

GUIDE FOR NEWCOMERS TO ETSEIB

Bachelor's degree in
Industrial
Technologies and
Economic Analysis
(UPC-UPF)

Year 2020-2021



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UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH
Escola Tècnica Superior d'Enginyeria
Industrial de Barcelona



Academic Information

Registry

The academic year is structured in two terms: autumn and spring. Therefore, two different registrations will have to be fulfilled: one in July for the autumn term and another one in February for the spring term. The ETSEIB website provides the specific information for each registration process.

<https://etseib.upc.edu/ca/estudis/matricula>

Year Planning

At ETSEIB, each term is composed of 14 weeks of teaching, 1 week of interim evaluation and 3 weeks of final examination. Also, there is 1 extra week of examination resit during the first days of July.

<https://www.etseib.upc.edu/ca/estudis/calendaris>

Please bear in mind that the organisation of the academic terms at UPF differ from the one at UPC. At UPF terms are structured in periods of 11 weeks with different starting and finishing dates of the ones at UPC.

In the moment to register for the subjects of a term, the information of the timetables as well as of the interim and final examination dates are available on-line. Please, bear in mind that continuous evaluation is also undertaken during the teaching weeks.

<https://www.etseib.upc.edu/ca/estudis/calendaris>

Lectures, Seminars and Laboratories

During the teaching weeks some of the courses will be delivered in a big group (Lectures, mainly dedicated to general theory), and others in small groups (Seminars, for exercise training and/or Laboratories, for more practical works).

Subjects and Timetables

All the specific information for each subject (subject files) as well as the information for configuring the timetables can be found in the ETSEIB website.

<https://etseib.upc.edu/ca/estudis/graus/grau-en-tecnologies-industrials-i-analisi-economica>

<https://guiadocent.etseib.upc.edu/guiadocent/?head>

ATENEA (Digital Campus)

ATENEA is the virtual teaching environment of the UPC. It is not only the virtual repository for the information of the courses, but also a space for communications, polling, handing in coursework and projects and evaluation of the different subject examination items.

<https://atenea.upc.edu>

The normal user is "name.surname" and the Password is provided in a dedicated e-mail with the credentials between 24 and 28 hours after completing the first registration.

Regulatory framework

All undergraduate and postgraduate university courses at UPC follow the general regulatory framework embodied in the NAGRAMA (Normativa Acadèmica dels Estudis de Grau i Master). This general framework regulates access, enrolment, registry, evaluation, regulation and transfer of credits and the criteria for termination of the studies.

<https://www.upc.edu/sga/ca/normatives/NormativesAcademiques/NormativesAcademiques>

In addition, the ETSEIB has its own regulations that develop and complete some aspects of "NAGRAMA". This further set of rules can be accessed at any time through the website under "Reglament i Normatives".

<https://etseib.upc.edu/ca/lescola/reglament-i-normatives>

Initial Phase

The Initial Phase consists on the ten subjects of the first course of the syllabus (60 ECTS), which must be successfully passed before being allowed to register for the subjects on the second course.

The Initial Phase is completed if:

- All subjects (60 ECTS) are qualified with a mark of 5 or more, or
- All subjects (60 ECTS) are qualified with a mark of 5 or more, except for one which is qualified with a mark of 4 or more, or
- All subjects (60 ECTS) are qualified with a mark of 5 or more, except for a maximum of two of them; which must have a mark superior than 4 and must accomplish:

$$N1 + N2 \geq 9$$



Under any of these conditions, the Initial Phase is considered completed and the student can register for the subjects in the second course.

