Enrolment information

Students admitted to a university master’s degree who have **NOT been graduated in ETSEIB**, must do the enrolment in person on the **13th September**.

**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.

Two extra enrolment days are planned for the 20th and the 27th September, for those students who couldn’t get the degree accredited or any other required documents to entry at the Master’s degree on the 13 September. Beyond these dates no student will be enrolled.

Reception session and registration:

**13th September:**

- 9.30h -- Welcome session at Sala d’Actes (Hall ETSEIB)
- 11.00h -- Coordinators sessions:
  - Industrial Engineering and Energy Engineering - Sala d’Actes
  - Automotive Engineering - Aula 4.1
  - Automatic Control and Robotics Engineering - Aula 4.2
  - Management Engineering - Aula LS.2
  - Supply Chain Transport and Mobility Management - Sala de Conferències 28.8
  - Nuclear Engineering – Department of Nuclear Engineering
- 12.00h -- Collecting documentation at Information desk (ETSEIB Hall)
- 12.30h -- Enrolment – at **Computer’s room 5.1 and 5.2**

Other relevant activities

**14th September:**

- 9:00 h – Immigration issues seminar
  - Immigration procedures (EU/EEA) Aula Capella (Hall ETSEIB)
  - Immigration procedures (NON EU/ EEA) Sala Conferencies (1st floor)
10:30h – ETSEIB library seminar  
   English version at Aula Capella  
   Spanish version at Sala Conferències (1st floor) 

11:30h – External practice workshop at Aula Capella (Hall ETSEIB) 

Information to consult before the enrolment 

Academic Calendar 

The academic calendar for the academic year 2018/2019 is available at: 

Timetables 

Course schedules are available at: 
https://guiadocent.etseib.upc.edu/guiadocent/profile/default/index.php?show=masters&lang=ca&head 

Course start date 

Classes will start on the 17th September, 2018. 

Documents for the enrolment 

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

UPC Schools: 
- Copy of DNI/NIE or passport 
- Curriculum Vitae 

Schools attached to the UPC and Spanish Universities: 
- Copy of DNI/NIE or Passport.
• Original and copy (or certified copy) of the degree issued by the University or Institution in which the degree has been obtained.
• Original and copy (or certified copy) of an academic certificate listing the subjects taken, including 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)

Foreign Universities and Higher Education Institutions:

• Copy of the DNI, NIE or passport.
• Original and copy (or certified copy) of the degree homologated issued by the University or Institution where the degree has been obtained.

   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.

• Original and copy (or certified copy) of an academic certificate, listing the subjects studied, including the qualifications and number of credits/ hours of each one. This certificate must also reflect the qualification system and the overall average.
• Original and copy of the official academic certification from the Spanish Ministry of Education (declaration of degree equivalence)
• English certificate (see language requirements)

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.

Legalisation and translation of documents issued outside Spain

Legalisation of documents issued outside Spain

The process of legalising documents issued outside Spain is subject to different conditions depending on the issuing country:

• For documents issued in member countries of the European Union and signatory countries to the Agreement on the European Economic Area, no legalisation is required. Similarly, documents issued in Switzerland do not require legalisation by virtue of a bilateral agreement with the European Union.
• For documents issued in signatory countries to the Hague Convention of 5 October 1961, the single legalisation or apostille issued by the country’s competent authorities is sufficient.
• Documents issued in signatory countries to the Andrés Bello Agreement must be legalised by diplomatic services. Documents should be submitted to:

- The Ministry of Education in the country of origin in the case of degree certificates and academic transcripts, and the corresponding ministry in the case of birth and nationality certificates.
- The Ministry of Foreign Affairs of the country in which the documents were issued.
- The Spanish embassy or consulate in the country in which the documents were issued.

If the country is also a signatory of the Hague Convention, the procedure outlined for those countries may be followed, as it is more straightforward.

• Documents issued in the remaining countries: legalisation by the corresponding diplomatic service. To do so, the documents should be submitted to:

- The Ministry of Education in the country of origin in the case of degree certificates and academic transcripts, and the corresponding ministry in the case of birth and nationality certificates.
- The Ministry of Foreign Affairs of the country in which the documents were issued.
- The Spanish embassy or consulate in the country in which the documents were issued.

If the documents have been issued by the embassies or consulates of other countries in Spain, they must also be legalised by the Spanish Ministry of Foreign Affairs and Cooperation.

Translation of documents issued outside Spain

Regulations governing administrative procedures require foreign documents to be accompanied by official translations into Spanish or Catalan. Official translations may be carried out by:

1. A sworn translator registered in Spain.
2. The Spanish embassy or consulate in the foreign country.
3. The embassy or consulate in Spain of the foreign country of which the applicant is a citizen or the foreign country that has issued the document.
4. A sworn translator working in a foreign country whose signature has been duly legalised.

Further information

Language Requirements

• Accreditation of B.2 level of English. Check the following link to confirm the valid certificates to prove your level:
  https://www.upc.edu/slt/en/certify
• 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 a student of the university master’s program of UPC.

**Students with supplementary courses**

Students admitted at the Master’s Degree in Industrial Engineering 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 enrol and study these additional courses within this period.**

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.

- The additional courses must be passed during the first two academic semesters of that student.
- In case that the student does not pass the additional courses during the first two semesters, he/she will be disassociated from the degree.

**Further Information**

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

**Fees**

The Generalitat de Catalunya fixes 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:


**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 an 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