



# UPAEP

## ■ Asuntos Internacionales

### Welcome Manual



#### UPAEP

Within this manual you will find information on the state and the city of Puebla; its weather, sites of interest, important information on gastronomy, among other curious information. Likewise, you will get information on Mexico's currency, information on arrivals, and much more! We encourage you to read it to improve your experience abroad.

Sincerely

International Affairs Office

## **WELCOME TO UPAEP**

On behalf of UPAEP (Universidad Popular Autónoma del Estado de Puebla), we cordially welcome you to our institution. We hope that your abroad experience will be beneficial and valuable, both professionally and personally. UPAEP is one of the four most important universities in Puebla, and the second private university founded in our state.

UPAEP's characteristic is its urban style with a group of buildings strategically located within a main campus and other facilities disseminated around it. The university is located in the traditional neighborhood of Santiago, surrounded by all of the necessary services for academic and professional life.

The humanistic development of UPAEP graduates has allowed them to join the labor market, both locally and in other states of the country, with a high level of acceptance and performance. Our university is an institution with catholic inspiration, administered and directed by laic people, with a clear social vocation and of service to the community.

The pleasant student environment and the physical particularity of our main campus give place to a social harmony and interrelation of students and professors of different professions and academic disciplines. Because of this, we are sure that you will appreciate the warmth of our university community as well as the suitable spaces dedicated to the development and growth of our community.

We have an extensive range of facilities and services dedicated to our community.

Please do not hesitate to contact us for any matter related to your curriculum before, during and after your time with us. We trust that soon you will feel part of the UPAEP community, and that your stay will be very successful.

Best regards,

**Yazmin Álvarez Salgado**  
**Study Abroad Coordinator**

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## LIFE IN PUEBLA



The city of Puebla, also called The Heroic Puebla of Zaragoza (due to the history and battles that are part of the city like the Battle of 5 de Mayo) is also known as "Puebla of the Angels". It is located at the foot of the volcano "Popocatepetl". The city was founded in 1531, due to a need for a shorter commercial route between Mexico City and Veracruz, as well as the growing number of Spaniards of the Encomienda system; this need led to the idea of the creation of a city located away from the native settlements and dedicated to Spaniard's rest and commerce.

Puebla is one of the safest cities in Mexico; it has recently established itself as a university city. It is the fourth largest city in the country after Mexico City, Guadalajara and Monterrey. Puebla is located in the central eastern region of the country, bordering to the east with the state of Veracruz, to the west with the states of Hidalgo, Mexico, Tlaxcala and Morelos and to the south with the states of Oaxaca and Guerrero. Less than two hours away from Mexico City and four hours away from the coast of the Gulf of Mexico.




The city is located in the valley of Puebla, surrounded on its four sides by mountains and volcanoes, which form part of the Trans-Mexican Volcanic Belt. The Popocatepetl and Iztaccíhuatl volcanoes, offer a magnificent view of their snow-covered peaks. The La Malinche volcano is located to the north of the city. Furthermore, the “Pico de Orizaba” lays to the East. Hydrologically, the current of the Atoyac River travels through the city from North to South, flowing into the Valsequillo Lake. Other rivers that cross the city are the Alseeca and San Francisco River.



Important data on the City of Puebla

- Latitude: 19° 03' N
- Longitude: 098° 12' O
- Average altitude 2 147 meters above sea level

Puebla has a mild weather throughout the year, with varying degrees of humidity. It experiences the dry season from November to April, and rainy season from May to October.

Parámetros climáticos promedio de Puebla de Zaragoza 														[ocultar]
Mes	Ene	Feb	Mar	Abr	May	Jun	Jul	Ago	Sep	Oct	Nov	Dic	Anual	
Temperatura máxima absoluta (°C)	29.5	32.0	35.0	36.0	36.5	34.0	33.0	33.0	32.0	33.0	31.0	30.5	36.5	
Temperatura máxima media (°C)	23.0	24.0	25.9	27.5	27.9	26.3	25.3	25.3	24.8	24.8	24.4	23.6	25.2	
Temperatura media (°C)	13.9	15.1	17.1	19.0	19.8	19.4	18.4	18.4	18.2	17.3	15.8	14.5	17.2	
Temperatura mínima media (°C)	4.9	6.2	8.4	10.5	11.7	12.5	11.6	11.5	11.5	9.9	7.3	5.5	9.3	
Temperatura mínima absoluta (°C)	-5.5	-1.5	-2.0	1.0	5.0	5.0	4.0	4.5	0.0	2.0	-4.5	-6.0	-6.0	
Precipitación total (mm)	11.5	7.1	9.5	28.7	84.0	194.6	156.6	167.5	197.7	80.4	18.3	5.3	961.2	
Días de precipitaciones (≥ 0.1 mm)	1.5	1.6	2.5	6.2	12.7	18.2	17.7	18.0	18.8	10.1	3.1	1.3	111.7	
Horas de sol	241.4	237.8	258.7	240.9	233.1	196.3	191.3	217.8	172.2	218.9	218.9	229.0	2656.3	
Humedad relativa (%)	53	48	50	57	66	69	68	71	66	62	62	56	61	
Fuente n°1: Servicio Meteorológico Nacional, <sup>8</sup> Weatherbase <sup>9</sup>														
Fuente n°2: Colegio de Postgraduados (sol y humedad) <sup>10</sup>														

[https://en.wikipedia.org/wiki/Puebla,\\_Puebla](https://en.wikipedia.org/wiki/Puebla,_Puebla)

Puebla is a commercial and industrial city, where the textile and automobile industries stand out. Commerce is ranked 19<sup>th</sup> in Latin America and seventh on a national level.





The industry represents around eighty percent of the economy and is located on the surroundings of the city, as well as in some municipalities of the state. The main products include basic metals, chemical products, electric articles, textiles, ceramics, glassware, tiles and processed food. The main employers are Ternium and Volkswagen. A growing sector is food processing. Many industries are consolidated in industrial parks, such as 5 de Mayo Industrial Park, the Resurrección Industrial Park and Puebla 2000 Industrial Park.



Puebla is famous for its Talavera ceramics. But if we speak of gastronomic traditions whenever we mention Puebla what comes to mind are the chiles en nogada, the chalupas, the cemitas and of course the mole poblano, the sweet potato candies, the Santa Clara tortitas, etc. A full mosaic of culinary delicacies can be found in the city and throughout the state.

The China Poblana, is a representative icon of national culture, is a typical costume credited to a young princess by the name of Mirra, who arrived from Philippines in the sixteen century. This outfit represents the mixture of national and oriental elements.

The city of Puebla is a vibrant metropolis, with an active life of entertainment and culture; activities such as concerts, film festivals, artistic expositions, museum visits, etc. that are constantly held. The tourist and historic attractions offered in the city and in the state are innumerable, in the historic downtown alone there are many things to do and see. It is full of churches, monasteries, palaces, etc. Built out of gray quarry stone, red brick, and decorated with multicolored tiles. Puebla is also considered the "cradle of Mexican Baroque", as much for its architecture, as for the decorative arts, and one of the five most important cities during the Colonial period. Out of all the Colonial buildings, the most impressive one is the Cathedral of Puebla, which boasts being largest one at the base in Latin America, with a neoclassical style. The Chapel of the Rosary shows us a little of the exquisite Mexican baroque, and is, in its interior, almost completely covered with gold. Due to the above, the Historical Downtown of Puebla was declared Cultural Heritage of the Humanity by UNESCO due to its density of buildings of various styles and techniques, such as the baroque, Renaissance and



Spanish classical colonial architecture, which are represented in the city over more than 5.000 buildings, making it the second city with more buildings and historic monuments in Latin America after Cusco, Peru.

