# UNIVERSIDAD TECNOLÓGICA DE PANAMÁ

## FACT SHEET 2024

UNIVERSIDAD TECNOLÓGICA DE PANAMÁ

DRI
DIRECCIÓN DE RELACIONES
INTERNACIONALES

# INDEX

# MEET THE UTP

The **Universidad Tecnológica de Panamá** (**UTP**) is the highest state institution of scientific-technological higher education in the Republic of Panama. It was created in August 1981, as a leading institution in **Engineering, Science and Technology.**

## It offers:

**+150** Academic Programs

**+1750** Professors

**+125** Researchers

**+25763** Students

## SEVEN REGIONAL CENTERS

C. R. Colón

C.R Bocas del Toro

Campus Central VLS

C. R. Panamá Oeste

C. R. Chiriquí

C. R. Coclé

C. R. Veraguas

C. R. Azuero

# CONTACT INFORMATION

| | |
|---|---|
| **COUNTRY** | Panama |
| **WEB SITE** | https://utp.ac.pa/ |
| **INTERNATIONAL AFFAIRS OFFICE** | **Dirección de Relaciones Internacionales**<br>relaciones.internacionales@utp.ac.pa<br>+507 560-3327 / 3201 / 3108<br>Ground floor of the Postgraduate Building, Main Campus<br>Dr. Víctor Levi Sasso, Panama City.<br>P.O. Box 0819-07289, El Dorado, Panama,<br>Republic of Panama.<br><br>**Director:**<br>Mrs. MABEL DEL CID<br>Introduction \| International Affairs |

## INTERNATIONAL MOBILITY UNIT

**Outgoing Mobility:** jennifer.spence@utp.ac.pa
**Incoming Mobility:** estephany.pineda@utp.ac.pa

International Mobility from Abroad to the UTP - Students | Universidad Tecnológica de Panamá

# ACADEMIC INFORMATION

## CALENDAR

**First semester:** March-July
**Second semester:** August-December
Dates are updated in the web site:
https://utp.ac.pa/calendario-academico

## UNIVERSITY REGULATIONS AND GRADING SYSTEM

UTP Regulations: Chapter VI. Which determines the Academic System, (section D) Grades, (section H) Credits, (section I) Academic Index. Learn more Here! UTP Grading and Promotion System

## APPLICATION PERIOD

To apply for the first semester (March-July): From early October to late January.
To apply for the second semester (August-December): From early April to late June.
Dates are updated on the website:
https://utp.ac.pa/movilidad-internacional-del-exterior-hacia-la-utp-estudiantes

## PLACES

2 places in one college (each semester). Maximum of 4 places in the same college (each semester).

## LANGUAGE

Courses are given in Spanish with the unique exception of those "in English" in the regular study plan. Ask for the UTP English Offering document to relaciones.internacionales@utp.ac.pa.

# ACADEMIC OFFERING

## UNDERGRADUATE PROGRAMS

- College of Civil Engineering
- College of Electrical Engineering
- College of Industrial Engineering
- College of Mechanical Engineering (aviation programs include tuition fees)
- College of Computer Systems Engineering
- College of Science and Technology

## ACADEMIC CONTACTS

To ask for study plans, course descriptions (Syllabus), enrollment in the semester of application or other academic processes.
You can keep in touch with the incoming mobility coordinator at UTP for the follow-up of your application.

| PROGRAM COORDINATORS | ACADEMIC SECRETARY |
|---|---|
| - College of Civil Engineering<br>- College of Electrical Engineering<br>- College of Industrial Engineering<br>- College of Mechanical Engineering<br>- College of Computer Systems Engineering<br>- College of Science and Technology | - College of Civil Engineering<br>- College of Electrical Engineering<br>- College of Industrial Engineering<br>- College of Mechanical Engineering<br>- College of Computer Systems Engineering<br>- College of Science and Technology |

# IMPORTANT INFORMATION

**1** **THE COURSES YOU APPLY FOR MUST BE WITHIN THE SEMESTER TO BE TAKEN AT UTP**
If you apply for the March-July semester, the courses will be under the heading "first semester" in the syllabus; if you apply for the August-December semester, the courses will be under the heading "second semester" in the syllabus. Reference.

**2** **IT IS NOT ALLOWED TO SELECT ELECTIVE / OPTIONAL COURSES (EE/OP)**
Because they are conditional on the college enrollment conditions to open the course. Students need to request approval from the program coordinator in case credits are needed.

**3** **A MAXIMUM OF FIVE (5) COURSES IN ONE (1) COLLEGE IS POSSIBLE FOR THE STUDENT TO APPLY**
If the student requires credits, it is possible to select courses from different syllabuses, with a maximum of up to three (3) programs starting from the second (II) year. * This can lead to timetable clashes and require changes in the period of withdrawal-inclusion of courses, therefore, and if possible, it is recommended to apply for courses from the same degree program.

**4** **"GRADUATION WORK I / II" IS NOT A REGULAR COURSE OR SUBJECT**
Application for credits in such a course is submitted to the program coordinator and professor at the receiving college. To do so, students are required to prepare a research work plan according to what is set out in the UTP Research Internship Program.

