etseib

Application guide for exchange students

IMPORTANT: To participate in an exchange or double degree program at ETSEIB, your home university must have a current agreement with us and officially nominate you during the nomination period. Please contact your home university if you are unsure of your status.

Language requirements:
- **Spanish**: B1 (Strongly recommended; no certificate required)
- **English (Exchange)**: B1 (Required; no certificate needed)
- **English (Double Degree)**: B2 Certificate in English

ASSISTANCE during your exchange:
- **Email Updates:** Check your email for instructions and deadline reminders
- **Application Guide:** Follow this step-by-step guide with helpful screenshots
- **Direct support:** Contact us at **incoming.etseib@upc.edu**
  (Please do not use or copy any other UPC or ETSEIB email addresses)

Please keep this guide open for easy reference.
All the necessary information for a successful application is right here!

Important dates

Calendars

*Admitted students must **arrive at the ETSEIB one week before lectures start** to attend the Welcome Week.*

Autumn semester (Sep to Jan)

Application period	1 April to 1 June
Deadline to upload insurance	30 June
Welcome sessions	First week of September
Enrolment	First week of September
Changes in enrolment	From enrolment until 30 Sep

Spring semester (Feb to Jul)

Application period	15 October to 1 December
Deadline to upload insurance	30 December
Welcome sessions	First week of February
Enrolment	First week of February
Changes in enrolment	From enrolment until 28 Feb

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Application process

Step 1. ETSEIB Online Application Form
1. Initial registration
2. Access to the form
   2.1. Complete your personal and academic details
   2.2. Upload all required documents
   2.3. Select your exchange program

Step 2. ETSEIB Learning Agreement
- Only courses listed in the ETSEIB Learning Agreement are available for selection. If a course is not listed, it is no longer offered.
- **Before starting**, check the ETSEIB Course Catalogue for Exchange Students to verify course's teaching semester and language

Step 3. Application review and Registration
- Check your application and resolve any flagged issues
- Application status (both Step 1 and 2): **CONFIRMED TO BE RESOLVE:** You have successfully registered for your exchange pending admission

AFTER YOUR SUCCESSFUL REGISTRATION:

Step 4. Complete your ERASMUS Learning Agreement with the same courses you selected in Step 2:
- **DIGITAL**: Submit via the EWP OLA platform
- **PAPER**: Upload your signed copy to the section "Required documents" (Step 1)

AFTER THE APPLICATION DEADLINE:

Step 5.- Admission
- Application status will update to **ACCEPTED (= Admitted)** and you'll receive your Admission Letter by email.
- We'll review and validate digital learning agreements via **EWP OLA** platform

AFTER YOUR ADMISSION (via e-Secretaria):
- Confirm RGPD Authorisations
- Upload your insurance document
- If applicable, register your project: Master's Thesis or Research Assignment

UPPON ARRIVAL:
- *Welcome Sessions* (online and on-site)
- *Getting ready for enrolment*
- *Enrolment* and *changes in enrolment*
- *Update your ERAMUS Learning Agreement to include your changes*

STEP 1.- Online Application Form

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

Application deadlines:
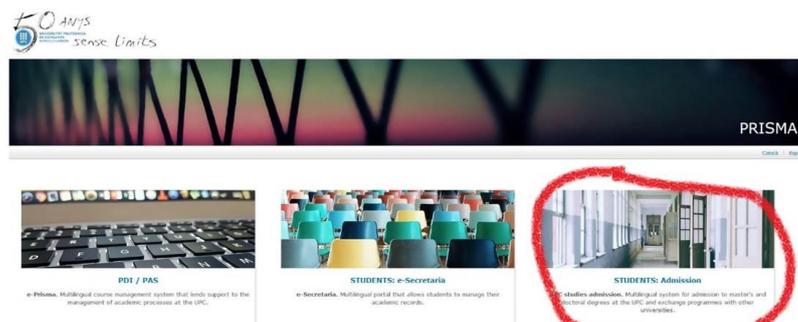**Autumn semester:** 1 April to 1 June
Spring semester: 15 October to 1 December

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**

If you have any issues with your password, please use this link.