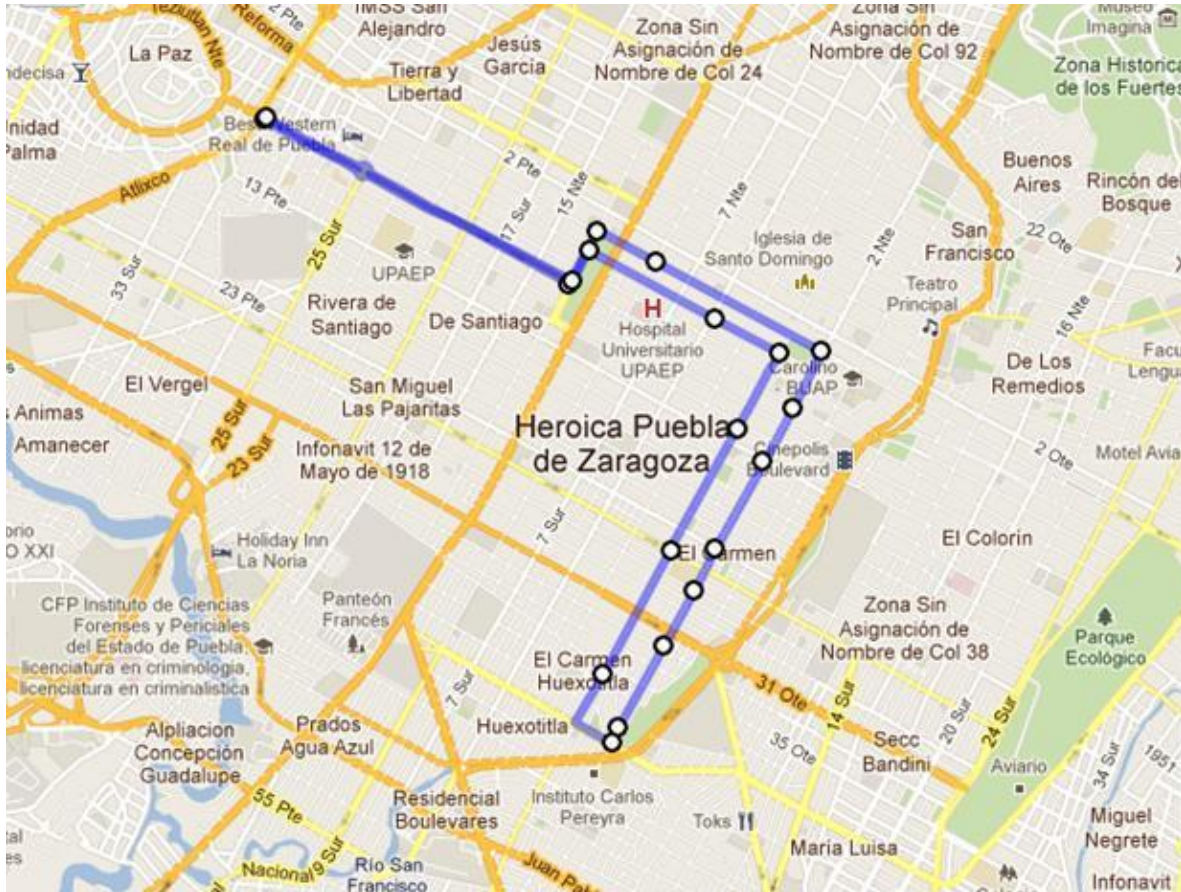
Within the metropolitan area of the state of Puebla, you can find the city of Cholula, just five miles to the west of the city of Puebla (20 minutes by car and 45 by public transportation) a small but important city, full of history, tradition, culinary practices and folk tradition that deserves to be visited. Cholula is considered the oldest living city in America; its foundation dates from the year 500 B.C. Cholula proudly boasts having the largest pyramid at its base in the world, at almost 400 m. on each side. Cholula is also famous for its churches; as the legend goes that it is home to more than 365 churches, one for each day of the year. It stands out for its archaeological, religious, and cultural tourism. The traditional Concert of the Bells and the ritual to Quetzalcoatl are held in Cholula, among other attractive events, which have made Cholula receive the denomination of “Pueblo Mágico” (Magic Town) due to the preservation of its history and Mexican traditions.



UPAEP is located in the neighborhood of Santiago. This privileged location of the university allows a student find everything that needs to live like: supermarket, stationeries, banks, restaurants and stores. There are more than plenty of places close to the university that offers food for all tastes and budgets. The presence of so many students in the area has caused the neighborhood of Santiago to have a life of its own. Besides this, UPAEP is located two blocks away from the Avenida Juárez, one of the streets with the highest traffic and one of the most commercial avenues in the city of Puebla, Av. Juárez has been for many years an important meeting point for Puebla and its society; an area of important economic activity. It is famous for its area of restaurants which boasts the gastronomy of various nationalities, such as the Argentine, Brazilian, Italian, and Mexican specialties in steaks and seafood, among many others. There is also an intense nightlife in the great variety of night clubs and bars which can be found here. It is also the meeting point where people gather to celebrate the victories of the National Soccer Team, as well as others in the National League. In brief, on this Avenue, you can find anything; restaurants, cafeterias, bars, night clubs, as well as part of the financial activities of Puebla (a vast number of banks and exchange houses are located on the Av. Juárez). With only a 20 minute walk, it is possible to get from

the university to the colonial downtown of the city via Juárez Av. and Paseo Bravo, visiting the colonial houses on Reforma Avenue, until you reach the Zócalo.

In following links, you will find a list of recommendations of places to visit and things to do in the city and the state of Puebla



<http://www.mexicodesconocido.com.mx/30-cosas-que-hacer-en-la-ciudad-de-puebla.html>

[http://www.pueblosmexico.com.mx/pueblo\\_mexico\\_ficha.php?id\\_rubrique=302](http://www.pueblosmexico.com.mx/pueblo_mexico_ficha.php?id_rubrique=302)

<http://www.puebla.gob.mx/index.php/turismo>

<http://www.todopuebla.com/>

<http://www.yosoypuebla.com/>

<http://www.puebla.travel/es/>

## KNOWING WHERE YOU ARE AND GETTING AROUND

Knowing where you are and finding directions in the city of Puebla is very simple because the city is divided into 4 quadrants: north, south, west and east.

The division begins in city's downtown because it was the first quadrant when the city of Puebla was founded in the colonial era. The "zócalo" is the starting point; to the north the street is called "5 de mayo street", to the south "16 de septiembre", to the west it is called "Av. Reforma", and to the east "Av. Juan de Palafox y Mendoza". To the north, streets are distributed by even numbers, beginning downtown with the lowest number and gradually increasing (2, 4, 6, 8 ...and so forth). To the south, streets are distributed by odd numbers, starting in the same way, the lowest number beginning downtown (3, 5, 7, 9 ...) and gradually increasing. There is no street "1" since the numbering begins at the axis point formed by the avenues previously mentioned (16 de Septiembre, Reforma, etc.)



## TRANSPORTATION

There are buses and minibuses which travel various routes throughout the city; these differ by numbers according to the route they cover. Making use of public transportation is very easy; however, it can be a bit difficult at the beginning if you do not know your destination. Most inner city buses show the bus stops along with their itinerary at the front of the vehicle. You can always ask the driver if the bus goes where you want to go.



Nowadays, the cost of transportation by bus is \$6 pesos per trip; payment is collected in the bus when you get on it. The van type transportation fare is \$5.50 pesos. As you know, gasoline prices are increasing, so a raise in transportation costs is expected.

Getting a cab is also possible; cab fare should always be agreed upon before getting on the vehicle. It is important to always use authorized or designated taxis; it is recommended that you call them by phone.

Some numbers from authorized taxi companies are:

- Taxi Rápido 268-10-00 / 235-99-66
- Radio Taxi 243- 70-55 / 243-72-12
- Taxi Fam 233-77-99 / 244 59 00
- Súper Radio 237 13 13
- Taxi Omega 240 63 69
- Taxi Estrella 2220-11-11 / 220-41-89

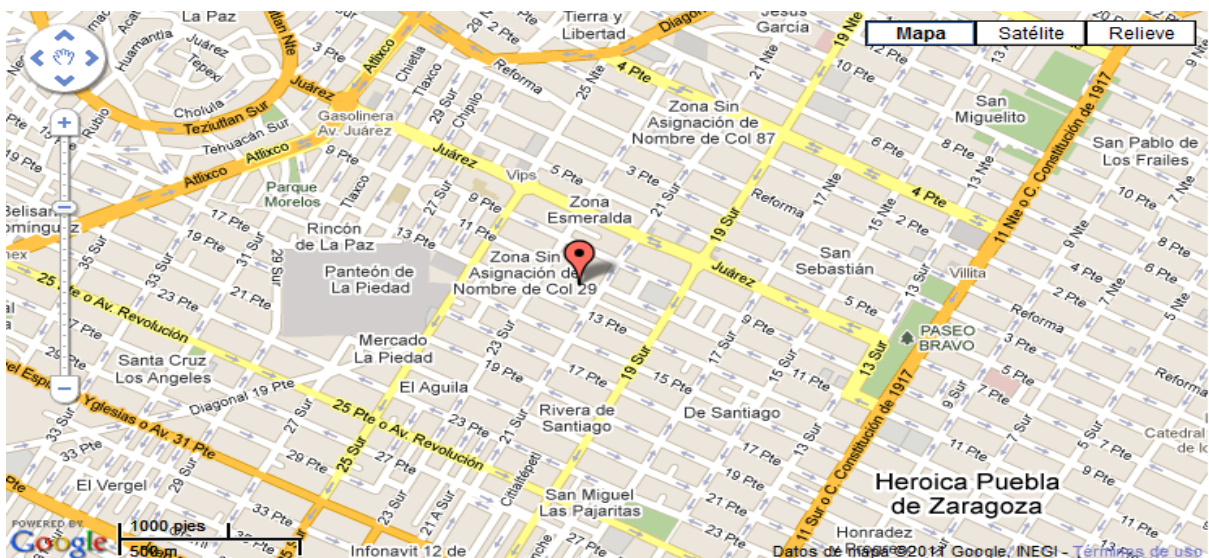
UBER services are available at the city of Puebla as well.

## UPAEP: IMPORTANT INFORMATION

- UPAEP was founded in 1973 in a very improvised campus at the location of “Ex-Rancho La noria”
- Students: 9221 enrolled in bachelor’s degree; women 58%, men 42%,
- 2858 students in postgraduate courses
- 834 students in open schooling and 606 in UPAEP Online
- UPAEP students come from all over the country.
- Average number of students per classroom: 30

### UPAEP LOCATION MAP

[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=281&Itemid=9](http://www.upaep.mx/index.php?option=com_content&view=article&id=281&Itemid=9)



## ACADEMIC OFFER

### Bachelor Degrees and Curricula

**Bachelor Degrees:** 42 programs **on-site or traditional mode**, of which, 8 are double-degree programs with City U (Seattle) and 31 are **Quality Programs** (26 accredited by COPAES and 5 evaluated by CIEES in Level 1). In addition to offering 8 programs in **mixed-modality**, for those who have limited time availability and want a vocational training linked to work experience (**Open University System**); 10 modality programs in **non-traditional mode**, or online, which allows greater flexibility in scheduling, venues, monitoring and support (**UPAEP Online**)

### Postgraduate Degrees and Curricula

**Master Studies:** 38 Programs in **on-site schooling mode**, 16 by videoconference (full duplex), 5 under SEP agreement; 11 online programs in **non-traditional mode**, in order to allow for greater scheduling flexibility, spaces, monitoring and support (**UPAEP Online**).

