Enrolment information

Students admitted to a university master’s degree who have graduated in any UPC School, will be able to enroll by e-secretaria starting on 13 February (in the order number assigned).

Students admitted to a university master’s degree who have NOT graduated in any UPC School, must do the enrolment in person on 13 February (in the order number assigned).

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

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

Welcome session:

13 February 2020

9.30h Welcome session at “Aula Capella” (Ground floor). The session is address to any student admitted to any ETSEIB master.

10.15-11.15h Collecting documentation necessary to formalize the enrolment at the Information desk (ETSEIB Hall), only for students with bachelor degrees from 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, won’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 which enables access to the master studies (original and copy or certified copy). If it is NOT homologated, the document has to attest that the duration of the degree lasts a minimum of 3 academic years, and that it enables access to postgraduate studies (Master’s degree in that country). If that is not possible, it should state to which upper level this degree gives 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).


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 homologated 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:

13 February 2020

From the 9.30, 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 have 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 to have paid 300€ in advance of enrolment, at the time you accept the position.

Extraordinary enrolment:

20 and 27 February 2020

For those students who couldn’t get the degree accredited or any other required documents to entry at the Master’s degree on the February 13th. 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 to have 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 17 February, 2020

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


**Timetables**: Course schedules are available at:


**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


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_coefficients-destructura-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
IMPORTANT (only for ETSEIB students)

To finish your admission, remember to review your undergraduate academic record and check the following:

1. If you have already done an international mobility, check that your transcript of records has arrived at the ORIA, that the academic recognition has been made, and that they appear in your academic record.

2. If you have done an internship, check that your recognition appears in your academic record.

3. That you have accredited your required English level and/or that it is recorded in your academic record. If not, it is urgent that you address the SIAE.

4. And finally, revise that your academic record says “TITULAT”. If this information is not included, you will have to go to the SIAE in order to make the necessary actions and close your file.

If you do not meet these requirements, you will not be able to enroll in the master.