

# Application guide for exchange students



**IMPORTANT:** In order to perform an **Exchange program at ETSEIB:**

1. A **valid bilateral agreement** must exist between ETSEIB and your home university
2. You must **be officially nominated** by your home university
3. You must **receive an application email** from ETSEIB International Relations Office

**Language requirements:**

- **English:** B1 is required (no certificate needed). Only Double Degree students need B2 Certificate
- **Spanish:** B1 is strongly recommended (no certificate needed)

**For assistance, please contact us at:** [incoming.etsuib@upc.edu](mailto:incoming.etsuib@upc.edu). Please do not copy any other UPC or ETSEIB email addresses

**\*Please, keep this guide open SIDE BY SIDE with your application for easy reference**

## Application process

**Step 1.-** Fill in the **Online Application Form** and upload the required documents

**Step 2.-** Fill in the **ETSEIB Learning Agreement**

**After your admission and via e-Secretaria:**

1. Confirm **RGPD Authorisations**
2. Upload your **insurance document**
3. **If applicable**, register your project: **Master's Thesis (TFM)** or **Research Assignment (RA)**

## Important dates

### Autumn semester

Application period **1 April to 1 June**

Deadline to upload insurance **30 June**

Welcome sessions **1<sup>st</sup> week September**

Enrolment **September**

### Spring semester

Application period **15 October to 1 December**

Deadline to upload insurance **30 December**

Enrolment **January**

## STEP 1.- Online Application Form



The application is submitted through **PRISMA**: <https://prisma-nou.upc.edu/>

### Application deadlines:

**Autumn semester:** 1 April to 1 June

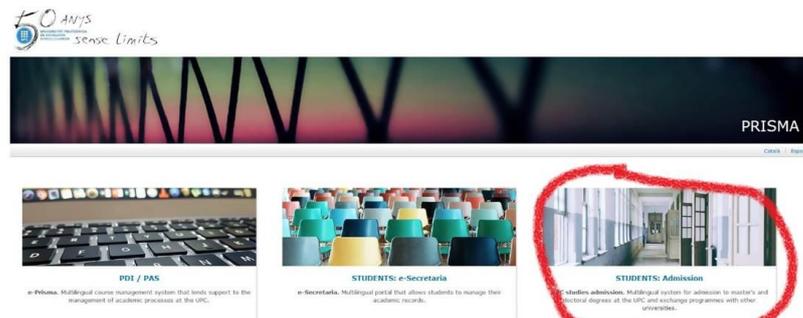
**Spring semester:** 15 October to 1 December

## Registration

# 1

### Register at STUDENTS: Admission

1. Access **PRISMA**
2. Enter via **STUDENTS: Admission**
3. Register as "**Non-UPC students not registered in the system**" by clicking the blue **REGISTER** button



#### 4. Fill in the required details. Please note that:

- **NAME** is your first name or GIVEN name (as on your ID card)
- **SURNAME** is your last name or FAMILY name (as on your ID card)
- **DOCUMENT TYPE** is passport only for non-EU/EEA students

**AFTER REGISTRATION:** You will receive an email with the username and the steps to get the password and activate your account. Be sure to save your password for future use

## STEP 1.- Online Application Form



The application is submitted through **PRISMA**: <https://prisma-nou.upc.edu/>

### Application deadlines:

**Autumn semester:** 1 April to 1 June

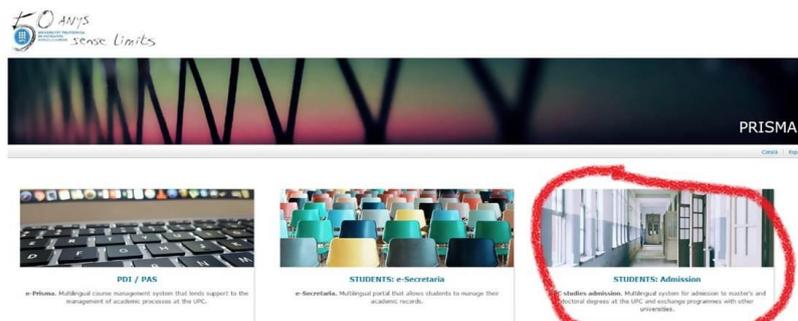
**Spring semester:** 15 October to 1 December

Pre-enrolment

2

## Complete the Online Application Form

1. Access **PRISMA**
2. Enter via **STUDENTS: Admission**
3. Log in as **"Non-UPC students registered in the system"**



4. Complete the application by filling out all required information across the **four tabs**:

Personal data\*

Academic details\*

Application

RGPD information

Please **COMPLETE ALL REQUIRED FIELDS (\*)** in each tab to be able to access the next tab  
See instructions below