**Doctorates:** 14 **traditional schooling** programs, 10 by video conference (full duplex), 1 under SEP agreement.

**62 Master's and Doctoral's programs** with a double-degree from Oklahoma State University (OSU).

**Specialties:** 15 Programs under **on-site schooling mode** and 3 program under **non-traditional online mode**, to allow for greater scheduling flexibility, venues, monitoring and support (**UPAEP Online**).

**12 Academic Programs in the CONACYT National Registry of Quality Postgraduate Studies:** 8 Masters, 3 Phds and 1 specialization.



## WORKSHOPS AND SPORTS

### SPORTS

In order to make use of the sports facilities, you can sign up at the sports office and pay the workshop through the UNISOFT system upon your arrival to UPAEP.

*During orientation week you will be explained how to pay and register for sporting activities.*

To see the sporting activities available at UPAEP, visit the following link

**[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=193&Itemid=254](http://www.upaep.mx/index.php?option=com_content&view=article&id=193&Itemid=254)**

\* ONCE REGISTERED TO THE CULTURAL OR SPORTS WORKSHOP; IT MUST BE FULLY PAID.

\* REGISTRATION FOR SPORTS WORKSHOPS WILL BE HELD DURING THE FIRST WEEK OF CLASSES AT THE SPORTS OFFICES.





## CULTURAL WORKSHOPS

In order to participate in the workshops offered by the "Culturarium" (Fine Arts UPAEP), you will be able to register for your chosen workshop at the Culturarium office, and pay for it through the UNISOFT system.

*During orientation week you will be explained how to pay and register for sporting activities.*

To learn about the workshops offered, visit:

[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=400&Itemid=202](http://www.upaep.mx/index.php?option=com_content&view=article&id=400&Itemid=202)

- \* THE OPENING AND AVAILABILITY OF THE WORKSHOPS ARE SUBJECTED TO A MINIMUM AND A MAXIMUM OF STUDENTS ENROLLED IN EACH ONE.
- \* AVAILABILITY OF THE GROUP IS NOT GUARANTEED; IT DEPENDS UPON THE NUMBER OF STUDENTS ENROLLED IN THE GROUP.
- \* COST OF THE WORKSHOP MATERIAL **IS NOT INCLUDED**
- \* ONCE REGISTERED TO THE CULTURAL OR SPORTS WORKSHOP; IT MUST BE FULLY PAID.



## INTERNATIONAL AFFAIRS OFFICE

The International Affairs Office is responsible for all the efforts of the university towards internationalization through various strategies meant to connect students, faculty members and institutions of higher education abroad. In general, the IAO is responsible for the mobility of national and international students under the framework of bilateral cooperation agreements, special programs and other forms of mobility.

In the same way, the International Affairs Office is interested in providing the best service possible so exchange students can enjoy their stay in Mexico and obtain the greatest benefit for their personal, academic and professional preparation; in order to do so, the IAO has integrated a series of services that are available to exchange students.

Some of the services are:

- ✓ We negotiate the search for professional practices in the city of Puebla.
- ✓ Social Activities such as: Orientation Week, the welcome lunch, farewell dinner, free classes of Latin music dancing, TANDEM, International fair contest, "Día de Muertos" contest, trips to Mexico City, trip to Oaxaca and many more activities organized by UPAEP.
- ✓ Subjects in English and on Mexican culture (Magical Mexico : Holidays, Traditions and Legends)
- ✓ Service Learning Program.



## SERVICE LEARNING



UPAEP acknowledges that due to the rapid changes in global society, a whole series of new gaps and needs have been created. Service learning represents a way to make a difference in an urban or rural community through social commitment.

As part of its mission, UPAEP involves all students in this type of activities as part of their academic formation and also as a prerequisite for graduation.

The University also accepts students from other universities in volunteer projects, in both semester-long and short-term programs. The projects take place in the urban area located in the vicinity of the University (the Barrio of Santiago) and in rural communities which are located 40 or 50 minutes away from the University.

### How does it work?

Students will work with different communities depending on the student's interests, as well as their academic area, professional goals, experience or field of specialization. Having any prior experience in this type of collaborative activities with the Mexican society is not required, what is necessary is eagerness to learn about Mexican culture, improve the living conditions of the less fortunate and commit to a social cause.

According to the information provided in the application form, students wishing to volunteer for service learning will be assigned to the different communities and the project most suitable to their interests.

Students participating in this program will obtain academic credit for their participation in the project. Credits are awarded because the experience is not just volunteering, but it also includes a very important component of academic conferences related to the topic of service, which allow us to better understand the historical and social environment. Likewise, reflection sessions are organized with the purpose of making possible to internalize learning and draw conclusions for the academic and professional growth of each student.



The hours that this program requires of the student to achieve its purpose is a total of 48 hours during the semester.

## INTERNATIONAL FAIR

International students are the protagonists of this event, by sharing about their place of origin (country or state) and university with the UPAEP community. The aim is to invite UPAEP students to go on exchange to their university.

The student or group of students that best represent(s) the culture of their country and/or State will be awarded a prize.

Each semester we organize an international fair, called *International Open House*, which takes place at the beginning of each semester (fall and spring); for this reason, we recommend that you make room in your suitcases to **bring information from your university, country, and items that can represent your culture**. So be creative and pack everything necessary for the international *open house*!

## ADMINISTRATIVE FEE

All students, upon arrival at UPAEP, will pay the equivalent in Mexican pesos of 2 academic units which is approximately \$ 2,700.00 pesos. This contribution is to solve integration activities.



# ARRIVAL INSTRUCTIONS TO PUEBLA

## When to arrive?

We recommend taking all the necessary measures to be in Puebla during the official week of arrival, this way you will have time to settle in, familiarize yourself with the university campus and to be in time for the orientation week. The Orientation week is critical to successfully achieve your goals during your stay at UPAEP and in Mexico. (Attendance is obligatory)

Before leaving to Mexico, you must send an email to [intercam@upaep.mx](mailto:intercam@upaep.mx) with your exact date and time of arrival in Mexico.

When planning your trip, you should consider both the travel time in air and on the ground, so you can easily get to UPAEP during office hours (10 am to 6 pm).

## Who should I contact when I arrive?

### UPAEP Student Mobility Coordinator

Yazmin Álvarez [intercam@upaep.mx](mailto:intercam@upaep.mx) / [yazmin.alvarez@upaep.mx](mailto:yazmin.alvarez@upaep.mx)

Tel: +52 (222) 229-94-00 ext. 7135

UPAEP Dirección: 21sur, 1103 Barrio de Santiago

Office time: 8am to 5pm from Monday to Thursday and Friday from 8am to 4pm

**\*REMEMBER TO INFORM YOUR PARENTS OR FAMILY ABOUT YOUR SAFE ARRIVAL TO MEXICO.**

## FROM MEXICO CITY INTERNATIONAL AIRPORT TO PUEBLA CITY



There is a shuttle bus service at Mexico City International Airport named **Autobuses Estrella Roja** (Red Star Buses), which connects the Mexico City's airport and Puebla City. This service offers a shuttle bus that leaves every half hour (8:30, 9:30, etc. ) from Mexico City's airport to the bus terminal on 4 Poniente (West), in Puebla City. **(The terminal of the 4 Poniente is near at UPAEP)**

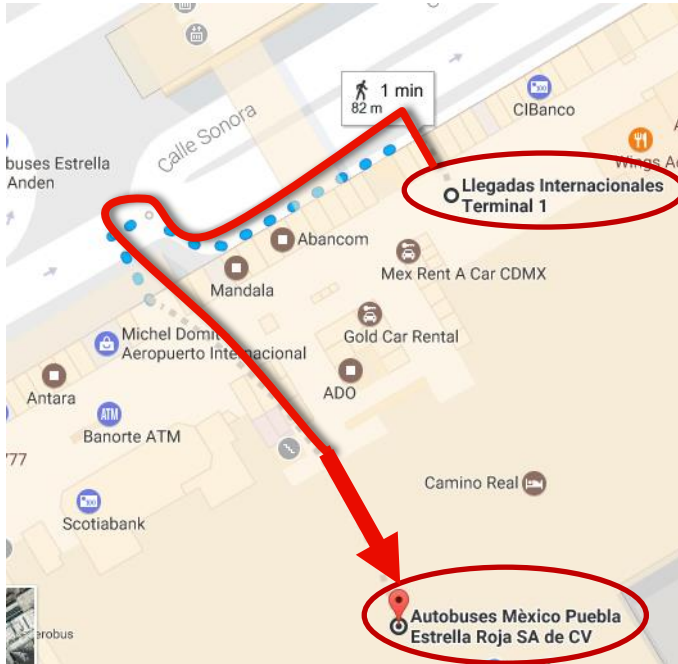
The trip from Mexico City's airport to Puebla is approximately 2 hours and the bus fare is \$300 pesos, approximately.

