



MASTERS ENROLMENT – NEW ACCES STUDENTS

2019-2020 ACADEMIC YEAR – 1r SEMESTER

Enrolment information

Students admitted to a university master's degree who **have been graduated in any UPC School**, will be able to enroll by **e-secretaria** the **12 September** (in the order number assigned).

Students admitted to a university master's degree who have **NOT been graduated in any UPC School**, must do the enrolment in person on the **12 September** (in the order number assigned).

Bear in mind that it is **compulsory to be graduated (at the time of enrolment)** and **having paid 300€** in advance of enrolment, at the time you accept the position.

An **extra enrolment day** are planned for the **3 October**, for those students who couldn't get the degree accredited or any other required documents to entry at the Master's degree on the 12 September. Beyond these dates, no student will be able to enrolled.

Welcome session:

9 September 2019

9.00h Welcome session at "Sala d'Actes" (Hall ETSEIB). The session is address to any Student admitted to any ETSEIB master .

10.00 – 10.45h Welcome session for every master:

Master in Industrial Engineering – "Sala d'Actes"

Master in Management Engineering – room 9.2 Building H

Master in Automatic control and Robotics – room LS.2 Building L

Master in Automotive Engineering – room LS.2 Building L

Master in Energy Engineering – "Aula Capella" (from 10.15h)

Master in Nuclear Engineering – room 31.07, Building C, 1 floor

Master in Supply Chain - Seminary I Organization Department – 7 floor

12.00 - 13.00h Collecting documentation necessary to formalize the enrolment at the Information desk (ETSEIB Hall), only for students with bachelor degrees of other universities NON UPC.



Documents for the enrolment

The documentation to be provided will depend on where you have done your bachelor degree:

UPC Schools (except students that have done their bachelor degree in the ETSEIB):

- DNI/NIE or passport (original and copy)
- Curriculum Vitae
- English certification or certification from the UPC School (original and copy, or certified copy).

Schools attached to the UPC and Spanish Universities:

- DNI/NIE or Passport (original and copy).
- Curriculum Vitae.
- Degree issued by the University or Institution in which the degree has been obtained (Original and copy or certified copy).
- Academic certificate listing the subjects taken, including the qualifications and number of credits / hours of each one (original and copy or certified copy). This certificate must also reflect the qualification system and the overall average.
- English certificate B2 or equivalent (original and copy or certified copy).

Look at the table of Language equivalences:

<https://www.upc.edu/slt/ca/certifica/taulaB2#taula>

Students coming from Spanish universities, in which English certification is specifically mentioned in the academic file, wouldn't have to submit a specific certification.

Foreign Universities and Higher Education Institutions:

- DNI, NIE or passport (original and copy)
- Curriculum Vitae
- Official Degree from the University or Institution where the degree has been obtained with enable to access to the master studies (original and copy or certified copy). In case it is **NOT homologated**, the document has to attest that the duration of the degree lasts a minimum of 3 academic years, and that enables to access to postgraduate studies (Master's degree in that country). If that is not possible, it should state to which upper level this degree give access to.
- Academic certificate, listing the subjects studied, including the qualifications and number of credits/ hours of each one (original and copy or certified copy). This certificate must also reflect the qualification system and the overall average.



- Official academic **certification from the Spanish Ministry of Education** -declaration of degree equivalence- (original and copy).

<http://www.mecd.gob.es/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>

- English certificate level B2 or equivalent (original and copy or certified copy).
- Spanish certificate level B2 or B1 (depending on the Master). Students coming from a non Spanish speaking Language. (original and copy or certified copy)

Look at the table of Language equivalences including current certificates

<https://www.upc.edu/slt/ca/certifica/taulaB2#taula>

IMPORTANT: All documents issued outside the European Higher Education Area countries must be and bear the corresponding apostille (if applicable). All documents must have the official translation to English, Spanish or Catalan.

More information: <http://www.upc.edu/sga/es/expedientes/LegDoc/LegalTraduccDocExtranj>

Enrolment:

12 September 2019

From the 10 hours, in the enrolment order established (information soon)

- Students **that have done their bachelor degree in a UPC School:** the enrolment will be done through the e-secretaria
- **Students that haven't done their bachelor degree in a University different to the UPC:** the enrolment will take place in person in room 1.3 first floor Building H.

IMPORTANT: Bear in mind that it is compulsory **to be graduated** (at the time of enrolment), submit **the English certification required to access to the masters**, and **having paid 300€** in advance of enrolment, at the time you accept the position.

Other relevant activities

14th September 2019

- 11.30 h – **Visit to the Library of the ETSEIB.** Aula Capella (Hall ETSEIB). For any Student coming from any School and/or university different to the ETSEIB.
- 12.00 h - **Immigration issues seminar.** Aula Capella (Hall ETSEIB). Students from foreign universities.



Extraordinary enrolment:

03 October 2019

For those students who couldn't get the degree accredited or any other required documents to entry at the Master's degree on the 12 September. Beyond these dates no student will be enrolled.

IMPORTANT: Bear in mind that it is compulsory **to be graduated** (at the time of enrolment), submit **the English certification required to access to the masters**, and **having paid 300€** in advance of enrolment, at the time you accept the position.

Information to consult before the enrolment

Course start date: Classes will start on the **16 September, 2019**

Academic Calendar: The academic calendar for the academic year 2019/2020 is available at:

https://etseib.upc.edu/ca/estudis/calendaris/documents_calendari/calendaris-academics/masters_calendari.pdf

Timetables: Course schedules are available at:

<https://guiadocent.etseib.upc.edu/guiadocent/profile/default/index.php?show=masters&lang=en&head>

Students with supplementary courses

Students admitted at the Masters that have to do supplementary courses, according to the resolution of admission, **must achieve these additional courses during the first academic year of the Master's degree**. Thus, they will have to enroll and study these additional courses within this period. In case that the student does not pass the supplementary courses during the first two semesters, he/she will be disassociated from the degree.

If the total ECTS of the additional courses are less than 20 ECTS, the student may request, to the Master's Deputy Director, an authorization to extend the enrolment with subjects of the Master to a total of 30 ECTS, by submitting an application through e-Secretaria: Procedures – Request – Others – (Scope) - Others

https://etseib.upc.edu/ca/lescola/estructura-i-organitzacio/documents%20normatives/master/normativa_academica_masters_etseib.pdf



Fees

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

For more information, please check the prices for UPC Master’s degree at:

https://www.upc.edu/sga/ca/matricula/preus/copy_of_coeficients-estructura-docent-nova#master

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 nationality from a European Union country. It is necessary to attach original and copy 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 Government Delegation.

Documents to justify deductions of the enrolment amount

You can check the documents required for enrolment deductions at:

<https://www.upc.edu/en/masters/fees-grants>

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 financial aid can be obtained (residence or salary scholarship).

<https://www.upc.edu/en/masters/fees-grants>

UPC students can request other scholarships granted by the university during their studies.

<https://etseib.upc.edu/ca/estudis/beques-i-ajuts>