrid. UPM International Staff Office will happily assist with your search
6. If you plan to bring your car or drive in Spain, check requirements and validate if your current license will allow you to legally drive in Spain
7. If you are a researcher from a Member State of the EEA, apply for the European Health Insurance Card
8. If you are planning to bring your family apply for the corresponding permits and visas and research childcare/ school facilities and requirements
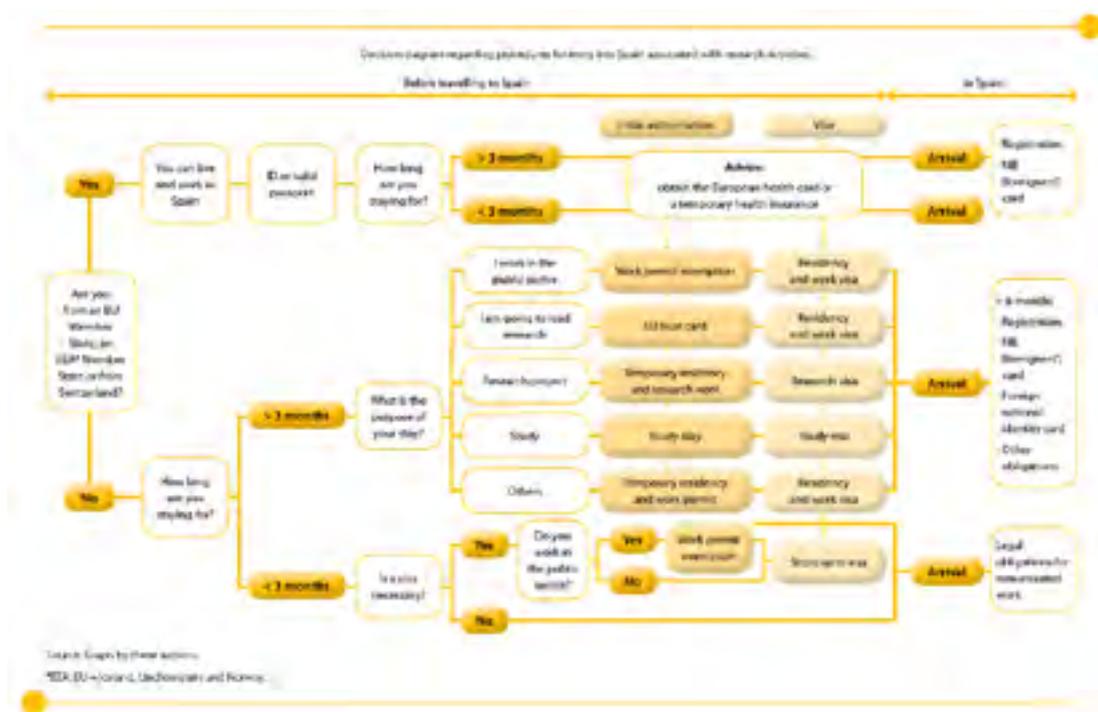
Once in Spain
1. Open a bank account
2. Find permanent accommodation
3. If you are going to stay for longer than six months, obtain the Foreigner's Identity Number (NIE)
4. If applicable, register your children with local childcare/ school
5. Obtain your Social Security card
6. Obtain your public healthcare card
7. Apply for the European Health Insurance Card if you are going to travel to other countries in the European Economic Area or Switzerland

First steps at UPM
1. Check in with International Staff Office
1. Get UPM researcher ID
2. Get UPM library card
3. Get UPM – Email
4. Access to Databases
5. Orientation days/ Induction/ tutor

Work and Residency permit

The requirements for legally residing and working in Spain depend on your citizenship and the purpose and length of your stay in Spain. The following decision tree helps you identify the required steps for legally staying and working in Spain. For additional information please refer to Euraxess Spain.

Source: Euraxess Spain

Citizens from EU/EEA countries and Switzerland:

EU/EEA countries and Swiss citizens are free to stay in Spain for up to 3 months. Longer stays need to be registered with local authorities in Spain in order to obtain a Foreigner's Identity Number (NIE).

- EU-citizens are citizens from Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom
- EEA-citizens are citizens of Liechtenstein, Norway and Iceland. Citizens of Switzerland fall under the same rules as EU/EEA-citizens

You can find detailed information regarding working and residency regulation and formalities at the webpage of Spanish National Police.

Citizens from outside the EU

As a non-EU citizen, you must apply for residence and work permit in the Spanish Embassy of your home country before coming to Spain. If you apply for a visa, this will be issued usually within ten days and be valid for one year. The visa allows you to live and work anywhere in Spain.