You can see the times of departure on the following web site: <http://www.estrellaroja.com.mx/>



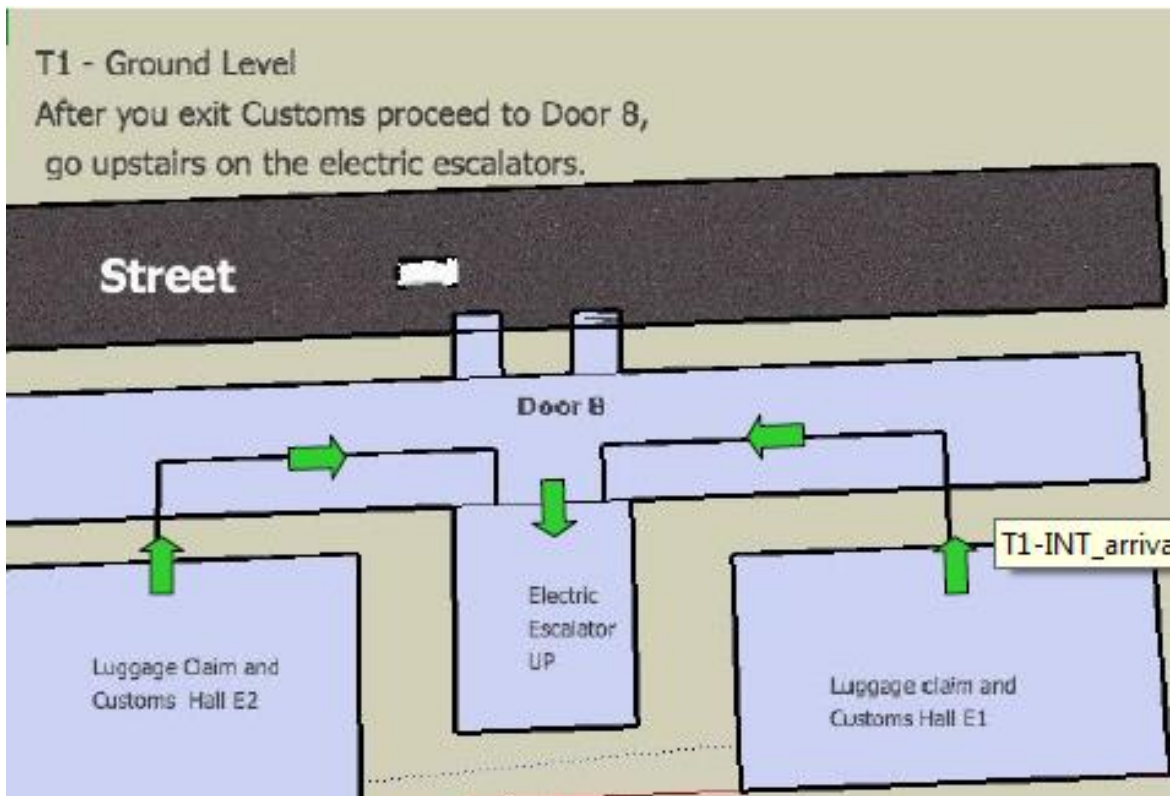
Once you get to the bus terminal 4 poniente you must take a **UBER** or a **licensed taxi**, (called "Taxis de Sitio", which are yellow and white, or the so-called TOP DRIVER, which are white) and ask them to take you to the place that you going to stay or to the hotel that you have the reservation.

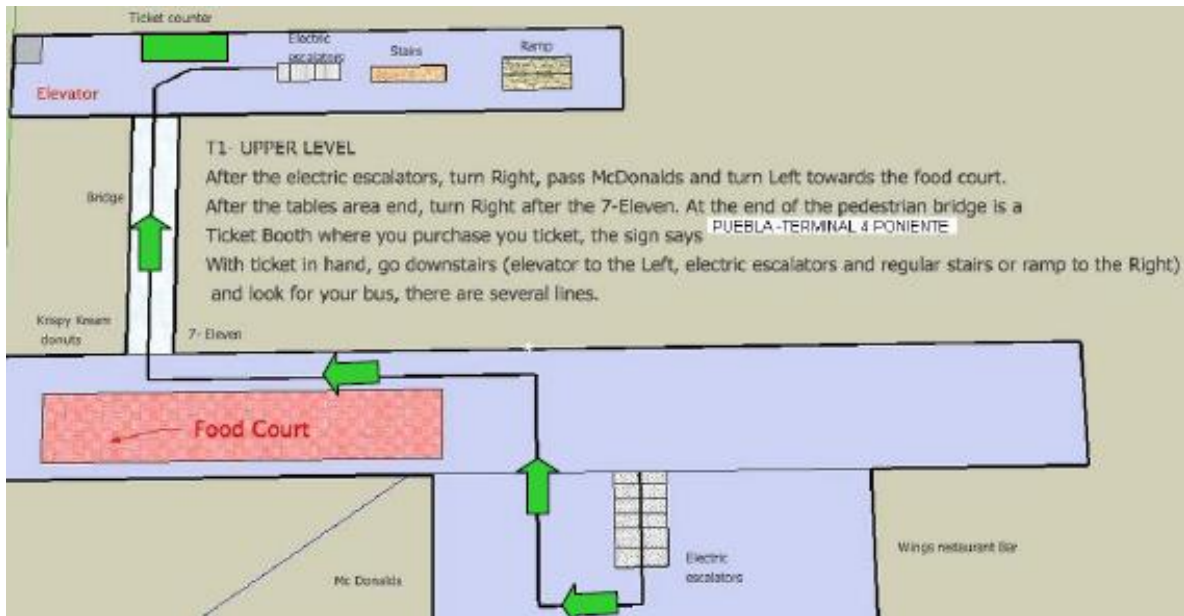
## 1. IF YOU ARRIVE IN TERMINAL 1 AT MEXICO CITY AIRPORT.



The ESTRELLA ROJA bus station in Terminal 1 is located by the auto ramp by the international arrivals area, between Doors 7 & 8 (At Terminal 1, buses depart from a bus station reached from the upper level of Hall B. Follow signs on the upper level for 'Terminal Terrestre'). To get there go up the escalators to Sala 'G' by the food court (opposite side of the food court from international departures & international airline check in). Go across the bridge next to the food court (between 7 Eleven and Krispy Kreme Doughnuts) to the the bus companies' check in desks at the opposite side to buy the tickets. Follow sign to the right and down the escalators to the bus loading area ( You have to enter to Estrella Roja's

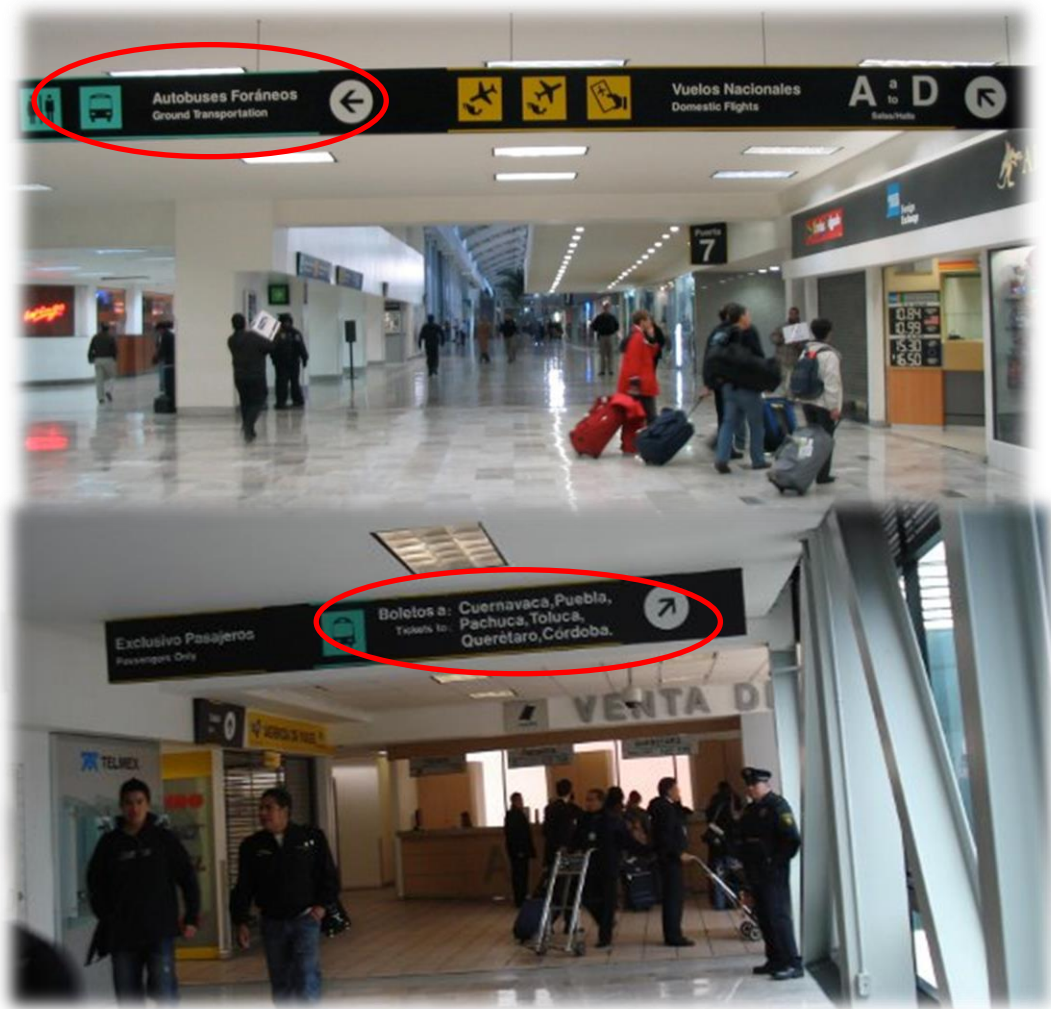
waiting room in order to access to the escalator). We recommend you to choose the company Estrella Roja since it offers you the terminal 4 poniente (really close to UPAEP).