**5** **CLASS SCHEDULES ARE ASSIGNED BY THE RECEIVING COLLEGE**
They can be in the morning, afternoon and/or evening. The schedule is known after the registration period and may vary according to the organization and demand of the college departments.

# APLICATION PROCESS

**1**

**STUDENTS LOOK UP THE UTP ACADEMIC OFFER AND DESCRIBE THE COURSES OF INTEREST IN THE UTP STUDENT APPLICATION FORM.**

- This document is signed by the student's academic or mobility officer at the home university.
- It is suggested to make a list of courses preferences to confirm availability with the UTP program coordinator(s). To download a template click here.
- In the request mail, you can keep copied to the incoming mobility coordinator at the UTP to follow up on your application.

**2**

**ATTACH THE REQUIRED DOCUMENTS ON THE FIRST PAGE OF THE UTP STUDENT APPLICATION FORM.**

- Motivation Letter **in Spanish** (one page minimum).
- Spanish language certificate applies for **non-Spanish speakers** and requires intermediate level (B1-B2).
- The resume must be submitted **in Spanish** and clearly describe: date of birth, e-mails (personal and institutional) and contact cell phone number.

**3**

**NOMINATION**

The International Office at the home university sends applications in **a single PDF file** per student to: relaciones.internacionales@utp.ac.pa.

**RECEIVING APPLICATIONS**

The mobility coordinator at the UTP checks the information and if it meets the requirements, the student's admission is requested at the General Secretariat of the UTP.

**4**

**\*\*\* Applicants through the SMILE program must fill out:**

- Learning Agreement (WORD, 63.5KB) **&**
- SMILE Form (WORD, 76.5KB)

# APPLICATION PROCESS

## 5

### ACEPTANCE LETTER

Once the admission note is generated, it is sent to the student and to the international office at the home university as proof of acceptance. This note provides a UTP ID number needed for the enrollment process and other student activities.

## 6

### ACADEMIC PLATFORMS INFORMATION

The UTP mobility coordinator sends the student the following information: UTP institutional e-mail (which allows the use of Microsoft Office programs and UTP virtual platforms); WiFi IDs in the campus areas (for on-site mobility).

## 7

### UTP STUDENT PROFILE

The Academic Secretary of the receiving college manages the profile setup for the UTP enrollment site and sends the login user and password to the student. This office along with the program coordinator will provide support to the students for the enrollment process.
See: Steps for regular enrollment at the UTP - Universidad Tecnológica de Panamá.

## 8

### END OF STAY

At the end of the stay, a grade certification is sent to the student according to the UTP Grading and Promotion System. See Regulations: Chapter VI. Academic Regime, (section D) Grades, (section H) Credits, (section I) Academic Index.

**For virtual classes, the program coordinator requests the course professor to add the student to the platform used during the semester.**

# DOCUMENT CHECKLIST

- ○ UTP Student Application Form
- ○ Letter of application from the home university
- ○ Transcript records
- ○ Resume **in Spanish**
- ○ Copy of passport
- ○ Spanish language certificate **for non-Spanish speakers**
- ○ Motivation letter **in Spanish**
- ○ SMILE Form, if applied.
- ○ UTP letter of commitment **to be sent enclosed with the admission letter.**

# ENROLLMENT PROCESS

According to the enrollment calendar of the receiving college, the student must register the reported courses in the UTP Mobility Form in the following site: https://matricula.utp.ac.pa/. It is important to keep in mind the course code. The group codes and timetable codes will be those enabled by the program coordinator during the assigned enrollment period.

See guide: https://utp.ac.pa/pasos-para-la-matricula-regular-de-la-utp

# INFORMATIVE SESSION AND WELCOME DAY

## ONLINE INDUCTION SESSION
Announced before the enrollment week set out in the academic calendar. Led by the UTP incoming mobility coordinator.

## WELCOME ACTIVITY
On-site during the first week of classes.

## PANABUDDY
Regular UTP students apply to the International Affairs Office as volunteers to support international students in academic and cultural activities in Panama during their stay.

# CULTURAL INFORMATION

### ACCOMMODATION

The UTP community with locations or properties close to the main campus (Panama City) offers rooms, apartments or individual or shared residences to exchange students. Contact is made by mail: relaciones.internacionales@utp.ac.pa.

**Location Map**

### FOOD

Student menu at $1.00.
General menu between $2.00 and $4.00.
Cafeteria Main Building
Cafeteria Building 4 (Classrooms)
Cafeteria Building 3 (Lobby floor)
Cafeteria Building 1 (Civil Engineering floor)
Coffee shop Building 1 (Electrical Engineering floor)
Coffee shop Postgraduate Building (first floor)

### MEDICAL INSURANCE

The incoming student / professor / researcher / staff must purchase international health insurance to protect him/her during his/her stay.

### MIGRATORY PROCESSES

The student must apply for a student/educational permit with the **National Immigration Service** in Panama.

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