## STEP 1.- Online Application Form



The application is submitted through **PRISMA**: <https://prisma-nou.upc.edu/>

### Application deadlines:

**Autumn semester:** 1 April to 1 June

**Spring semester:** 15 October to 1 December

### 2.1. Personal details

## 2

## Pre-enrolment: Personal details

**PERSONAL DETAILS**

Name\*  First surname\*  Second surname  Document type\*  Doc. number\*

Gender\*  Registration date  Birth date  Nationality\*

Birth country\*  Province\*  City/Town\*  Additional information

Birth county  Mobile phone\*  Comm. language\*

**USUAL HOME ADDRESS**

Country\*  Province  City/Town  City/Town details\*

County  Postcode  Telephone\*

Street type\*  Street (only the name)\*  Number\*  Stairs, floor, door

Check the list of postcodes

[Copy details](#)

**ADDRESS DURING ACADEMIC YEAR**

Residence type\*

Home address

Country\*  Province\*  City/Town\*  Additional information

Spain  Barcelona  Barcelona

County  Postcode\*  Telephone\*

Barcelona  08001  934012345

Street type\*  Street (only the name)\*  Number\*  Stairs, floor, door

Avenue  diagonal  547

Generate academic record

Consult the information on data protection.

Consult the information on data protection.

[Can](#) [Save](#)

**CHANGE PERSONAL ADDRESS**

Personal e-mail address\*  [Change personal address](#)

### Please pay attention to the following fields:

Please **DO NOT INTERCHANGE** given name and family name

- **NAME:** Your first name or given name as it is displayed on your ID card
- **FIRST SURNAME:** Your last name or family name
- **SECOND SURNAME:** For students with two surnames only
- **DOCUMENT TYPE / NUMBER:**
  - **EU/EEA students:** Identity card and its number
  - **Non-EU/EEA students:** Passport and its number

Please **DO NOT REPEAT** your surname if you have only one

- **ADDRESS DURING ACADEMIC YEAR:** If you do not have an ADDRESS in BARCELONA yet, use YOUR HOME ADDRESS. You can update it later

Please **USE YOUR HOME ADDRESS again**, if necessary

## STEP 1.- Online Application Form



The application is submitted through **PRISMA**: <https://prisma-nou.upc.edu/>

### Application deadlines:

**Autumn semester:** 1 April to 1 June

**Spring semester:** 15 October to 1 December

### 2.2. Academic details

2

## Pre-enrolment: Academic details

### Please pay attention to the following fields:

- **COUNTRY/UNIVERSITY:** If you can't find your country and/or university in the dropdown list, please cancel the process and inform us.
- **DEGREE LEVEL:** Select Graduate or Master's degree
- **DEGREE:** List all your degrees, including those in progress
  - **Bachelor's students:** Bachelor's degree in ...
  - **Master's students:** Bachelor's degree in... and Master's degree in ...
- **OBTAINING YEAR:** As you are currently completing your degree, this is your expected graduation year (a projected future year)
- **FINAL DEGREE GRADE 5 to 10:** The approximate grade point average of your studies so far, on a scale of 5 to 10 (not compulsory)
- **HOMOLOGATION AND LEGALISATION OF DEGREES:** Not required for exchange students

#### Examples:

-**Bachelor's degree in Industrial Technology Engineering\***

-**Master's degree in Management Engineering\***

\*Please copy the exact degree name from your TOR

**EXCEPTION: For Master's students, the Bachelor's degree graduation year is the exact year of graduation**

\*Please scroll down and **upload your documents** in the section **ELECTRONIC DOCUMENTATION**. See instructions in the following page.

## STEP 1.- Online Application Form



The application is submitted through **PRISMA**: <https://prisma-nou.upc.edu/>

### Application deadlines:

**Autumn semester:** 1 April to 1 June

**Spring semester:** 15 October to 1 December

## 2.2. Upload documents

# 2

### Pre-enrolment: Electronic documentation

**Upload mandatory documents:** Select File Type / File and ADD document

Upload **requested documents only**, in English or Spanish

**Before upload the documents, please convert them to PDF and name them as follows:**  
NumDoc\_NameDoc\_Surname\_Name

#### 1\_NominationLetter\_Surname\_Name

A letter from your home university confirming your selection for the International Exchange Program at UPC BARCELONATECH-ETSEIB and the duration of your stay.