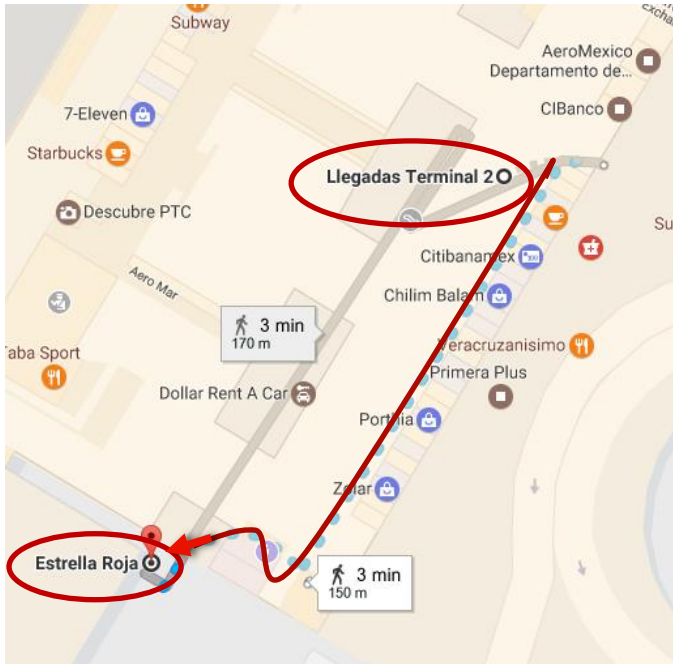


DETAILED MAP:

<https://www.google.com.mx/maps/place/Estrella+Roja/@19.421204,-99.0787588,19.83z/data=!4m5!3m4!1s0x0:0x64c90db5420c73fe!8m2!3d19.4210482!4d-99.0785187>



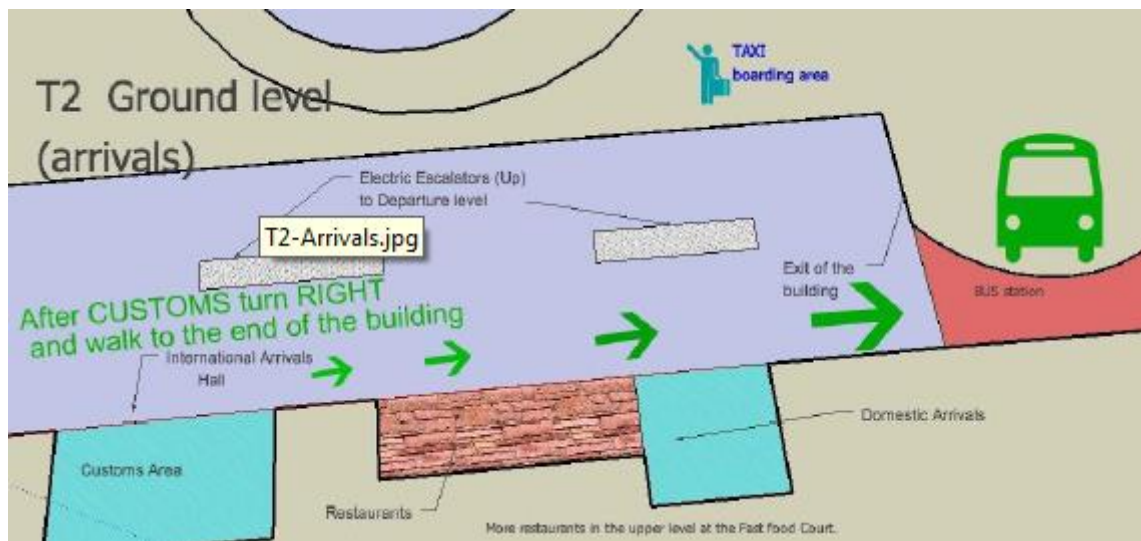
## 2. IF YOU ARRIVE IN TERMINAL 2 AT MEXICO CITY AIRPORT.



The ESTRALLA ROJA bus station in Terminal 2 is located on the far right of the arrivals floor, after coming out of customs, past the escalators, by domestic arrivals (At Terminal 2, buses depart from a bus station outside the terminal. Exit the terminal at door 4 and follow the signs).

DETAILED MAP:

<https://www.google.com.mx/maps/place/Estrella+Roja/@19.421204,-99.0787588,19.83z/data=!4m5!3m4!1s0x0:0x64c90db5420c73fe!8m2!3d19.4210482!4d-99.0785187>





### **\*\* IN CASE OF ARRIVAL AT THE AIRPORT AND NOT FINDING BUSES TO PUEBLA**

- If you arrive at the airport in Mexico City, and there is no bus service, we recommend you stay in one of the two hotels that are close to the airport, as are the Airport Marriott Hotel and the JR Hotel.

#### **Marriot**

General Information and reservations: 01-800-900-8800. Marriot Airport: + (52) 3003-00-33

#### **JR**

Blvd. Puerto Aéreo 390 colonia Moctezuma 2ª Sección ZIP CODE 15530. Phone No. for information and reservations: + (52) 5785-5200

### **FROM PUEBLA AIRPORT, HERMANOS SERDAN (HUEJOTZINGO) TO PUEBLA**

If your flight has the airport Hermanos Serdan (Puebla, Huejotzingo) as the destination, you can take a UBER or a **licensed taxi**, (called Taxi de Sitio) and ask them to take you to Puebla to the place that you going to stay or to the hotel that you have the reservation.; the approximate cost of the ride is \$350 pesos aprox.

**IMPORTANT:** Regardless of the place where you make a reservation and time of arrival, it's important that you let the UPAEP Exchange Coordinator know this information.

## LIST OF HOTELS CLOSE TO UPAEP

### **Hotel Best Western Real de Puebla**

Hotel cuatro estrellas / Tiene tarifa especial para alumnos UPAEP

5 PONIENTE No.2522

COLONIA LA PAZ

Tel: 52 222 2300122

Página web:

<http://book.bestwestern.com/bestwestern/productInfo.do?propertyCode=70097&disablenav=false>

### **Holiday Inn Express Puebla**

Tiene tarifa especial para alumnos UPAEP

Blvd. Hermanos Serdan 45

Colonia Amor, Puebla

01 222 303 0303

<http://www.ihg.com/holidayinnexpress/hotels/us/es/puebla/puefb/hoteldetail>

### **Hotel Suites Sevilla**

Hotel 4 estrellas / Tiene tarifa especial para alumnos UPAEP

Avenida la Juárez No.1904, Puebla, Pue.

Phone. (222) 404 66 10

### **Hotel Puebla Plaza**

Hotel 4 estrellas.

5 poniente No.111, Centro Histórico

Tel. (222) 246 31 75/ 242-5792 ó 01800 926 27 03

e-mail: [hotelpueblaplaza@hotmail.com](mailto:hotelpueblaplaza@hotmail.com)

[www.hotelpueblaplaza.com.mx](http://www.hotelpueblaplaza.com.mx)

### **Hotel Santiago**

Hotel de 3 estrellas

3 poniente No. 106, Centro Histórico

Tel:(222) 2422860

e-mail: [hsantia@prodigy.net.mx](mailto:hsantia@prodigy.net.mx)

<http://www.hotelsantiago.com.mx>

**Para más opciones de hoteles en Puebla ver en:**

[www.hotelesenpuebla.com](http://www.hotelesenpuebla.com)

<http://www.travelpuebla.com/hoteles.php>

Other options:

<http://www.todopuebla.com/directorio#&cat=&loc=&chr=&show=20>

# LIVING COSTS IN PUEBLA

## MONEY

We advise you to bring around \$1,000 Mexican pesos in cash that will help you pay for taxis, buses or hotel nights, upon your arrival in Puebla. You can bring the rest of your money in credit or debit card or in traveler's checks.

There are exchange houses and many banks close to the university. You will find several ATMS on campus.

Cash withdrawal from the automated teller machines (ATMS) is also a very safe and easy choice.



Currency: Mexican Peso (MEX)

## MONEY AND VALUABLES

Students are required to carry traveler's checks, cash, and a banking network debit or credit card. ATMS are available in a large number of places in every city. When traveling to remote areas, carry cash. Some debit and credit cards have automatic restrictions for international transactions or charge fees for withdrawals abroad. Check with your Credit Card Company or bank or before use.

## HOW MUCH DOES STUDYING IN PUEBLA COST?

For the majority of international students, especially from Europe and the United States, life in Mexico can be cheaper. This is due to the exchange rates between the Euro and the US dollar with the Mexican peso, and the local costs of living.

The following table will allow you to have a general idea of the cost of student life in Puebla. These costs may vary according to habits of each student, but is an approximation that can be of use. If you need more specific or detailed information, send an e-mail to [intercam@upaep.mx](mailto:intercam@upaep.mx)

### Estimated Monthly Expenses

Residence Cost  
Housing Cost  
Food Cost  
Books and academic expenses  
Personal Expenses  
Local Transport

### Estimated Cost

\$5,125  
From \$2.000 to \$4.000  
From \$3.100 to \$5.000  
From \$500 to \$1,000  
From \$1,000 to \$2,000  
From \$500 to \$1,000

IMPORTANT: THESE PRICES MAY VARY



### Immigration Costs

Single Payment for international students:

Immigration Processing \$1,500

## EXCHANGE HOUSES NEAR UPAP

### MONEX

JUAREZ 2312, LA PAZ, PUEBLA, ZIP CODE 72160, PUE

TEL: (222) 249 -5757

### ASECORP

AV JUAREZ 2927 3, LA PAZ, PUEBLA, C.P 72160,PUE

TEL: (222)283-9183 + [info](#)

Category: [Exchange Houses](#)

### INTERCAM

Av. Juárez No. 1706, La Paz, Puebla, 72160

TEL: (222) 2463360

## ACCOMMODATION

Finding accommodation close to UPAEP is easy because there are many options around campus; from rental rooms for students, as well as small or large apartments. Many of the neighbors close to UPAEP, as well as students place rent advertisements for single rooms and apartments in the shops, walls and poles around the University.