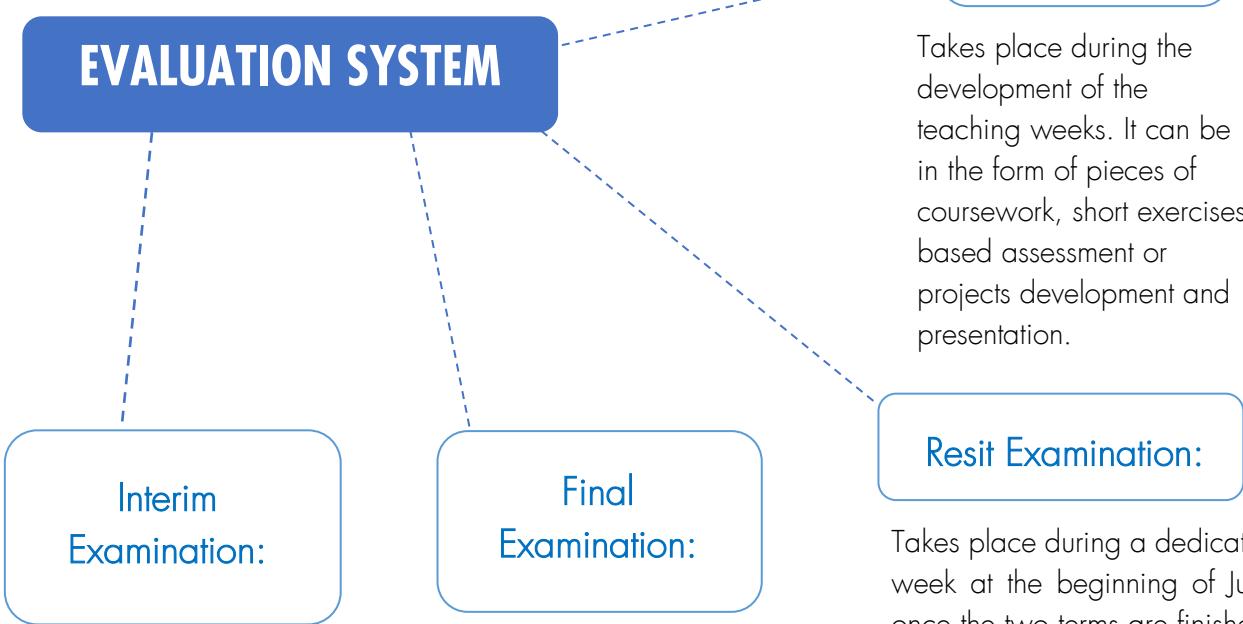
The Initial Phase is terminated when:

- The student fails to pass a minimum of 12 ECTS during the first academic year (2 terms), or
- The Initial Phase (total of 60 ECTS) is not completed in the period of 2 academic years (4 terms).



If the Initial Phase is terminated, the student cannot continue the courses of the Bachelor's degree in Industrial Technologies and Economic Analysis.

Subjects evaluation



Takes place during the specific interim examination week. The Interim Examination dates are fixed before the registry and cannot be changed under any circumstance. In case there are medical problems that impede the attendance, the percentage in weight of evaluation can be transferred to the final examination marking, following the presentation of a medical certification.

Takes place during the 3 dedicated weeks at the end of the term. The Final Examination dates are fixed before the registry and can only be changed due to medical circumstances. In this case, the evaluation takes place in the Resit examination. It is necessary to provide a medical certification and to make a request at the Student Care Service (SIAE).

Takes place during the development of the teaching weeks. It can be in the form of pieces of coursework, short exercises-based assessment or projects development and presentation.

Resit Examination:

Takes place during a dedicated week at the beginning of July, once the two terms are finished. The Resit of a subject can only be undertaken by the students who failed the subject during the term evaluation, in particular, not by those who did not attend the Final Examination unless in the case of medical circumstances described above. If the subject is failed in the autumn term, the student has to register for the course in a group called "REAVA" at no cost, during the spring registry period.

If a student takes a resit exam but does not achieve to pass the corresponding subject, the mark chosen for the results breakdown will be the highest between the result of the ordinary evaluation and the result obtained with the resit examination. The Resit examination dates are already fixed at the beginning of the course.

Student card

The student card identifies yourself as an UPC Student. The issue and delivery of the cards for the new students of the academic year 2020/2021 will take place at the same time that the beginning of face-to-face classes. Regarding the Campus Sud, it will happen from 28 September to 9 October.



You should have a prior appointment

<https://mycitaprevia.upc.edu/carnetupc/>

Opening hours: Monday to Friday from 9 am to 2 pm and Monday to Thursday from 3 pm to 5 pm.

The information on how to request a new UPC card, or in case of loss or expiration can be found in the website of "Identitat Digital UPC":

<https://www.upc.edu/identitadigital/ca/carnetupc>

Please bear in mind that the UPF has also a procedure for obtaining the UPF student card. That process is normally activated during the welcome session at UPF, which takes place in February.

