



MASTERS ENROLMENT – NEW ACCESS STUDENTS 2021-2022 ACADEMIC YEAR – 2Q

Enrolment: 17 February 2022

Students admitted to a university master's degree, will be able to enroll by **e-secretaria** starting on **17 February** (in the order number assigned). You could check the order of registration in the e-secretaria, one day before the enrolment.

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.

REMARK: Enrolment is on a semester basis, so you must enroll **only** for the subjects indicated in **semester 1 (except the elective course which in this case will be the semester 2)**. You cannot register for subjects from other terms until you have passed the first term.

There is no minimum number of credits to enroll, but you must bear in mind that to pass the initial stage you must enroll and pass a minimum of 15 credits ECTS in the first academic year. The maximum number of credits to enroll can be 36.

Extraordinary enrolment: until the 28 February 2022

For those students who have not accredited their degree or any other required documents for entry to the Master's degree before the 17 February. It will be necessary to inform the admissions service in advance.

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Welcome session: 11 February 2022 (Meet)

Session on line **at 12 hs.** Acces through the institutional email @estudiantat.upc.edu. **Link:** meet.google.com/kaa-hrss-gjc



Documents for the enrolment

Before your enrolment, ask for an appointment at our office ORIA – International Relations and Admissions office (ground floor), <https://citaprevia.itseib.upc.edu/> to submit the following documentation:

UPC Students:

- If you have not uploaded any documentation at the application, submit the documentation in person at the ORIA office the missing documentation (English certificate original and copy). <https://citaprevia.itseib.upc.edu/>
- **Important**: please make sure that your file in your e-secretaria shows “that you have a Degree”. If not, please follow the instructions detailed at the end of this document (*page 4).

Students from 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 e mentioned in the academic file will not 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).
- 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.
- 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>

Important information to be consulted before the enrolment

Course start date: Classes will start on the **21 February 2022**

Academic Calendar: The academic calendar for the academic year 2021/22 2Q is available at:

<https://etseib-upc-edu.translate.goog/ca/estudis/calendaris/Tramits-master-21? x tr sl=ca& x tr tl=en& x tr hl=ca& x tr pto=wapp>

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.

Timetable guide for Bachelor subjects (supplementary courses):

<https://guiadocent.etseib.upc.edu/guiadocent/profile/default/action/viewDegreeTab.php?degree=752&lang=en&head>

Bear in mind that the Bachelor's degree subjects are only taught in Spanish or Catalan.

They may also enrol for master's degree courses, if they wish to do so. However, the sum of supplementary courses and master's degree courses must not exceed 36 ECTS. Credits per term.

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

Bear in mind that in order to continue with the master's degree you must have passed a minimum of 15 credits during the first year of the master's degree.

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:

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

Surcharge for non-resident foreign students

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

This surcharge is not applicable 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.

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 students who have completed their bachelor degree at any UPC School)

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 your Academic Secretary, that there is the academic recognition, 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.



4. Finally, revise that your **academic record** says "TITULAT". If this information is not included, you will have to go to your Academic Secretary in order to make the necessary actions and close your file.

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

Other useful information

Payment of tuition fees

- Tuition and fees is payable every semester.
- The €300 will be deducted from the first registration fee.
- There are two payment systems:
 - Financial institution (by credit card or by barcode at a financial institution)
 - Direct debit. In this case, you must sign the Sepa Order (Direct Debit Order). To do this you must enter your bank account number in your e-secretaria, download and print the Sepa Order, and once signed, upload it back to your e-secretaria. **If you choose this option, you must do it a few days before enrolment.**

UPC Card

You can request an appointment to pick up your UPC card after enrolment (information about the period in which this service will be available will be provided later).

You can also request it directly through your e-secretaria, by uploading a photo. You will receive it to the address indicated in your e-secretariat, within approximately 15 days.