The central location of the UPAEP and good transportation access make finding a place to live easy.

### Important points you should take into account when negotiating rent

- **If you rent a room:**

Renting a single room is very common among students, in order to do this you must take into account the following:

- ✓ The duration of your exchange in relation to the minimum time the room will be rented to you.
- ✓ The cost, conditions and terms of the rent deposit. It is important that you ask in what capacity you need to leave the rented room once the rent period is over. We advise you request a receipt of your deposit and ask if this is refundable.
- ✓ Lodging rules and payment dates. \*\* Rent payment is monthly

- **If you rent an apartment:**

Renting an apartment is a greater responsibility. Renting terms are agreed upon a contract with the apartment's owner. To do this you must take into account the following:

- ✓ **Duration of the rent period.** It may be complicated to rent a full apartment since normally the minimum rent period is for one year.
- ✓ **Guarantee.** You need a person who can provide references for you. Usually it is asked of them to have property in Puebla. The guarantor is a prerequisite for renting an apartment, because that is the person who has to deal with the payment obligations in the event of you failing to pay the rent.
- ✓ **Deposit.** An advanced deposit payment is asked in order to ensure, mainly, the good condition of the apartment, timely rent payments, compliance with agreed payment dates included in the contract, or any damage that might occur. It is important that you ask the conditions of the deposit and in what capacity you need to leave the place once the rent period is over. We advise you request a receipt of your deposit and ask if this is refundable.
- ✓ **Lodging rules and payment dates.** \*\* Payment of rent is monthly

NOTE: Being a foreigner complicates finding a guarantor and being able to meet the minimum rent period.

### ISEP students

Students coming to UPAEP through the ISEP program have two lodging options.

- 1) Living with a Mexican family

In case you want to live with a host family, you must fill the Hosting Questionnaire, included in your postulation documents. Once completed, the questionnaire should be send it by e-mail to [intercam@upaep.mx](mailto:intercam@upaep.mx)

2) Shared lodging at UPAEP residences.

If you wish to live in the UPAEP dormitories, please read the following section and download the application form as explained below.

***None of these options have a cost to ISEP students; you should only submit your request.***

## ***HOMESTAY SERVICE AT UPAEP***

Approximate cost: MXN \$6.800 per month. Includes lodging and meals (breakfast and dinner), as well as electricity, Internet, water, gas and laundry facilities. This service is requested for a minimum of a four-month stay.

Payment is made directly with the host family the first week of each month.

To request accommodation with a host family, you must fill the Lodging Form included in the UPAEP application form, and in 20 days you'll have a response confirming your accommodation.

## UPAEP UNIVERSITY RESIDENCE



UNIVERSITY RESIDENCE provides students with quality hosting services, in an environment that meets all of the necessary conditions for harmonious coexistence, personal development, comprehensive formation and academic work of excellence.

Resident students have the opportunity to participate in various activities, such as workshops for self-discovery, personal growth and development, artistic and cultural events, workshops related to health issues, as well as sporting, recreational and social activities.

With the company of the residences staff, students receive special support in order to successfully fulfill their academic responsibilities and adapt to university life in the fastest and most suitable fashion possible.

The residences are equipped with 24 hour security at the entrance to residences facilities, a person must enter through the access door, identifying themselves by showing their university ID; in case of visits that are not part of the university community, they will need to show some other official identification and sign up respectively in the visits logbook, by doing this, we maintain greater control and efficiency dealing with the residents safety; as yet another measure, the surveillance personnel performs nightly security tours.

See web page:  
[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=2099&Itemid=1291](http://www.upaep.mx/index.php?option=com_content&view=article&id=2099&Itemid=1291)

### GENERAL INFORMATION

UPAEP residences lease contracts last for one semester or a year, which include the three academic sessions: fall (August-December), spring (January-May) and summer (June-July), complying with the opening and closing dates of facilities indicated in the residences calendar published in the UPAEP website. During the holidays, the premises are closed and access to these is prohibited.

It is the duty of every resident to carry their room keys handed upon their arrival; these are keys for the closet, front door and security box. This last one is of vital importance and the resident shall lock using this key at all times when he or she is in the room. Residents sharing a room will have to agree on closing with that key; this recommendation is very important for the security of your belongings

It is of vital importance that you review the residences regulations so that there is no doubt regarding sanctions, processes, etc. Please read the regulations.

## FACILITIES

Student Residences are equipped with 3 types of buildings within its facilities:

- Building of women
- Men's building
- Common Areas

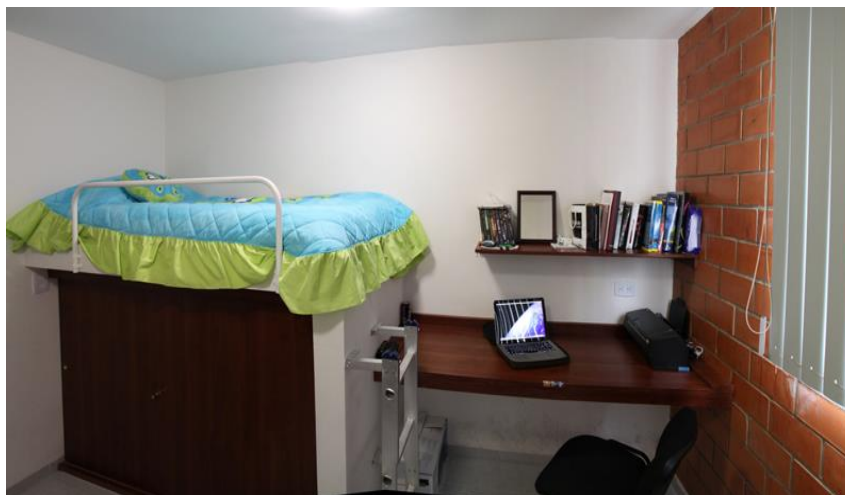
There are 150 rooms within the premises, of which there are two options:

- Shared Room (2 people)

*It is 3.70 m x 3.20 m, with a bed, closet, desk, shelf, chair, trash can, a 300-watt duplex contact, for each resident. The desk is 1.60 m x 60 cm wide and 80 cm tall. The shelf is 1.20 m x 30 cm.*

- Single Room (there are only 4 single rooms)

*It is 3.70 m x 3.20 m, with a bed, closet, desk, shelf, chair, trash can, and a 300-watt duplex contact-*



**\*\* Entry of opposite gender students is strictly prohibited.**

**\*\* Residents are required to sign the absences logbook in the guardhouse when they have planned not spending the night at the residences, either because they are traveling home over the weekend, taking a trip, or any other reasons.**

**\*\* If you borrow any remote control or the keys of your room, these actions should be recorded in the loans log in order to have better control.**



In the common area, we have study rooms, multi-purpose room with a TV and DVD, study room with four computers which the students can make use of without any previous request, a mini cafeteria, cooking area with 5 microwaves and 5 electric grills, terrace, meeting room, ping pong room. (The entire residence area has wireless Internet coverage).

## UPAEP RESIDENCES FAQ.

- **How do you choose a roommate?**

In the admission form, on the fourth sheet, there are several questions that are vital to us; a partner with compatible habits is selected unless both students know each other and let us know they want to stay together.

- **Can I bring alcoholic beverages into the residences?**

No, the residences regulations are very specific and prohibit the entry of any alcoholic beverages.

- **May I smoke on the premises?**

Smoking is prohibited within any of the three residence buildings. Smoking is fine in outdoor areas.

- **Can visits enter the resident's room?**

No. There is a schedule for visits from 10 to 22 hours; visits can enter the residences by signing up in the log, leaving their ID and with the resident present at the entrance. They can only be at any common area. Visits of the opposite sex are strictly prohibited to enter the resident's building.

- **In case a family member or friend comes to visit, can they stay with me?**

The former is possible if there is enough space available. There is no cost if a father comes to visit his son; same thing if a mother visits her daughter. These two cases are the only ones where there is no charge; in any other case (brother, cousin, friend, father visiting his daughter or vice versa), there will be a charge per night. For this, we recommend that you inform the residences authorities beforehand so they can indicate the process to follow for payment, and thus have the space available ready.

- **Is there a control of night-time arrivals?**

There is not an in and out schedule at UPAEP residences, that is to say, residents are free to come and go any time they want. After midnight, the student must sign the night-time arrivals logbook; this information is for internal control.

- **Who checks the security cameras?**

Security cameras are currently monitored at the guardhouse 24/7.

- **How good is the cleaning service?**

We have staff which cleans the common areas every day, placing greater emphasis on toilets and showers. Rooms are only cleaned once a week, for this, we ask the students to tidy up their room so staff can enter and clean. NOTE: if the cleaning person enters and finds objects on the floor and/or a messy room, the room will not be cleaned. Students are responsible for maintaining their room clean the rest of the week.

- **How good is the cleaning service?**

There are two services. First, there are washer-dryers in the residences and their use is regulated, there is no cost, only the students are responsible for the soap and/or fabric softener that they will use. The second service is a laundry company which comes to residences on certain days. Students

agree with these people on schedules for picking up and leaving off the laundry. It is worth mentioning that residences get a preferential rate.