#### 2\_CV\_Surname\_Name

#### 3\_TORbachelor\_Surname\_Name (Transcript of records to date)

#### 3\_TORmaster\_Surname\_Name (Master and Double degree students only)

Bachelor's and Master's TOR to date merged in a single pdf document

#### 4\_IdCard or Passport\_Surname\_Name (Passport for non-EU/EEA students only)

#### 5\_EnrolmentCertificate or StudentCard\_Surname\_Name

#### 6\_LearningAgreement\_Surname\_Name (Paper learning agreements only)

Ask your home university if your Learning Agreement is **digital or on paper**. **Upload the signed learning agreement only if it is on paper** (Digital learning agreements will be validated digitally via EWP OLA)

#### 7\_BachelorDegree\_Surname\_Name (Double degree students only)

#### 8\_EnglishCertificate\_Surname\_Name (Double degree students only)

To speed up the validation of your **ERASMUS Learning Agreement**, please make sure the courses listed match those in your **ETSEIB Learning Agreement**

**Double degree students only:** TORbachelor, TORmaster and BachelorDegree documents must have a Secure Verification Code or Digital Signature. Otherwise, provide original certificates to the International Relations Office upon arrival.

## STEP 1.- Online Application Form



The application is submitted through **PRISMA**: <https://prisma-nou.upc.edu/>

### Application deadlines:

**Autumn semester:** 1 April to 1 June

**Spring semester:** 15 October to 1 December

### 2.3. Application data

2

## Pre-enrolment: Application

### Exchange program (double degree students included)

1. Please carefully **select your exchange program, otherwise your application will not reach us:**

The screenshot shows the 'Application data' tab of the PRISMA system. The title is '2021-Q2 - Application for exchange students - 240 MOBILI - ETSEIB'. Below the title is a blue box with instructions: 'Choose a course and describe your personal motivation about this course. The application process will not begin until you submit your application for verification place.' The form fields are: 'Program type' (Application for exchange students), 'Course and semester start of studies' (2021-Q2), 'Motivation' (a large text area), 'Code' (240 MOBILI), 'Status' (Processing (to be sent)), 'Person in charge' (empty), and 'Contact' (International Relations and Admissions Office /ETSEIB-UPC BarcelonaTech/ incomin). A 'Send application' button is at the bottom.

Program type for exchange and double degree students:

Application for exchange students

Exchange and double degree students pay **no fees**. If asked for payment, review your program

Course and semester start of studies, Program for exchange and double degree students:

240 MOBILI - ETSEIB - MOBILITY PROGRAM (Barcelona)

Initial status: **PROCESSING (TO BE SENT)**  
You are still working on your application. You have not yet submitted it for review.

Once you complete the application and upload requested documents, and **BEFORE THE DEADLINE**, **SEND APPLICATION for review** (blue "Send application" button)

The **status** will change to: **SENT TO VALIDATE**

If the button is not visible, please review your application to make sure all required fields (\*) are completed

2. Check your **APPLICATION STATUS**:

- **Processing (to be sent):** you are still working on your application
- **Sent to validate:** your application has been sent for review
- **Confirmed (to be resolved):** your application is being evaluated
- **Accepted:** you have been successfully registered

**ADMISSION:** Accepted students will receive admission letter after the application deadline. **Students requiring a VISA will receive an early admission letter.**

3. Check messages periodically in the application system and in your email, and take the necessary actions to fix any issues

## STEP 2.- ETSEIB Learning Agreement



The application is submitted through **INCOMING**: <https://incoming.etseib.upc.edu/en>

### Application deadlines:

**Autumn semester:** 15 April to 1 June

**Spring semester:** 15 October to 1 December

### 1. ETSEIB Learning Agreement

1

## Complete your ETSEIB Learning Agreement

### 1. Personal and academic details

- Please carefully review the same comments as in the [Online Application Form](#)

### 2. Course selection. Guidelines:

**SELECT YOUR COURSES CAREFULLY**, as they allow us to make tentative reservations for you based on availability.  
**These will be the ONLY courses you see during your enrolment**

Please note that the course catalogue will change significantly for 2025-26 academic year, so **course selections may**

