GUIDE FOR NEWCOMERS TO ETSEIB

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

Course 2018-2019
Academic Information

Registry
The academic year is structured in two terms: autumn and spring. Therefore, two different registrations must 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
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://etseib.upc.edu/ca/estudis/calendaris/

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

https://etseib.upc.edu/ca/estudis/calendaris/

Lectures, Seminars and Laboratories
During the 14 weeks of teaching some of the courses will be delivered in a big group (Lectures, mainly dedicated to general theory), or 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

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 project 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 email 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/

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://www.etseib.upc.edu/ca/lescola/reglament-i-normatives
Initial Phase

The Initial Phase consists of 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.

This Initial Phase has specific assessment and permanence regulations, different than those of the other courses.

The Initial Phase is completed when:

- 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: \[ N_1 + N_2 \geq 9 \]

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

**EVALUATION SYSTEM**

- **Interim Examination:**
  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.

- **Final Examination:**
  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).

- **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. The Resit examination dates are fixed and cannot be changed under any circumstance.

- **Other continuous evaluation**
  Takes place during the development of the 14 academic weeks. It can be in the form of pieces of coursework, short exercises-based assessment or projects development and presentation.
**Student card**

The student card credits being a UPC student and can be obtained on the same day of enrolment. It is essential to access some of the services that the university makes available to the community, among others, access to the UPC Libraries and some of the activities of the Sport Service.

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/identitatdigital

**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

**Mentorship - Aula Lliure**

The team of mentors of "Aula Lliure", that are students of the last courses, who provide review workshops and give advice to students of the first courses. It is a free service that covers academic and general aspects of university life at ETSEIB

The registrations are in September and March through ATENEA.

aulalliure.etseib@upc.edu
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.

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.

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

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

https://demana.upc.edu/etseib

https://esecretaria.upc.edu/

https://prisma-nou.upc.edu/

https://oficinavirtual.etseib.upc.edu/practiquesempresa/
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 incoming student mobility.  
https://etseib.upc.edu/ca/mobilitat
reint.etseib@upc.edu

Management of the processes of access and admissions to the ETSEIB master’s degrees.  
https://etseib.upc.edu/en/
Academic programmes
admissions.etseib@upc.edu
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**  
**http://gn6.upc.edu/si-etseib**

Face assistance: floor 1 and floor 5 of H building  
Telephone assistance: 93.401.65.97

**Availability of computer rooms:**  
Computer rooms are available with free access when there are no programmed activities.

**https://guiadocent.etseib.upc.edu/disponibilitat**

**Computer login:**  
- User: name.cognom (linux) or name.surname@est (windows)  
- Password: date of birth + the last two digits of the DNI (as they appear on the registry)

**Tools:**  
The browsers of the PCs in the classrooms include bookmarks which allow to check schedules, available quota, notify incidences and change passwords.
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.

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.

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.
Gym
The gym is located in pavilion I, floor -1, with the access next to concierge desk. The gym is managed by the UPC Sports Service

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

Meals
The restorant-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.
Other informations

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-destudiants

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.

https://etseib.upc.edu/ca/lescola/qualitat

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
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 #estalviergetic or through the "OPINA" Mailbox.

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

Office of Inclusion

Services for students with specific educational needs.

https://inclusio.upc.edu/ca

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

ETSEIB has a plan to know what to do in case of an emergency.

https://www.upc.edu/prevencio/

Map: shorturl.at/eCDEJ

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!

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https://www.facebook.com/EtseibUpcBcn

http://www.etseib.upc.edu/en

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