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

   - **NAME** is your first name or GIVEN name (check your ID card)

   - **SURNAME** is your last name or FAMILY name (check your ID card)

   - **DOCUMENT TYPE** is your country ID Card

       o Passport is only for non-EU/EEA students

If you have problems accessing your account, please try:
-Deleting cookies and cache
-Using another browser
-Using an incognito session
If the problem persists, contact ATIC

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:**
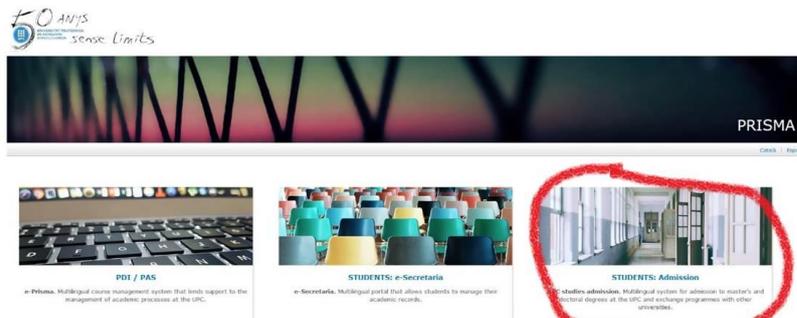> **Autumn semester:** 1 April to 1 June
> **Spring semester:** 15 October to 1 December

Application **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**:

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

STEP 1.- Online Application Form

2.1. Personal details

② **Application: Personal details**

*Be careful **NOT TO MIX UP** given name and family name*

*To allow us to verify your identity, please **enter the same document you will upload** in page 7*

Please pay attention to the following fields:

- **NAME**: Your first name or given name as displayed on your ID card/Passport

- **FIRST SURNAME**: Your last name or family name as displayed on your ID card/Passport

- **SECOND SURNAME**: For students with two surnames <u>only</u>

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

- **DOCUMENT TYPE / NUMBER**:

  - **EU/EEA students:** Your country ID card and its number
  - **Non-EU/EEA students:** Your passport and its number

  PROVINCE / CITY / TOWN: The option "**Foreign**" is available for these fields.

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

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

5

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

Application: 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 inform us.

- **DEGREE LEVEL**: Select either Graduate (bachelor's) or Master's degree

*Please find your degree's official name **on your Transcript of Records (TOR)***

- **DEGREE**: List all your degrees, **including those in progress with the format below**: Please begin with your degree level (Bachelor or Master) and follow with the official full name of your degree (in English). The system will add: "access degree" next to your most recent degree. In blue, an example of what the system should display:

Bachelor's students:
- Entry: Bachelor's degree in [Official name of your bachelor's degree]
Bachelor's degree in Industrial Engineering **(access degree)**

Integrated Bachelor's and Master's students:
- Entry: Bachelor and Master's degree in [Official name of your degree]
Bachelor's and Master's degree in Management Engineering
(access degree)

Master's students:
- First entry: Bachelor's degree in [Official name of your bachelor's degree]
- Second entry: Master's degree in [Official name of your master's degree]
Master's degree in Management Engineering **(access degree)**
Bachelor's degree in Industrial Engineering

*EXCEPTION: For Master's students, your Bachelor's degree should have an **exact year***

- **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

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 document**

2

Application: Electronic documentation

Upload mandatory documents:

SUBMISSION GUIDELINES:

- **Requested docs:**
  1-6 (Bachelor's and Master's students)
  1-8 (Double Degree students)
- **Doc language:**
  English
  Spanish
- **Doc format:**
  PDF
- **Filename format:**
  NumDoc_NameDoc_Surname_Name
  (Replace with your surname and name)
- **Upload to DOC. CAND.**
  o Select File Type
  o Select File
  o ADD document

1_NominationLetter_Surname_Name

An official letter from your home university confirming your selection for the International Exchange Program at UPC BARCELONATECH-ETSEIB and the duration of your stay. Email confirmations are not accepted.