There are various kinds of visas depending on the duration and purpose of the stay in Spain. Below table summarizes entry, residency and work authorization procedures and responsibilities.

Source: Euraxess Spain

Regulations and procedures of arrival, stay and departure of foreigners in Spain underly constant changes. We recommend you regularly consult the web pages of the Spanish National Police (Comisaría General de Extranjería y Fronteras) and of the Ministries of Education, Labor and Foreign Affairs and reach out to UPM's International Staff Office.

For further reference please refer to chapter 3 of Euraxess Spain Guidelines for the Management of the Mobility of the Foreign Researcher in Spain.

Registration with local administration

Residents in Spain are required to register with local administration in order to be entitled to obtain public services such as healthcare, education, etc. Detailed information regarding registration in Madrid and obtaining the residency certificate, is available at the web page of Madrid City Council (Spanish only).

Registration is done at the town hall of the district where you reside in Madrid. You need to present the following documentation:

1. **You live in a university residence**:
   o A certificate from the university residence itself. You should request this at the reception office of your residence.
   o Copy of your passport
   o Registration sheet or "Hoja padronal" filled out.
2. **You rent an apartment**:
   o Registration sheet – Filled out in your name
   o Photocopy of your passport
   o Photocopy of the landlord's ID
   o Rental contract
   o Utility bill
3. **You share an apartment (and at least one of your roommates is already registered)**:
   o Registration sheet – Filled out in the name of your registered roommate
   o Photocopy of your passport
   o Photocopy of the passport or Foreigner's Identity Number (NIE) of your roommate

Foreigner's Identity Number (NIE)

The Foreigner's Identity Number (NIE - Número de Identificación de Extranjero) number is the legal number assigned by the Spanish National Police to foreign residents. It serves as personal and unique tax identification number that is used to track your all financial and legal activities in Spain.

Obtaining a NIE number is mandatory for all foreigners with financial, professional or social affairs in Spain, regardless of whether you are a resident or non-resident in Spain. Children also need a NIE number in order to, among other things, get social security.

European citizens typically need to apply for a NIE number after three months of residence in Spain. Non-EU citizens will typically receive their NIE application along with their Spanish residency.

NIE applications should be submitted while living or visiting Spain to the relevant Spanish National Police station in Madrid. You might also apply for a NIE number at the Spanish embassy in your home country.

NIE application requirements can vary from office to office (so make sure you check first), but usually include:

- NIE application form (click for an English translation. However, note that submitted NIE form must be in Spanish)
- Original passport and one photocopy
- Two photos
- Government fee, which you should pay at the bank using a 790 NIE form

Social Security and Pensions

As a foreign visiting researcher at UPM you will most likely contribute to Spanish Social Security, which provides a series of financial and non-financial benefits, e.g. pension, unemployment subsidy, universal healthcare.

Social Security

Universal healthcare and social benefits to all citizens and their families are guaranteed through Social Security. In order to apply for social benefits, you must be included in the General Social Security Regime. Both, workers and employers are obliged to make contributions to Social Security. UPM will automatically deduct contributions to Social Security from your monthly pay slip.

Registering with social security

Anyone who works or studies in Spain is required to have a Social Security number. In order to obtain a Social Security number you will need to complete the TA-1 form and provide the following additional documentation:

- ID or passport and photocopy
- Rental and employment contracts (plus photocopy)
- Foreigner's Identity Number (NIE)
- Residency papers and visa if you are a non-EU citizen.

You need to present these documents to your local Tesorería de la Seguridad Social to apply for your Social Security number. It is worth getting there early to avoid the usually long queues.

Pensions

Spain has a mandatory pension system that is funded by contributions to the Social Security system. Foreign residents working in Spain are entitled to claim a Spanish pension providing they meet certain criteria, and in some cases international pensions can be transferred to or count towards your pension in Spain.

Spanish pensions are funded by contributions from employees at around 4.7% of gross salary, while employers contribute the equivalent of 23.6% of an employee's salary. Spanish pension rates are relatively high, amounting up to 81% of earned income.

Spain also has bilateral Social Security agreements with the several non-EU countries, which provide varying conditions for transferring pension and Social Security benefits.

Taxes

As a foreign visiting researcher at UPM you will classify as Spanish resident for tax purposes if you have been living in Madrid for 183 days or more in a given calendar year (not necessarily consecutively) or you have your main interests in Spain. In this case you will need to submit a Spanish tax return and pay Spanish income tax on your worldwide income (if you meet certain conditions). You will have to declare all assets abroad > €50,000 (Form 720).