- **How does the mini café in the UPAEP residences work?**

There is a licensed cafeteria which doesn't have a lot food variety: there are breakfast, lunch and dinner services, and it is open Monday -Friday from 7am to 6pm, and Saturdays from 7am to 2pm; on Saturdays, the employee arrives at noon for a couple of hours.

Regardless, there is an area with 5 microwaves and 5 electric grills. Students have their dishes in their room, and when they want to prepare something, they can make use of the facilities.

- **Do I have to ask for permission to use the microwave ovens and/or electric grills?**

You do not have to ask permission; they are free to use. The washing area is located next to the cooking area. We suggest that you do not leave your dishes out in this area because the staff won't be held accountable in case of loss.

- **Can I bring a small fridge or something else into my room?**

Yes, you can bring in a fridge. Students usually bring in a small one that fits under the desk. Similarly, it is essential you bring your own bedding (individual). It is advisable to bring a voltage regulator. We won't stop you from bringing a TV or any other electrical appliance; what we ask is that you watch how much electricity you use so we don't go over the limit. With this, we take preventive measures.

- **Can I have any pets in my room?**

The kind of pets allowed is specified in the regulations; for this, you will have to ask the Residences Director for authorization.

## **HOW DO I SUBMIT MY APPLICATION FOR UPAEP RESIDENCES?**

For more information and apply for residence lodging, please follow the next steps:

- 1) Review the information on residences in the University's website.

### **UPAEP RESIDENCES**

[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=2101&Itemid=1295](http://www.upaep.mx/index.php?option=com_content&view=article&id=2101&Itemid=1295)

Contact information shown on the website:

Tel. Residences Offices: +52 (222) 231-64 -88/ (222) 231-63-80 Ext. 104

e-mail [residencias@upaep.mx](mailto:residencias@upaep.mx)

Download the application on the residences webpage, under ADMISSION- PROCESS- ADMISSION FORM, read the instructions carefully and fill out the Admission Form in Word format.



***\*\* Important: Once you send the residences admission application, you cannot cancel. In the event of cancellation under any circumstance, you will have to pay in full the months requested for the length of your exchange.***

- 2) Specify on the application that you are an EXCHANGE student..

***\*\* Please note that your Registration Number or Student ID are information that will help you answer your request.***

- 3) Once the request is filled out, send it by e-mail as an attachment to the residences staff to the following email address: Residencias@upaep.mx
- 4) Wait for confirmation and remaining instructions of your request by e-mail.

## Example of Residence Application



La respuesta a lo que se te solicita debe ser precisa por las decisiones e implicaciones que tiene en los procesos administrativos de nuestra institución. La información que proporcionarás a continuación a la UPAEP, A.C., será bajo protesta de decir verdad, por lo que asumes toda la responsabilidad por su contenido y veracidad.

Fecha en que realizas esta solicitud : 22/06/2009

Matrícula:

Carrera: TRANSITORIA

Período que solicitas ingreso a residencia:

☐ Primavera (iniciando en enero)

☐ Verano (iniciando en junio)

☒ Otoño (iniciando en agosto)

Año: 2009

Semestre en que te vas a inscribir: 1° ☐ 2° ☐ 3° ☐ 4° ☐ 5° ☒ 6° ☐ 7° ☐ 8° ☐ 9° ☐ 10° ☐

**Datos del Alumno**

Tal y como aparece en el acta de nacimiento.

Nombres:

Apellido Paterno:  Apellido Materno:

Fecha de nacimiento: 22/06/1991

Estado Civil: Soltero ☒ Casado ☐

Género: Masculino ☒ Femenino ☐

Nacionalidad:  Pasaporte No. (sólo extranjero):

FM2 o FM3:

Religión:

Correo electrónico 1:

Please indicate your current address

Indicate the approximate semester you'll be studying

All students of exchange, without exception, must write in this space "TRANSITORIO".

In this space, you must indicate the school period in which you request lodging at the university residences..

Only in case you are a foreign student.

If you don't have this information, it is not necessary to answer. We will help you get it afterwards.

### Domicilio Particular

Calle:  No. exterior:  No. interior:  C.P.:

Colonia:  Ciudad:  Estado:  País:

Telefono: (222) 000-00-00

En caso de emergencia llamar a

En este apartado de la solicitud, favor de escribir los datos del primer contacto a llamar en caso de emergencia tal cual se indica en el ejemplo. En el segundo contacto, favor de escribir la información de alguno de tus familiares a llamar en caso de emergencia.

Nombre: Mariana Muñoz Couto	Parentesco: NINGUNO
Telefono: 22299400	Celular o Nextel: 044 222 212 18 74
Nombre: <input type="text"/>	Parentesco: <input type="text"/>
Telefono: (222) 000-00-00	Celular o Nextel: (222) 000-00-00

Los siguientes apartados de la solicitud LOS DEBERAS DE CONTESTAR DE ACUERDO A TU INFORMACIÓN

### Datos del Padre

Nombre:

Apellido Paterno:  Apellido Materno:

Ocupación:  Empresa o Institución:

Calle:  NoExterior:  NoInterior:  CP:

Colonia:  Ciudad:  Estado:  País:

Telefono: (222) 000-00-00

### Datos de la Madre

Once you've completed filling the application, you must save and send the application as an e-mail attachment to [residencias@upaep.mx](mailto:residencias@upaep.mx)

The assistants at UPAEP University Residences offices will receive your form and answer within approximately 2 working days, directly to your e-mail (to the address you've written on your residence request form). Check that there is enough space in your email account to receive the message, as well as the filters you have set up, to prevent the confirmation message not arriving to your inbox. We suggest you also check your "spam" or "bulk mail" folders.

We suggest you print the form once you have sent it and be very attentive to your email address for the response, as well as the instructions for the following steps.

#### ONLY FOR STUDENTS THAT COME THROUGH THE ISEP EXCHANGE PROGRAM

On question number 18 of the second part of the residence application form, please specify the following:

18. ¿Tienes o tendrás algún tipo de beca en la Universidad?

Si ☒ No ☐ ¿Cual?  Porcentaje:  %

## SUBJECTS, QUALIFICATIONS AND CERTIFICATES

You can look up the UPAEP's academic offer online at, [www.upaep.mx](http://www.upaep.mx) under the option "Academic Offer- Undergraduate Studies", where you will be able to see which subjects are taught in the different majors offered by the university to decide your academic load, you need to take into consideration the academic period you will study in UPAEP, whether it is Autumn (August-December) or Spring (January-May).

If you want to study in UPAEP during the Fall period, you'll need to choose subjects belonging to odd-numbered semesters (1, 3, 5, 7, 9) and, if you want to study during Spring, you'll need to choose subjects belonging to even-numbered semesters (2,4,6,8 ).

### Academic Offer Bachelor Degrees and Curricula

[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=143&Itemid=12](http://www.upaep.mx/index.php?option=com_content&view=article&id=143&Itemid=12)

## SUBJECT ENROLLMENT

**A month before classes begin, the final subjects and schedules offer will be available for viewing in the UNISOFT system.** This way you can see the time schedule in order to plan your schedule.

1. **To look up the subjects of the Fall semester, you can do so starting July 15.**
2. **To look up the subjects of the Spring semester, you can do so starting December 15.**

To access the UNISOFT system, you must use your ID and password. You will receive this information by email along with a guide on how to use of UNISOFT.

Within this email, the information will appear the following way:

Sudent Number	Verifying Number	ID	PIN	Name	Surname
---------------	------------------	----	-----	------	---------

With these information, you'll be able to access to UPAEP STUDENT UNISOFT platform.

[http://www.upaep.mx/index.php?option=com\\_content&view=article&id=5609&Itemid=1781](http://www.upaep.mx/index.php?option=com_content&view=article&id=5609&Itemid=1781)

**NOTE: Please make use of the UNISOFT Guide, which will be included as an email attachment.**

## STEPS TO REGISTER SUBJECTS

1. CHECK UNISOFT FOR POSTING OF SUBJECT SCHEDULES.  
As exchange students, you can choose subjects from different areas (mix subjects) and of different semesters, provided you have knowledge on the area of study of said subject.
2. We recommend that you verify **that there is no overlap regarding schedules of subjects you plan to take**, because the system will not allow you to sign up if any of the subjects coincide with any other schedule.

3. Pre-select your subjects, including the information of the group of classes and schedules.

Example: **Details of subjects to choose**

*We recommend you outline the scheduling options you have, and once you have one you prefer the most we recommend you to write it down in a Word file so that you save it as your subject registration plan.*

	Subject Code	Group	Subject Name
1			
2			
3			
4			
5			
6			

## SUBJECT REGISTRATION

- For the Fall 2015 semester, registration must be completed on the first week of August through UNISOFT, as shown in the UNISOFT User's Guide.\*\*\*
- For the Spring 2016 semester, registration must be completed on the first week January through UNISOFT, as shown in the UNISOFT User's Guide\*\*\*

\*\* Subject accreditation policies depend on your home university, and you should therefore verify your country's credit equivalence of the Mexican credits (in the case of a credit system) or the grading equivalence of your country's educational system with grades used by the Mexican higher education system.

\*\*\*The specific dates will be sent by e-mal.

## THE EDUCATION SYSTEM IN MEXICO

The Mexican education system overall has an enrollment of more than 25 million students, distributed in more than 170 thousand schools in which close to one million 200 thousand teachers work.

There are five levels of education in Mexico: preschool, primary, secondary, higher secondary (high school graduates and technical professionals), superior (undergraduate and graduate). Students who enter higher education must finish the 15 years corresponding to the four initial levels described above. In general, bachelor studies in Mexico have a duration of four to five years, organized in six-month periods.