Scholarships and Grants

The UPC offers on a continuous base learning and collaboration scholarships. These opportunities consist on the realization of support activities to the teaching and research staff of its basic and functional units.

<https://www.upc.edu/sga/ca/Beques>

Also, the Bachelor's degree in Industrial Technologies and Economic Analysis receives support from the Fundació Barcelona Education in Science and Technology (BEST). All the information of the Proaramme of Scholarships and Study Aid can be found in the website.

<https://eiseib.upc.edu/ca/estudis/graus/gtiae-beques/beques-gtiae>

Mentorship – "Aula Lliure"

The team of mentors of "Aula Lliure" is composed of students in the last courses of the ETSEIB Bachelor's degrees and provide review workshops and advice to students enrolled in subjects of the first courses. It is a free service that covers academic and general aspects of university life at ETSEIB.



The registrations are open in September and March through ATENEA. aspects of university life at ETSEIB.

aulalliure.etseib@upc.edu

Academic management services

Managerial support for bachelor's and master's degrees

The Academic Management Services are structured into 3 organizational units: The Information and Student Care Service (SIAE), the Office of International Relations and Admissions (ORIA) and the Planning Office (PLANI). The physical office can be found in the main hall of the School. It also provides phone and virtual attention.

<https://intranet.utgaeib.upc.edu/ca/qui-som/area-de-suport-a-la-gestio-destudis-de-grau-master>

SIAE - Student Care Service

The SIAE (Servei d'Informació i Atenció a l'Estudiant) is the main service for student information and requests. It manages the academic aspects such as access, registration, credit recognitions, certificates, diplomas, scholarships and grants, among others:

Students' queries on administrative procedures or information on academic regulations.



<https://demana.upc.edu/etseib>

Consultation on the academic record, academic procedures related to registry, permanence, academic certifications or to the student files.



<https://prisma.upc.edu/>

Completion of the academic training through external internships in companies, institutions and national and international



<https://borsapractices.etseib.upc.edu>

ORIA - Office of International Relations and Admissions

The ORIA (Oficina de Relacions Internacionals i Admissions) is the office for managing academic mobility and international promotion as well as the admissions for the master ETSEIB courses.

Management of outgoing and incomig student mobility.

<https://etseib.upc.edu/en/mobility-students/do-you-want-to-come>

<https://demana.upc.edu>

Management of the processes of access and admissions to the ETSEIB master's degrees.

<https://etseib.upc.edu/en/Academic%20programmes/applications>

<https://demana.upc.edu/etseib>

ICT services

The ETSEIB ICT services provide information and support in computer rooms and classrooms, as well as advice on available software, teaching and learning support services.

si.etseib@upc.edu

<https://suportic.etseib.upc.edu>

Telematic assistance priority. Face-to-face assistance: floor 1 and floor 5 of H building
Telephone assistance: 93.401.65.97

Availability of computer rooms:

Free access to PC in any computer room will be only allowed through remote acces (at the scheduled times and for the total of free workstarions that are available).

<https://guiadocent.etseib.upc.edu/disponibilitat>

Computer login:

- User: name.surname (linux) or name.surname@est (windows)
- Password: date of birth + the last two digits of the DNI (as they appearon the registry)

Tools: You can check schedules, available quota, connect to pc remot, notify incidences and change passwords (acces only from the PC of computer classrooms and via VPN UPC).

<https://serveistic.upc.edu/ca/upclink>

Other services

Library

It is located in pavilion I, floor +1 and holds all the books recommended in the teaching guides and exams samples of previous years of bachelor's and master's degrees. It also gives availability of spaces to work individually or in groups, laptop loan and other equipment.

biblioteca.etseib@upc.edu

<https://bibliotecnica.upc.edu/en/etseib>

Reprography

CANON operates the copying service, located in front of the elevators of floor 0 of the building H. Apart from photocopies, it also provides services for bindings, self-service printing, stationery and others. There are 2 non-stop self-service printing machines in floor 0 and floor 5.

3D Printing

A 3D printing parts service operates in the "Espai de Fabricació Digital", located in the floor 0 of the H building, in the corridor to the pavilions B-C-D-E-F-G. This is an ETSEIB service operated by scholarship students.