If you live in Spain for less than six months (183 days) in a calendar year, you are classified as a non-resident and will only be taxed on the income earned in Spain. Your income is then taxed at flat rates with no allowances or deductions.

Personal income tax rates depend on taxable base and range from 19% to 45%. Spain has signed several treaties to avoid double taxation. The Spanish tax authority maintains an up-to-date list of treaties.

There are several special tax regimes for researchers and research grants. For detailed information on the taxation of foreign researchers in Spain and general information on the Spanish tax system please consult directly Euraxess very detailed information on taxes in Spain.

Registering with Spanish National Tax Authority

In order to be able to pay taxes in Spain you need to register with the National Tax Authority (Agencia Tributaria). To register for the first time, you need your Foreigner's Identity Card (NIE) number and present tax form 30 (Modelo 30) and present the registration at the local office of the Spanish National Tax Authority. See here for further details regarding registration process.

Health Insurance

Spanish healthcare consists of both private and public healthcare. You don't need to have private health insurance to get medical treatment in Spain. However, it usually allows you to get faster treatment for non-emergency procedures.

Public healthcare is provided by the Spanish National Health System (SNS) free of charge to anyone living and working in Spain. The state system is funded by Social Security contributions. You can find your nearest local health center or public hospital in Madrid here.

Dental work in Spain does not fall under the public care system and must be paid for out of your own pocket, unless you have private health insurance.

Who is covered by public health insurance in Spain?

Foreign nationals legally residing in Spanish territory have the same right to healthcare as Spanish nationals. As a foreign researcher at UPM you are covered by public healthcare if you are living and working in Spain. Part of your mandatory Social Security contributions go towards providing you with free state healthcare in Madrid and all over Spain. Your spouse and children are also entitled to healthcare in Spain, provided they also reside in Spain.

How to obtain the health card?

Once you have formally registered with the Social Security system, you'll be given a certificate stating that you're entitled to public health insurance. You need to present this certificate, passport and NIE number to your local health center (consult this map to find the closest one to you) and register with a doctor.

At your local health center, you can apply for the health card (tarjeta sanitaria individual-TSI) that identifies you as user of the SNS. The TSI covers care from doctors and at hospitals, as well as 40-60% of the cost of prescription drugs, depending on your earnings. When presenting the TSI card you don't pay any fees when receiving treatment at hospitals or from a doctor. The prescription fee at pharmacies, however, must be paid by you at the time of purchase.

European Health Insurance Card (EHIC)

If you have an EHIC issued by an EU-member state and you are in Spain on a temporary visit – that is, you are not yet a resident in Spain – you can use your EHIC to access state healthcare in Spain.

You can use the EHIC to get any medically necessary treatment (as determined by the doctor you see) through the state system either at a reduced cost or free.

Housing

UPM offers university housing through the Residencia Universitaria Gómez-Pardo and the Residencia de Estudiantes "Palacio de Barradas". Residences should be reserved well in advance, ahead of start of academic year. Services provided usually include: full board, weekly cleaning, laundry, cultural and sports activities. Prices vary between 650 and 1,000 euros.

For those who seek a different type of accommodation the following list shows the options available providing further useful information.

Good resources for searching flats in Madrid are Idealista and Fotocasa.

Bank Account

In order to be able to open a bank account in Spain you need to provide documentation proving your legal status in the country (resident or non-resident).

1. In case you already have proof of residency (NIE card), all you have to do is present it at the bank when opening the account.
2. In case you do not have NIE card but are resident of another EU country:
   - Option 1: Go to Police Headquarters (Dirección General de la Policía) with your passport (original and photocopy) and ask for "certificado de no residencia" (a certificate of non-residency). Provide passport and certificate to any bank to open an account.
   - Option 2: Go to any bank with your passport. The bank itself requests certificate of non-residency. The account will be restricted until the bank receives certificate from police.
3. In case you do not have NIE card and are not resident of another EU country:
   - Open account by presenting your passport. If 2 months after opening account, you have not provided proof of residency the bank might cancel your account and block your funds.

It is recommended to shop around when choosing a bank as they might differ in terms of maintenance fees, charges for certain transactions, minimum balance, etc.

Car and driver's license

Importation of a motor vehicle

If you bring your car to Spain, please carefully read the information on the web- site of the Spanish Traffic Authority regarding bringing (and registering) a vehicle with foreign license plates to Spain. There you will find information regarding duty, VAT and registration tax for the import of a used car from abroad.