Higher education is the highest level of studies and is small in relation to the system as a whole: only 4.5 % of the total student population. However, in absolute terms, higher education is large in size, with almost a million two thousand students and close to 115, 000 teachers. This number of university students makes higher education a priority in what public policy is concerned, but it also means that the demand for access to higher education requires a wider and more complete academic offer.



Education has become one of the most dynamic sectors and depository of the greatest expectations in regard to the country's development capabilities.

The education system in Mexico is predominantly public. 90% of the students come from public educational institutes; a little more than 23 million students go to educational institutions that depend on federal and state governments. \*

**\* Information acquired from, Ibero-American States for Education, Science and Culture Organization. <http://www.oei.es>,**

School calendar dictates generally annual cycles beginning between the months of August/September and end between May-June, with a vacation period from July to August, approximately. In case of universities, semester calendars generally range from August to December (Fall) and from January to May (Spring), with Summer as an optional intermediate period, from late May to early August.

## EDUCATIONAL MODEL IN UPAEP



Private education in Mexico is increasingly playing a leading role in the formation of professionals. Today, private universities have consolidated as an option of excellence; notable among them is UPAEP, for implementing an educational model that strives for the harmonious and integral formation of students with a humanistic, catholic approach and in the formation of leaders committed to society.

In UPAEP, undergraduate degrees have a duration of 8 to 10 semesters with a flexible curriculum design that includes, in addition to the subjects corresponding to the discipline of study, a group of subjects complementing the student's formation; among them, there are optional subjects belonging to the humanist, language and critical thinking, entrepreneurs, social responsibility, professional ethics, and languages areas, among others.

## ALLOCATION AND TRANSFER OF ACADEMIC CREDITS SYSTEM IN UPAEP



A bachelor's degree in UPAEP depends on the accumulation of academic credits contained in the courses that make up the plan of study, i.e., the credits represent a way of measuring the progress in a curriculum. Academic credits in UPAEP follow the guidelines established by the Secretariat of Public Education (SEP), which is the federal government entity that regulates the activity of higher education institutions.

Credits measure the time necessary to acquire the knowledge of a subject's content; this implies a certain number of class hours taught by a teacher, and a certain amount of hours of independent work by the student. An hour of effective learning activity (with teachers or independently) is equivalent to 0.0625 credits, or put more simply: 1 academic credit is equivalent to 16 hours of learning in-class.

Each subject averages 6 to 10 credits, that is, between 96 and 160 hours, of which about half will be hours of formal instruction (class-hour). However, it has been estimated that the number of hours employed independently by the student can be up to twice the number of hours of instruction in the classroom.

The average academic load of a student at UPAEP ranges between 30-36 semester units, i.e. 5-7 subjects. Each 6-credit subject generally has 3 hours of weekly instruction during 16-week semesters.

International students generally attend 4 or 5 subjects per semester. This is a recommended load for students who have not mastered the language to perfection and do not know the educational system in which they are in, it also



makes possible for students to have the time to get involved in cultural, sports, and other activities and opportunities that students can enjoy as part of their international experience.

As in other systems of credit allocation, as may be the one adopted by the European Higher Education Area (known as the Bologna Process), the measurement criteria is the amount of hours of academic work performed (including hours-class, hours of study and research, laboratories, etc.). The ECTS (European Credit Transfer System) credits value the time a student spends to acquire the knowledge that is pursued per each subject; therefore, an ECTS credit weighs 24-30 hours of work performed.

Given that the semester academic load for the European system is 30 ECTS credits per semester (60 per year) then an average load at UPAEP of 30 units (5 subjects of 6 units) could be equivalent to 30 ECTS credits. This would mean a 1:1 ratio. This notion can serve as a guide to transfer credits from the UPAEP system to the European system, although each institution applies its own criteria for this.

The American system of credit allocation generally uses a form of measurement similar to that used in UPAEP, even though it uses a different unit of measurement. In the United States, one credit is equivalent to 16 hours of instruction in the classroom. In this system it is assumed that students will use additional hours independently; however, this system does not account for these hours. Therefore, a subject usually has a format of three 50-minute classes per week during 16 to 18 weeks periods (depending on the division of the school year in semesters, trimesters, or quarters). So to say, a subject will have approximately 48 hours of classroom instruction and an average of 3 credits. So, between a credit of the United States and an academic credit in UPAEP there is a 1:2 ratio.


## CREDITS EQUIVALENCE IN UPAEP

If 1 Credit UPAEP= 1 Credit ECTS= 2 credits in the United States.

Then: 1 UPAEP 6-credit course = 6 Credits ECTS= 3 credits in the United States.

The semester load of 30 credits in UPAEP may be equivalent to 30 credits ECTS and 15 credits in the United States.

## UPAEP GRADE SCALE

	Mark	Percentage Points	Description
<b>Top Mark</b>	10.0	100%	EXCELLENT
	9.0-9.9	90%	VERY GOOD
	8.0-8.9	80%	GOOD
<b>Worst mark</b>	7.0-7.9	70%	AVERAGE
<b>Fail</b>	6.9	69%	FAIL

## GRADES SCALE IN UPAEP – UNDERGRADUATE

9.8 a 10	Sobresaliente / Outstanding	A+
9.5 a 9.7		A
9.2 a 9.4		A-
8.9 a 9.1	Muy bien /Very Well	B+
8.6 a 8.8		B
8.3 a 8.5		B-
8.0 a 8.2	Bien / Well	C+
7.7 a 7.9		C
7.4 a 7.6		C-
7.0 a 7.3	Suficiente / Suficiente	D
<7.0	No aprobado / Fail	F

## HEALTH AND MEDICAL INSURANCE

UPAEP provides medical attention for students. The University Center of Specialized Medicine consists of a one-floor building located on 23 sur 1105, Colonia Santiago, on the street back from the main entrance to the campus. In this university clinic, students may see a doctor and be diagnosed for free. The clinic is the first office to contact in case of illness. The attending doctors there are trained to advise you. The consultation can be in English if you need it so. In addition to this first-rate university service, it is essential that all international visitor have international coverage insurance for major medical expenses.

It is necessary to deliver a copy of the insurance policy to the coordination of student mobility once you arrive to the UPAEP.

## HEALTH CONSIDERATIONS

Being healthy is a prerequisite for a pleasant stay abroad and it is crucial for the travel periods. You probably find yourself exposed to situations with which you are not familiar as climate changes, eating habits, altitude differences, etc. It is necessary to be aware and know your own limitations in order to prevent health problems.

All students need to fill out the health form included in the welcome package. With said form we can get to know your original state of health in your country or place of origin. If you forgot to describe in the health form any condition or illness you consider is important, it is essential you inform the coordination of mobility should any emergency arise.

It is common for students who visit us to suffer from initial stress due to the change of pace in life style. This is part of the experience. In some cases this stress can make you prone to become ill from ailments you would have controlled at home.

## WHAT TO BRING WITH YOU IN ORDER TO STAY HEALTHY?

**\* *Diseases or medical history records*** -Keeping personal medical records with you in case of an accident or injury abroad is important. Your clinical history should include all the medication you are taking, any chronic medical condition, allergies, your immunization history, blood type, previous surgeries, prescription lenses, personal physician and health insurance information. Have a copy available in case of loss. It is important to keep this document in a safe and accessible place.

**\* *Prescription*** -If you are taking any medication, you'll require a supply to last throughout your stay. Be sure to bring written copies of your prescription in case you need a resupply. Your doctor should recommend medications to bring with you, in the event that you're susceptible to relapse in some discomfort, infection, or recent allergy.

**\*Non-medical requirements** -If you are taking any type of medication, you must bring with you a portion for initial dose and supplies for the entire year. Because of customs requirements it is recommended that all the medicines you will use are kept in their original containers.

In the event you need any injectable medications, you should bring the prescription. (Example: If you're diabetic or require any injectable medication).

## STAYING HEALTHY ABROAD

Some basic pointers are shown below:

\* Constantly check your state of health and try not to saturate seeing everything and testing all the culinary delights.

\* Eat a balanced diet and take care of your meals when you travel.

\* In case of evidence of any condition that requires medical attention go to the University Clinic and if it's an emergency notify the mobility coordination immediately.

### UPAEP CLINIC

23 SOUTH NO. 2105

OPENING HOURS 7:00 TO 19:00

22 99 400 EXT 7211

## TIPS FOR EATING IN MEXICO

It is possible to keep your diet abroad. Here are some tips:

\* Drink bottled water. In Mexico tap water is NOT potable.

\* Remember to disinfect fruits and vegetables.

\* Food in Mexico may be overly spicy and irritating and it is necessary to avoid eating them in excess for they can give you stomach problems. It is good to try local food but do so gradually.

\* Food is an important part of any culture. Consider the possibility of changing your usual diet so you can delve into the exploration of another culture but be careful in matters of hygiene in the places where you eat.

# CULTURAL SHOCK

## PREPARATION TIPS

- ✓ Clearly establish the goals and objectives to be achieved and the reasons for participating.
- ✓ List your values and give them an order of importance. This will help you to analyze and identify attitudes and behaviors that annoy you and you will be more tolerant and understanding about it.
- ✓ Answer the list of things to know about your host country.
- ✓ Arrive to your destination with an open mind and willing to experience new things.
- ✓ Make a list of expectations of behavior in your community (social roles, family life, privacy, sex, school life, etc.) Share it with a friend who is from the host country and know his/her points of view.
- ✓ Get ready to become "the foreign one".
- ✓ Reassess the relation with your family and try to solve the conflicts you have; your family will be a very important support in difficult times.