2_CV_Surname_Name

3_TORbachelor_Surname_Name (Transcript of records to date)

3_TOR_Master_Surname_Name (Transcript of records to date)

Master and Double Degree students only

Passport only for non- EU/EEA students

4_IdCard or **Passport_Surname_Name**

5_EnrolmentCertificate or **StudentCard_Surname_Name**

Student Card is accepted only if the academic year or a valid expiration date is clearly displayed

6_LearningAgreement_Surname_Name

ERASMUS students: Please check with your home university to verify the format of your Learning Agreement:

- **PAPER format:** Upload your learning agreement, signed by you and your home university, to our application system. We will validate it and send it back to you.

- **DIGITAL format:** You do not need to upload it to the application system. We will review and validate it digitally via the EWP OLA platform

FOR DOUBLE DEGREE STUDENTS: upload documents 1 to 8

7_BachelorDiploma_Surname_Name

8_EnglishCertificate_Surname_Name

IMPORTANT STEPS:

1º After your successful registration, copy your validated courses (code, name and ECTS) FROM your ETSEIB learning agreement TO your ERASMUS learning agreement

2º After your admission, we will review and validate your digital learning agreement via EWP OLA platform during:
- June (Autumn semester)
- December (Spring semester)

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

Application: Exchange Program

Program for exchange and double degree students

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

PROGRAM type for exchange and double degree students:

Application for exchange students

Exchange and double degree students pay __no__ fees. *If asked for payment, please verify that you have selected the correct program*

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

Year-Semester-Application for exchange 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 your application and upload all requested documents, **SEND APPLICATION for review** (blue "Send application" button) so the status change to: SENT TO VALIDATE*

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

IMPORTANT: Check your APPLICATION STATUS:

Status applies to Step 1 (ETSEIB Online Application Form) **and Step 2** (ETSEIB Learning Agreement) **together:**

- **Processing (to be sent):** You are still working on your application
- **Sent to validate**: You have sent your application for review
- **Confirmed (to be resolved):** You are successfully registered pending admission

AFTER THE APPLICATION DEADLINE:
Your status will update to **Accepted** (= **ADMITTED)** and you will receive your **Admission Letter**.
*Students requiring a VISA will receive an early admission letter upon their successful registration.

Note: The end date included in your Admission Letter is an estimation.

IMPORTANT: **Late or incomplete applications will be rejected**

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 Agreemen 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**

> If a course is **not listed in the ETSEIB Learning Agreement,** it is **no longer offered**. Please find another course

- **Academic workload**: 15 – 30 ECTS per semester
- **Course options:**
  - **Courses (Course Catalogue for Exchange Students**
  - Final Degree Project or Master's thesis (MT) (30 ECTS)–Modality A
  - Research assignment for exchange students (RA) (15 ECTS)

> **TFM/RA students only:** Admission requires a confirmed tutor:
> 1. **Find your research field and tutor** via this link: https://etseib.upc.edu/ca/lescola/departaments-i-recerca
> 2. **Email us** with the name of your tutor and the agreed topic
> 3. **After admission,** register your project (page 13)

> **Autumn and Spring semester** means that the course is offered in both the Autumn and Spring semester (not last one year)

- **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)

> **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)

- **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 course selection** as a PDF for your records and to complete your ERASMUS learning agreement
  - **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**

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

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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 required:** Enrolment is enough |

| **ERASMUS* Learning Agreement** (*or other programmes) | To **receive recognition** for the activities successfully completed during the exchange **Confirm with your home university** whether your ERASMUS Learning Agreement is DIGITAL or PAPER FORMAT**:** | **UPDATE REQUIRED after final enrolment:** Add/Delete components |

We will receive it via EWP OLA and approve it after your admission. **Do not upload it to the application system**

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 is allowed per student. Update your current OLA; do not create a new one.