Driver's license

If you are a national from an EU/EEA country you are free to drive in Spain using your existing driver's license for the first two years of residence in Spain, although you must register with the traffic

authorities after six months. After 2 years of residency in Spain, you will have to obtain a Spanish driver's license either by exchanging your foreign license or renewing your foreign license. Exceptions apply depending on the expiration date of your license.

If you're from outside the EU/EEA you are legally allowed to drive in Spain with your existing foreign driver's license for up to six months after you have registered for residency in Spain. If your foreign license is not in Spanish, you must carry at all times an official translation or an International Driving Permit. The IDP is valid for one year and must be applied for outside of Spain.

After six months of residency, your foreign driving license will cease to be valid in Spain and you must get a Spanish driving license. Depending on your nationality, you may be able to exchange your license for a Spanish license. Spain has agreements with more than 20 countries, which allow drivers to directly exchange a foreign driver's licenses for the equivalent Spanish license. These agreements change, so always check with your home country's consulate in Spain or the Spanish traffic authority.

Childcare and Education

Compulsory education in Spain doesn't start until the age of six, but most parents in Spain take advantage of pre-school education (from as young as a few months old).

Pre-school

Preschool is divided into nursery schools (guarderías) for children from three months up to three years and kindergarten or infant schools (escuela infantil) for children from three to six years. Pre-school availability is not always widespread and often it can be quite difficult to find a place for your child.

Nurseries offer low-cost childcare, rather than specifically focusing on child development. There are public, Spanish-speaking nursery school, as well as private, fee-based nursery schools. The latter generally cater for children aged two to six.

Kindergarten is voluntary, but most children in Spain attend, starting from the age of three until age six, when compulsory education at primary school begins. Public preschools in Spain aim to prepare

children for social integration within the school environment. Schools offer lessons in basic reading, writing and mathematics, as well as playing in team games and developing their creativity through arts and crafts, painting and music.

Register your child at a public pre-school

You can register your child with a state school once you and your family are registered as residents at the local town hall. The local authorities will require the minor's birth certificate, proof of residence and legal identity document.

Primary and secondary School

For all children aged 6 to 16 school education is mandatory. This includes primary education (educación primaria) and secondary education (educación secundaria obligatoria). To enroll your child into mandatory education, you can choose between a state school, charter Spanish school or a fully private school, which includes most international and foreign schools. It's also legal to home school your child.

The government of Madrid annually communicates guidelines regarding the process and requirements for admissions to public and charter schools. For those students wanting to enter the school system in the middle of a cycle special application procedures apply. Admission forms can be found in the schools or at regional Education Offices. The application form should be presented at the Education Office of your place of residence and should be accompanied by the minor's birth certificate, proof of residence and legal identity document.

This link provides a comprehensive list of public, private and charter schools in Madrid.

Spanish Language courses

UPM has put together a program of Spanish courses, designed to help and facilitate the integration of foreign students and researchers. The program includes a series of courses for different levels of Spanish knowledge and formats that are distributed throughout the academic year.

Getting around in Madrid

Detailed information regarding the Madrid transport system can be found on the website of the Madrid transport consortium. The following public transports comprise Madrid's transport system:

- Metro: The most convenient and efficient way to get around the city. Opens at 6:00 a.m. and closes at 2:00 a.m. Tickets can be purchased at the ticket offices and vending machines at the metro stations.
- Bus: The bus network covers the metropolitan area and the periphery. There are day and night services. Urban buses are red or white and blue. Intercity buses are green.
- Train: Short distance trains communicate Madrid with the periphery (suburban trains). Many of them connect with Metro stations. Tickets can be purchased at the ticket offices and vending machines at the stations.
- Taxi: Taxis are white with a red stripe on each side. All taxis have a meter and prices depend on distance and other factors. All taxis must carry a document with official fares in a visible place. You might stop a taxi in the street if the light on the roof is green.
- Ride-sharing platforms: Currently, the following ride-sharing platforms are operating in Madrid: Cabify, Uber, Mytaxi

Citizen information & Emergencies

010 is the telephone channel of the Citizen Information Offices in Madrid. There you can obtain information about the city of Madrid, as well as carry out numerous types of procedures without the need to present yourself at one of the municipal offices. It is available 24/7 in Spanish and in English and French (from 8 to 22 hours from Monday to Saturday and Sundays and holidays from 10 to 21 hours).

Dial 112 for any emergency (health emergency, fire and rescue, public safety, civil protection).

UNIVERSIDAD POLITÉCNICA DE MADRID

POLITÉCNICA

HR EXCELLENCE IN RESEARCH