Meals

The restaurant-bar is located on floor 1 of the building H. Normal opening times are from 7.30 a.m. to 8.30 p.m. It offers a daily menu between 1 p.m. and 3 p.m. Also, there are vending machines for drinks and food in the floors 0 and 5 of building H and in pavilion I, floor -1 (next to the Gym). Moreover, there are microwaves distributed over the study rooms that can be used during midday hours.

Lockers

Lockers are available for students at a reduced cost for the entire course. It is asked to leave a deposit, which is returned at the end of the course if there are no special circumstances.

<https://etseib.upc.edu/ca/serveis/taquilles>

Gym

Gym is located on the -1 floor, acces next to Reception.

<http://www.upc.edu/esports/abonats/gimnas>

Other information

Student Union – “Delegació d'estudiants” - and other student associations

The "Delegació d'Estudiants" is the representative body of the students of the ETSEIB. This union, as well as other student associations are located on the 1st floor of the H Building.

<https://etseib.upc.edu/ca/lescola/associacions-destudients>

Participation in the governing bodies

The governing bodies of the ETSEIB are the "Junta d'Escola" and its different commissions ("Comissió Permanent"(CP), "Comissió d'Avaluació Acadèmica i de Qualitat" (CAAQ) and "Comissions d'Avaluació Curricular (CAC)"). As a student, you can get involved and participate in the governance as a representative of your group.

<https://etseib.upc.edu/ca/lescola/estructura-i-organitzacio>

Internal Quality Assurance System

The ETSEIB has an Internal Quality Assurance System implemented since 2011, which acts as an instrument to ensure the quality of its studies, and allows to respond properly to the need of accountability and transparency. Through the mailbox opinion of the ETSEIB can formulate suggestions of improvement and/or complaints, and acknowledgements and/or congratulations:

BÚSTIA OPINA

Gender equality plan

The UPC has a Gender equality plan which is the strategic framework for action, both with the society and with its university community.

<https://igualtat.upc.edu/ca/pla>

ETSEIB's coordinator: Ma. Antonia de los Santos
Assistant director of Institutional Policy and Quality

Energy Optimization Project

The ETSEIB participates in the Energy Optimization Project (POE) of the UPC: we want to reduce unnecessary energy consumption and thus reduce economic costs and CO2 emissions. PARTICIPATE: switch-off unnecessary lights, computers and screens, optimize air conditioning use and if you have ideas for energy saving, communicate them via Twitter #ETSEIB #estalvienergetic or through the "OPINA" Mailbox.

BÚSTIA OPINA <https://etseib.upc.edu/ca/lescola/qualitat/opina>

Office of Inclusion - Services for students with specific educational needs

In case of special needs and / or permanent or temporary disorder, UPC can help in:

- University enrolment procedures
- Exemption of academic taxes
- Study grants and scholarships
- Curricular adaptations
- Setting of specific examination provisions

<https://inclusio.upc.edu/ca>

atencio.discapacitats@upc.edu

oficina.inclusio@upc.edu

High-level athletes

If you are a high-level athlete, you can be part of the UPC's High-Level Athlete Program, which aims to facilitate the compatibility of sports activity and academic studies. The program has been running since 2008 and more than 600 UPC students have already enjoyed it.

You can find out the requirements to be part of it and what you need to do to register at:

<https://www.upc.edu/esports/competicio/esports-alt-nivell>

Lost and found

Objects lost and found during the course are held at the concierge bureau until the 30th of September of the following academic year. At that time, if they are not claimed, they are given to an NGO.

Emergency plan

In case of emergency, refer to the ETSEIB emergency plan and map.

<https://www.upc.edu/prevencio/ca/emergencies>

[See map South Campus](#)

Students Safety

Information on risk prevention for students.

<https://www.upc.edu/prevencio/ca/estudiantat>

UPC Directory

The website "Directori UPC" provides direct access to the contact details of professors and staff of all services in the university.

<https://directori.upc.edu/directori>

Stay tuned!

Due to the current health emergency situation for COVID'19 the information contained in this guide may be subject to change. It is important that you pay attention to the school's information channels.



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<https://www.facebook.com/EtseibUpcBcn>



<http://www.etseib.upc.edu/>



<https://etseib.upc.edu/ca/lescola/qualitat/opina>

