

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
You can check it in the following email:
<https://etseib.upc.edu/ca/lescola/aliances/aliances-internacionals>)
2. You must **be officially nominated** by your home university
3. You must **receive an email invitation to apply** 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.etseib@upc.edu. Please do not copy any other UPC or ETSEIB email addresses. *You can also contact us through the application system during your application.*

**Please, keep this guide open for easy reference*

All the necessary information for a successful application is right here!

For more information, you can also check our [factsheet](#)

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)**

The validation of your application requires the approval of both steps

Important dates

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

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

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

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

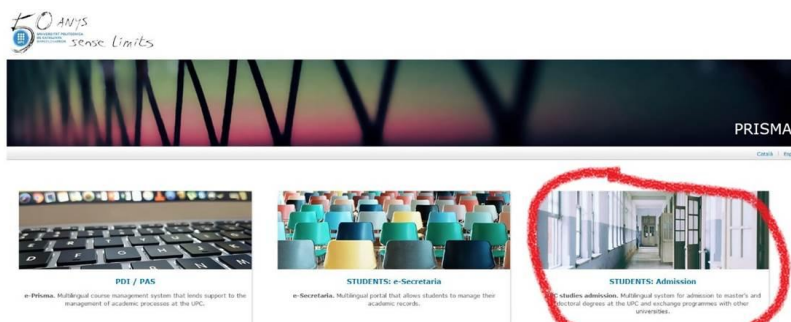
Spring semester: 15 October to 1 December

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 need to change your password, please use this link.

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

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**

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

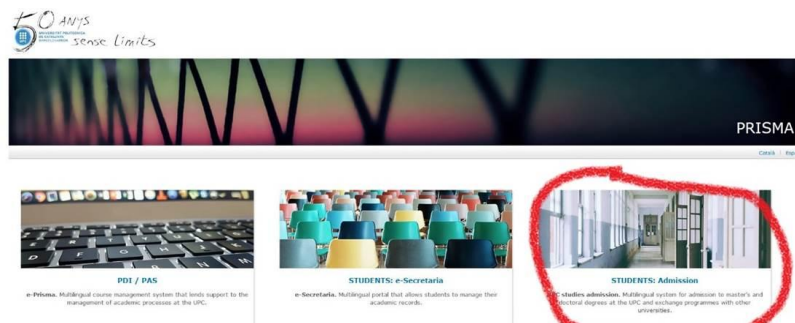
Spring semester: 15 October to 1 December

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

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

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

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

To allow us to verify your identity, please **enter the document you will upload** for the requested documents

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

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 inform us.
- **DEGREE LEVEL:** Select either Graduate (bachelor's) or Master's degree
- **DEGREE (in English):** List your degrees (**including those in progress**) using the format below. **In blue, an example of what the system should display after your entry/entries):**

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

Bachelor's students:

- Entry: BSc. [enter the Official name of your bachelor's degree here]

BSc. Industrial Engineering (access degree)

Master's students: (enter your degrees from oldest to newest)

- First entry: BSc. [enter the Official name of your bachelor's degree here]

- Second entry: MSc. [enter the Official name of your master's degree here]

MSc. Management Engineering (access degree)

BSc. Industrial Engineering

Integrated Master's students:

- Entry: Integrated MSc. [enter the Official name of your degree here]

Integrated MSc. Management Engineering (access degree)

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 documents

2

Pre-enrolment: 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.**
 - Select File Type
 - Select File
 - 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_TORmaster_Surname_Name (Transcript of records to date)

Master and Double Degree students **only**

4_IdCard or Passport_Surname_Name

5_EnrolmentCertificate or StudentCard_Surname_Name

6_LearningAgreement_Surname_Name

ERASMUS students: Please check with your home university if your Learning Agreement is IN PAPER or DIGITAL. **Only upload your learning agreement if it is in paper.**

OTHER PROGRAMMES students: Upload your learning agreement. Please request a template if you need one.

After the application deadline,
ERASMUS (or other programmes)
Learning Agreements will be
reviewed and validated.

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

FOR DOUBLE DEGREE STUDENTS **only**: upload documents 1 to 8

7_BachelorDiploma_Surname_Name

8_EnglishCertificate_Surname_Name

IMPORTANT: For Double degree students only, Documents 3 and 7 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:**

PROGRAM type for exchange and double degree students:

Application for exchange students

Exchange and double degree students pay no fees. If asked for payment, check your 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)

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

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) so the status change to: **SENT TO VALIDATE**

2. **Check your APPLICATION STATUS:** Regularly check the application system and your email, and fix any issues. **The application status is the same for both Step 1 and Step 2:**

- **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 have been successfully registered, pending admission

After the application deadline:

- **Accepted:** you have been **admitted**

Accepted students will receive their admission letter after the application deadline. ***Students requiring a VISA will receive an early admission letter upon acceptance.**

Please note: the end date in the admission letter is an estimated semester end date

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 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**

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 \(TFM\) \(30 ECTS\)](#)
 - [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**

Autumn and Spring semester means that courses are offered each semester, but **not** last one year.

TFM/RA students only:
To complete your application:
1. Find a professor at ETSEIB to supervise your project: <https://etseib.upc.edu/ca/iescola/departament-s-i-recerca>
2. Send us an email with your supervisor and agreed topic

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)

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

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

UPDATE courses after enrolment (add/drop)

We will receive it and approve digitally (EWP OLA).
No upload is required

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

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**
**Please update your existing OLA, do not create a new one (Just one OLA per student).*

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*

ETSEIB Erasmus code
E BARCELO 03

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 and following the application deadline

Complete your application through **e-Secretaria**: https://prisma-nou.upc.edu/index_en.php

Application 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 that you will receive by email
2. Enter by **STUDENTS: e-Secretaria** (not by STUDENT: Admission)
3. Menu: **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'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: After confirming RGPD Authorisations, you will have **full access to e-Secretaria** to upload your insurance document (see the next page for details)

AFTER YOUR ADMISSION and following the application deadline



Complete your application through **e-Secretaria**: 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

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:**

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**

3. Check status until validation

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

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

Enrolment will not be permitted if your insurance document is not validated

AFTER YOUR ADMISSION and following the application deadline



Complete your application through **e-Secretaria**: 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**

With a tutor's approval for **collaborative work on a Research Assignment (RA)**, 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. The initial status will be: **"Register by the student"**. An email will be sent to your tutor for project validation.
6. Upon your tutor's validation, the status will change to **"Validated"**

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