Enrolment information

Students admitted to a university master’s degree who have completed their previous studies in ETSEIB will be able to register through the e-Secretaria on 15 February in order of enrolment. From the 9th February you could find the registration time at your e-Secretaria.

Students admitted to a university master’s degree who have NOT been graduated in the ETSEIB must do the enrolment in person next 15 February.

It is compulsory to be graduated (at the time of enrolment) and having paid 300€ in advance of enrolment at the time of accepting the position.

One extra enrolment day is planned for the 22 February, for students that the 15 February haven’t get accredited the degree or any other required documents to access to the Master. Beyond these dates no student will be enrolled.

Reception session and registration:

Day: 15 February
Time: 10:30 am
Location: Room G2 (Ground floor)
Registration: information point in the hall (revision of documents and later registration in the computer rooms)

You can consult the map of situation and the public transports of the zone in the following webpage: http://maps.upc.edu/?iU=412&lang=ca

Other relevant activities

13 February : 09:30 – Immigration matters seminar
              11:00 – ETSEIB library seminar
              12:30 – Work placement and Master Thesis seminars

10 February : 10:00 UPC Esports
**Timetables**

Course schedules are available at: [https://etseib.upc.edu/ca/estudis/portal-dassignatures-i-horaris](https://etseib.upc.edu/ca/estudis/portal-dassignatures-i-horaris)

**Course start date**

Classes will start on 19 February

**Access credits Bachelor**

Students admitted in the Master's Degree in Industrial Engineering that have to complete additional access credits, according to the provisional resolution of admission, must achieve the additional credits during the first academic year of the Master. Thus, they will have to enrol and study these additional courses within this period.

- If the total ECTS of the additional courses is less than 20 ECTS, the student may request to the Master's deputy director, authorization to extend the enrolment with subjects of the master to a total of 30 ECTS by submitting an application through e-Secretaria.
- The additional courses must be passed during the first two academic semesters of the student.
- In the event that the student does not pass the additional courses during the first two semesters, he/she will be disassociated from the degree.

[https://etseib.upc.edu/ca/lescola/estructura-i-organitzacio/documents%20normatives/master/cf.pdf](https://etseib.upc.edu/ca/lescola/estructura-i-organitzacio/documents%20normatives/master/cf.pdf)

**Documents for the enrolment**

The documentation to be provided will depend on the place where previous studies, that give access to the master's degree, have been obtained:

**UPC Schools:**

- Copy of DNI/NIE or passport
- Curriculum Vitae

**Schools attached to the UPC or any other university in Spain:**

- Copy of DNI/NIE or passport.
- Original and photocopy (or certified copy) of the degree issued by the University or Institution where the degree have been obtained.
- Original and photocopy (or certified copy) of an academic certificate listing the subjects taken with the qualifications and number of credits / hours of each one. This certificate must also reflect the qualification system and the overall average.
- English certificate (see language requirements)
Universities or foreign institutions of higher education:

- Photocopy of the DNI, NIE or passport.
- Original and photocopy (or certified copy) of the degree issued by the University or Institution where the degree have been obtained. This document has to attest that the duration of the degree last 3 academic year minimum and that enables to access to postgraduate studies (Master’s degree in that country). If it is not possible, it should state which superior level this degree gives access to.
- Original and photocopy (or certified photocopy) of an academic certificate listing the subjects studied, with the qualifications and number of credits/ hours of each one. This certificate must also reflect the qualification system and the overall average.
- English certificate (see language requirements)

Important: All documents issued in countries outside the European Union must be legalized through the diplomatic channel with the corresponding stamp and the official translation into Catalan or Spanish (except if it’s in English).

http://www.upc.edu/sga/es/expedientes/LegDoc/LegalTraduccDocExtranj

Language Requirements

- Accreditation of B.2 level of English. Check the following link to confirm the valid certificates to prove your level.
  http://www.upc.edu/slt/ca/certificat/taulaB2
- Students graduated in Spanish universities with a specific academic record of at least B2.2 English level recognition will not be required to provide an additional certificate.
- The B.2 of Spanish (for students from a non Spanish speaking country).

As soon as the documents have been validated, the enrolment can be done. Once the tuition fee has been paid, you will be student of the university master’s program of the UPC.

Declaration of equivalence of degrees

Students that have done degree studies in a foreign country, can apply for the MECD scholarships if the grade give access to this scholarships. The declaration of equivalence of foreign higher education should be applied at the MECD:


Fees

The Generalitat de Catalunya fixes the fees of academic services to the Catalan public universities through the “price order”.

For more information consult the price of all masters of the UPC:

https://www.upc.edu/sga/ca/matricula/preus/copy_of_coefficients-destructura-docent-nova#master
Students of qualifying master’s degrees which qualifies to practise the regulated profession of industrial engineer, may request the *Equitat scholarship*. Discounts range are from 5% in stretch 5 to 25% in stretch 1.

[https://www.upc.edu/sga/ca/Beques/BequesAgaur](https://www.upc.edu/sga/ca/Beques/BequesAgaur)

**Surcharge for non-resident foreign students**

A surcharge will be applied to non-resident foreign students, if they are not nationals of EU member states. A coefficient of 1.5 is applied to the ordinary price of the master.

This surcharge is not applied in the following documented situations.

1. Students with a nationality from a country of the European Union. It is necessary to attach original and a photocopy of a valid passport.
2. Foreign students from other countries who can prove permanent residence in Spain for more than 5 years, by presenting the corresponding certificate issued by the Delegation of the Government.

**Documents to justify deductions of the amount of enrolment**

You can check the documents required for deductions in the enrolment at:

[https://etseib.upc.edu/ca/estudis/matricula/documentacio-matricula-i-descomptes](https://etseib.upc.edu/ca/estudis/matricula/documentacio-matricula-i-descomptes)

**Scholarships**

As a student of the master's degree you have access to the MECD scholarships that, depending on your income and academic performance, can cover at least the credits enrolled for the first time. Additionally, and depending on the income, more aid can be obtained (residence or salary scholarship).

[https://www.upc.edu/sga/ca/Beques](https://www.upc.edu/sga/ca/Beques)