Enrolment information

Welcome session: 12 February

09.30 h – Welcome session at Aula Capella
11.00 h – Collecting documentation at Information desk (ETSEIB Hall)

Only students who have NOT been graduated in a UPC school.

Enrollment: 14 February from 11 p.m.

- Through e-Secretaria – Students who have been graduated in a UPC School.
- Presencially: Room 1.3 (first floor) Students who have NOT been graduated in a UPC School.

The order of registration will be published on the 12 February. You can check the hour by e-secretaria.

VERY IMPORTANT: At the time of enrolment it is compulsory to be graduated, be able to certificate English level B2 or equivalent, Spanish level B2 (for people from non Spanish speaking countries) and having paid 300€ in advance of enrolment, at the time you accept the position.

One extra enrolment day are planned for the 21st February, for those students who couldn’t get the degree accredited or any other required documents to entry at the Master’s degree on the 14th February. Beyond these dates no student will be enrolled.

Other relevant activities

14th September:

09:00 - Immigration issues seminar:
- Immigration procedures (EU/EEA) Aula Capella (Hall ETSEIB)
- Immigration procedures (NON EU/EEA) Sala Conferències (1st floor)

10:30 – ETSEIB library seminar
- English version at Aula Capella
- Spanish version at Sala Conferències (1st floor)
Course start date
Classes will start on the 18 February.

Information previous to the enrolment

Academic Calendar

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

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-Procedures – Request – (scope) Others.

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

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

UPC Schools:
The documentation has to be uploaded at the applicative before the enrolment.

- DNI/NIE or passport (copy)
- Curriculum Vitae
- English level B2 certification or get accredited by your university.

Check the equivalences in this link: http://www.upc.edu/slt/ca/certifica/taulaB2
Schools attached to the UPC and Spanish Universities:

- DNI/NIE or Passport (original and copy)
- 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. This certificate must also reflect the qualification system and the overall average (original and copy or certified copy).
- English certificate B2 Level or get accredited by your university (original and copy)

Check the equivalences in this link: [http://www.upc.edu/slt/ca/certifica/taulaB2](http://www.upc.edu/slt/ca/certifica/taulaB2)

Foreign Universities and Higher Education Institutions:

- DNI, NIE or passport (original and copy).
- 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 enables to access to postgraduate studies (Master’s degree). 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. This certificate must also reflect the qualification system and the overall average (original and copy or certified copy).
- English certificate B2 Level or equivalent (original and copy)
- Spanish certificate B2 Level or B1 Level (according to the requirements of every Master (original and copy) (only for students from a non Spanish speaking country).

Check the equivalences in this link: [http://www.upc.edu/slt/ca/certifica/taulaB2](http://www.upc.edu/slt/ca/certifica/taulaB2)

Important: All documents issued outside the European Higher Education Area countries must be legalised ([information in Spanish](http://www.upc.edu/slt/ca/certifica/taulaB2)) and bear the corresponding apostille (if applicable). All documents must have the official translation to English, Spanish or Catalan.

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: [https://www.upc.edu/sga/ca/matricula/preus/copy_of_coefficients-destructura-docent-nova#master](https://www.upc.edu/sga/ca/matricula/preus/copy_of_coefficients-destructura-docent-nova#master)
Students following The Master of Industrial Engineering, can do a request for the **beca Equitat**. The discount goes from the 5% to the 25%.

More information: [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 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://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 financial aid can be obtained (residence or salary scholarship).

[https://www.upc.edu/en/masters/fees-grants](https://www.upc.edu/en/masters/fees-grants)