- Academic workload: 15 – 30 ECTS per semester**
- Course options:**
  - [Courses \(Course Catalogue for Exchange Students\)](#)
  - [Final Degree Project or Master's thesis \(TFM\) \(30 ECTS\)](#)
  - [Research assignment for exchange students \(RA\) \(15 ECTS\)](#)
- Before course selection, filter course catalogue by:**
  - Teaching Semester**
    - Autumn semester (from September to January)
    - Spring semester (from February to July)
  - Teaching Language**
    - ENG (All teaching is in English)
    - ENG/CAST or ENG/CAT (some groups may be in English)
- Select your courses based on your prior academic background and qualifications**
  - Master's degree courses in AUTOMATIC CONTROL AND ROBOTICS**
  - Master's degree courses in NUCLEAR ENGINEERING**
    - Requirements:** Bachelor's degree or Master's degree (completed or in progress) in Robotics or Nuclear Engineering
- Exchanges longer than one semester:**
  - Full-year students** (Autumn and Spring semesters), select courses for both semesters
  - Double degree students**, select mandatory and elective subjects for both semesters of the academic year
- IMPORTANT:**
  - Save your initial course selection** as a PDF for your records
  - Approval** is subject to course availability. It will be definitely confirmed at your arrival, after the enrolment
  - After enrolment**, there is a period to make justified changes to courses or groups according to availability
  - ETSEIB learning agreement updates automatically upon enrolment**

**TFM/RA students only**  
Find a **professor at ETSEIB** to supervise your project:  
<https://etseib.upc.edu/ca/lescola/departaments-i-recerca>

Send us an email with your supervisor and agreed topic, otherwise your application will not be accepted

#### NO REQUIREMENTS FOR:

- Bachelor's degree courses in Robotics or Nuclear (e.g.: 240619-Nuclear Fusion.Iter)

- Master's degree courses in Robotics or Nuclear **without specific content in Robotics or Nuclear** (e.g.: Social Science in Nuclear)

**ERASMUS Learning Agreement must match ETSEIB Learning Agreement:**

Include your **initial course selection** in your EWP OLA or in your PAPER LA

Update with the **final enrolled courses** in your EWP OLA or in your PAPER LA

\*See the following page for details

## STEP 2.- ETSEIB Learning Agreement



The application is submitted through **INCOMING**: <https://incoming.etseib.upc.edu/en>

### Application deadlines:

**Autumn semester:** 15 April to 1 June

**Spring semester:** 15 October to 1 December

## 2. ERASMUS Learning Agreement



Please note that there are two different learning agreements in your exchange program **but they must list the same courses**

### ETSEIB Learning Agreement

To **tentatively reserve** your selected course  
These are the **only courses you will see during your enrolment** (according to availability)

**NO UPDATE** is required as enrolment is on record

### ERASMUS Learning Agreement

(or other programmes)

To **receive recognition** for the activities successfully completed during the exchange

**UPDATE courses after enrolment** (add/drop)

**Confirm with your home university** whether your ERASMUS Learning Agreement is DIGITAL or PAPER FORMAT:

#### DIGITAL format

For universities that are part of the EWP OLA program (Erasmus without paper)

##### EWP OLA

1. Fill in with the courses listed in your ETSEIB Learning Agreement
2. **UPDATE with final courses in your enrolment**  
*\*Only one OLA per student to prevent issues. Please, update your existing OLA, do not create a new one*

We will receive it and approve digitally (EWP). **Do not need to upload it to your application**

We will receive it and approve on paper. **Upload it to your application**

#### PAPER format

For the remaining universities participating in Erasmus or other bilateral partnerships

##### Erasmus Template / Non-Erasmus Template

1. Fill in the section BEFORE THE MOBILITY (Table A) with the courses listed in your ETSEIB Learning Agreement  
*\*Upload the signed document to your Online Application (Step 1)*
2. **UPDATE with final courses in your enrolment:** fill in the section DURING THE MOBILITY (Table A2)  
*\*Send us by email the signed update document for validation*

#### Learning Agreement contacts:

##### Administrative contact person:

Mr. Jose Parra (International Relations Office Manager).  
email: jose.parra@upc.edu

##### Academic contact person:

Prof. Juan J. Perez (Vice-Director for International Relations).  
email: perez.sd.etseib@upc.edu

The approval of your learning agreement is conditioned to the availability of places of the courses requested. It will be definitely confirmed at your arrival, after the enrolment.