We will receive it and approve on paper during the application process. **Upload it to the application system**

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 the updated version, signed by you and your home university, to incoming.etseib@upc.edu

ETSEIB Erasmus code
E BARCELO 03

Learning Agreement contacts:

Administrative contact person:
Ms. Sonia Velasco (International Relations Office)

Academic contact person:
Prof. Juan J. Perez (Vice-Director for International Relations).
Email: incoming.etseib@upc.edu
Phone: (34) 93 401 19 81
Web: https://etseib.upc.edu/ca

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 and following the application deadline

> **After the application deadline and general admission**, complete your next steps via **e-Secretaria**: https://prisma-nou.upc.edu/index_en.php
>
> **Insurance deadlines:**
> **Autumn semester:** 30 June
> **Spring semester:** 31 December

1. RGPD Authorisations

1

Complete RGPD Authorisations

To have full access to your e-Secretaria:

1. Access **e-Secretaria** with the username and password you'll receive by email

2. Enter by **STUDENTS: e-Secretaria** (not by STUDENT: Admission)

3. Complete **personal details and RGPD authorisations**:
   - My details > Personal Data
   - My details > RGPD 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'estudiantes" 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**: Once completed, you'll have **full access to eSecretaria** to upload your insurance document
> *(see the next page for details)*

AFTER YOUR ADMISSION and following the application deadline

> ⚠️ **After the application deadline and general admission**, complete your next steps via **e-Secretaria**: https://prisma-nou.upc.edu/index_en.php
>
> **Insurance deadlines:**
> **Autumn semester:** 30 June
> **Spring semester:** 31 December

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2. Insurance document

2 **Insurance document validation**

> **IMPORTANT:**
> **It is mandatory for all Exchange students coming to UPC to book a private insurance.** For more information, please check:
> **OMI Office/Insurance**

1. Prepare your document

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

- **UPC Responsible Statement**
- **European Health Card** (if applicable)
- **Private insurance** covering your stay**:**

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 <u>not</u> 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

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

2. Upload your single document

1. Go to **e-Secretaria** /**Document input**
2. Select document type: **Incoming student insurance**
3. Submit for validation: "**Add**" first, then **"Submit for validation"**

> **In case your document was rejected**, please address the issue and upload the updated PDF

3. Check status until validation

Status = **VALID** (see image above)

> **Enrolment will <u>not</u> be permitted**
> **if your insurance document is not uploaded and validated**

AFTER YOUR ADMISSION and following the application deadline

> **After the application deadline and general admission**, complete your next steps via **e-Secretaria**: https://prisma-nou.upc.edu/index_en.php
>
> **Project registration deadlines:**
> **Autumn semester:** Before enrolment
> **Spring semester:** Before enrolment

3. Project registration

Register your project (if applicable)

Master's Thesis (MT) or Research Assignment (RA)

IMPORTANT:

RESEARCH ASSIGNMENT (RA)
Assessed by the submission of the final project via eSecretaria. **No** public defense is required.

MASTER'S THESIS (MT)
Defended at the ETSEIB following the academic regulations and calendar.

Calendars

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

> **The Research Assignment is an individual project**. If tutor approved collaborative work, each student must register their own RA with a different title.

3. **General description**: Complete all fields marked with an asterisk (*)
4. **Members of the examination committee**: First, select your tutor's department, then select your tutor (Co-tutors are not an option)

> **IMPORTANT**: Consult the **UPC Directory** to find your **tutor's department.**
>
> First, please verify their **affiliation** with the ETSEIB by checking their address in the UPC Directory:
>
> ⊙ DIAGONAL, 647

5. Initial status: "**Registered by the student**". An email will be sent to your tutor for validation.
6. Upon your tutor's validation, the status will change to "**Registered and accepted**"

> **IMPORTANT**: **To enrol in your TFM or RA**, your project must first be registered and accepted by your tutor