## AFTER YOUR ADMISSION



Complete your application through **e-Secretaria**: [https://prisma-nou.upc.edu/index\\_en.php](https://prisma-nou.upc.edu/index_en.php)

**Application deadlines:**

**Autumn semester:** 30 June

**Spring semester:** 31 December

### 1. RGD Authorisations

1

## Complete RGD Authorisations

### To have full access to your e-Secretaria:

1. Access [e-Secretaria](#) with the username and password that you will receive by email
2. Enter by **STUDENTS: e-Secretaria** (not by STUDENT: Admission)
3. Menu: **My details / RGD Authorizations**
4. **Answer the 4 authorisations** using the Yes/No options in the dropdown menu
5. **Save**

#### RGPD AUTHORISATIONS

All fields on this page are required

The University will consult the relevant data for resolving academic procedures whenever available. It will consult specifically identity details (DNI/NIE) and the documents that justify a reduction on the amount of applicable fees (large family and disability).

In the event that you do not want the University to consult such information by electronic means, you must submit a reasoned application using the form available in the e-services portal. In this case, you will have to provide all the documents required for each procedure to the secretary's office at your school.

#### Companies and external institutions

Do you authorise us to pass on your contact details to the corresponding professional association, if necessary, and to businesses and institutions that may be interested in your academic training?

Yes

#### Authorisation alumni

Do you authorise us to use the contact details included in the "Gestió d'estudiants" file to inform you of the courses that are available to you at the University?

Yes

Also, if you give us your consent, we will include your data from the file "Gestió d'estudiants" in the file "ALUMNI" to maintain a permanent link of the UPC with its former students.

Yes

#### University extension

If you authorize us, to give your address to companies or entities to send information on matters related to university extension: financial products and services, leisure, social services, accommodation services, sports, etc...

Yes

Cancel Save

**IMPORTANT:** Without confirming RGD Authorisations, you will not have full access to e-Secretaria and cannot upload your insurance document (see the following page for details)

## AFTER YOUR ADMISSION



Complete your application through **e-Secretaria**: [https://prisma-nou.upc.edu/index\\_en.php](https://prisma-nou.upc.edu/index_en.php)

**Application deadlines:**

**Autumn semester:** 30 June

**Spring semester:** 31 December

### 2. Insurance document

## 2

### Insurance document validation

#### 1. Prepare your document

Merge the following three documents into a **single PDF document**:

- [UPC Responsible Statement](#)
- [European Health Card](#) (if applicable)
- **Private insurance:**

If you need help finding a private insurance, check this link: <https://www.oncampus.es/en/seguros/oncampus-estudia>

**If you are a student from EU, Iceland, Liechtenstein, Norway and Switzerland,** your private insurance must include the following coverages: health assistance (if you do not have a European Health Card), accident, repatriation and civil responsibility

**If you are a student from other countries,** your private insurance must include the following coverages: health assistance, accident, repatriation and civil responsibility

#### 2. Upload your single document

1. Go to [e-Secretaria](#) / **Document input**
2. Select document type: **Incoming students insurance**
3. Submit for validation: **Add** first, then **Submit for validation**

The screenshot shows the 'Document input' section of the e-Secretaria system. It includes a sidebar menu with options like Home, Notices, My details, Document input, Academic Record, Enrolment, Evaluation, Course guide, Projects, Forms and payments, and Procedures. The main content area is titled 'DOCUMENTS' and contains a table with the following data:

Document type	Status	Registration date	Last update	Sent to validate	File	Need original	Original delivery date	
Incoming students insurance	Valid	03/08/2024	30/08/2024	03/08/2024	1 2.pdf	<input type="checkbox"/>		Delete

Below the table, there are 'Add' and 'Submit for validation' buttons.

#### 3. Check status until validation

Status = **VALID**

**In case your document was rejected,** please address the issue and re-upload the merged PDF

## AFTER YOUR ADMISSION



Complete your application through **e-Secretaria**: [https://prisma-nou.upc.edu/index\\_en.php](https://prisma-nou.upc.edu/index_en.php)

### Application deadlines:

**Autumn semester:** Before enrolment

**Spring semester:** Before enrolment

### 3. Project registration

# 3

## Register your project (if applicable)

### Master's Thesis (TFM) or Research Assignment (RA)

1. Go to **e-Secretaria**
2. Menu: **Project/ New Project Registration/ General details**

3. **General description:** Complete all fields marked with an asterisk (\*)
4. **Members of the examination committee:** first, select your tutor's department, and then select your tutor

**IMPORTANT:** Find your tutor's department in the UPC Directory.

Your tutor must be from the ETSEIB. Please verify your professor's address at the Directory:

**DIAGONAL, 647**

5. The initial status will be: **"Register by the student"**. An email will be sent to your tutor for project validation.
6. Upon validation, the status will change to **"Validated"**

You must have your project validated by your supervisor  
**in order to enroll in your TFM or RA**