Enrolment information for Incoming students

Incoming students are linked, either to the ETSEIB Incoming Mobility programme (Exchange non-double degree students) or to a specific ETSEIB master's degree (Double degree students).

(ETSEIB Incoming Mobility programme have to enroll between 15-30 ECTS at the UPC in each semester).

It is not possible to carry out subjects of the other UPC schools different than ETSEIB.

The academic course is structured in two periods, Autumn and Spring semester. Therefore, there are two periods of enrolment during the academic year: in September (Autumn semester) and in February (Spring semester). Both enrolments are online through e-Secretaria.

Contact Information

In case you have any doubts with the enrolment you can contact:

Phone assistance during ONLINE enrolment:

- Academic assistance: +34 93 401 56 54 - 93 401 68 58 from 9:30 am to 3:00pm. (enrolment day only)

- Technical issues: +34 93 401 25 00 / +34 93 401 62 13 from 8:00 am to 9:00pm.

E-mail assistance:

- incoming.etseib@upc.edu

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Before enrolment

1. Check that your **insurance document** is validated:
   e-Secretaria/Input document

2. I**f applicable**, check that your **registered project** (Master's Thesis or
   Research Assignment) is validated by your tutor:
   e-Secretaria/New Project Registration

3. Select your courses with the **Timetables planner** (see image page 3):
   https://estudis.etseib.upc.edu/en/timetable/

   Select courses and groups that match those in your ETSEIB learning
   agreement, as these are the available courses for your enrolment:

   - Check **Type of class:** Theory (T), Lab (L) or Practices (P)
     Lab (L) and Practices (P) have mandatory attendance

   - Check **Language of instruction**: Catalan (CAT), Spanish (CAST) or English
   (ENG)
   It is advisable to view different groups for each course before making your
   final decision

   - Check **exam dates**
   Exams dates are fixed and cannot be changed. Exams require mandatory
   on-site attendance.

   *IMPORTANT! During the Welcome Sessions you will learn how to organise
   your timetable and deal with overlapping courses/groups.*

4. Check **exact time of your enrolment**:
   e-Secretaria/Enrolment (one or two days before enrolment date)

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What

> Mandatory **workload** is of **15-30 ECTS** per semester.

Courses

Info	Objectives, content, methodology, evaluation and references
Schedule	Many courses have different groups, professors and schedules. Check our web for more info!
Lang	It may vary depending on the chosen group
Exams	The exact date and time of exams (partial or final) are set before the start of each semester

> It is advisable to **view different groups for each course BEFORE CHOOSING**

> **Exam dates CANNOT be changed and distance exams CANNOT be taken**

○ Selected courses must be given at the ETSEIB and should be taught in the semester of the exchange
○ Exchange students can take courses listed on the "Course catalogue for exchange students"
○ Selected courses must be validated by the ETSEIB and by the home university

Be careful! Check language of instruction in the timetable before enrolment.

Schedule

In every timetable there is: the name of the course, the type of class, the language and the clasroom.

TYPE
(T): Theory
(L): Lab
(P): Practices

LANGUAGE
(CAT): Catalan
(CAST): Spanish
(ENG): English
CLASSROOM: H-9.2

Horari	Dilluns	Dimarts
16:00 – 16:30		
16:30 – 17:00	Operacions i demanda en sistemes de transp. i logí	Anàlisi i simulació de sistemes de transport i log
17:00 – 17:30	T/CAT H-9.2	T/CAT H-9.2
18:00 – 18:30		Operacions i demanda en sistemes de transp. i logí
18:30 – 19:00	Introd.a la cadena d'aprovisionament (SCM)	T/CAT H-9.2 (S.Senar)
19:00 – 19:30	T/CAT H-9.2	Infraestructures i serveis de transport
19:30 – 20:00		T/CAT H-9.2 (S.Parell)

Research project

	Final Degree Project	Research assignment
Workload	30 ECTS	15 ECTS
Supervision	It is necessary to find a professor-tutor before arriving	It is necessary to find a professor-tutor before arriving

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During enrolment

You will have to perform your enrolment through e-Secretaria:
https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=3
(Access with your username and password)

1. Click **AUTOMATRÍCULA**

2. You will start the registration process

3. You need to select the subjects and groups we have **agreed in your learning agreement**.

4. Check that all your courses and your groups are ok.

You have now finished your enrolment process and you can print your document if you wish.

Enrolment

| | MASTER'S DEGREE |

Fields marked * are required   ✕

My enrolment list

Type	Teaching unit	UPC Code	Acronym	Credits	Group
Compulsory	ELECTRICAL TECHNOLOGY	240EI014	240EI014	3	14
Compulsory	EXTENDED ELECTRONICS	240EI013	240EI013	4,5	23
Compulsory	INDUSTRIAL SCHEDULING	240EI515	240EI515	4,5	22
Compulsory	MACHINE TECHNOLOGY	240EI012	240EI012	4,5	31
Compulsory	PROCESS CONTROL	240EI011	240EI011	4,5	12

Total subjects: 5

	Oblig.	Opt.	ALE	PFC	Total	Total no. of units adapted / validated / recognized: 0
Credits enrolled	21	0	0	0	21	Total credits: 0
Remaining credits	65	43	0	12	120	

NOTE: Please, if you receive a message about some payment, please forgot it, it does not apply to Incoming students.

Enrolment fees

☑ Do you wish to contribute 0.7% to developing countries?(Fee: 5 €)*   [▼]
☑ Do you wish to take out an optional insurance policy?(fee: 13 €)*   [▼]

Academic fees	432,28€	Personal conditions:
Enrolment costs	27,27€	
Learning support	35€	
School insurance	0€	
Free credits	0€	
Teaching material	0€	
Voluntary contribution of 0.7	0€	
Optional insurance	0€	
Total enrolment:	494,55 €	

Form of payment

⦿ E-SECRETARIA / FINANCIAL INSTITUTION (You have 5 days to make the payment)

e-Secretaria: by VISA/MasterCard credit card or Línia Oberta. In the "Payments" section.
Financial institution: cash machine, electronic banking, or at branches ofLa Caixa, Banc Santander, Caixa d'Enginyers

[Previous] [End]

Note: If you have any problems with the choice of subjects during your enrollment, e.g. if you have run out of places in one of the subjects, don't panic, choose another subject that interests you instead or just don't choose that one.

There will be a **period to make changes** in your enrolment or your learning agreement. A period of three weeks is scheduled for all students after their enrolment.

You will have to send a request through e-Secretaria.

After enrolment

A period of three weeks is scheduled for all students after their enrolment.

You will have to send a request through e-Secretaria / Procedures / Request:
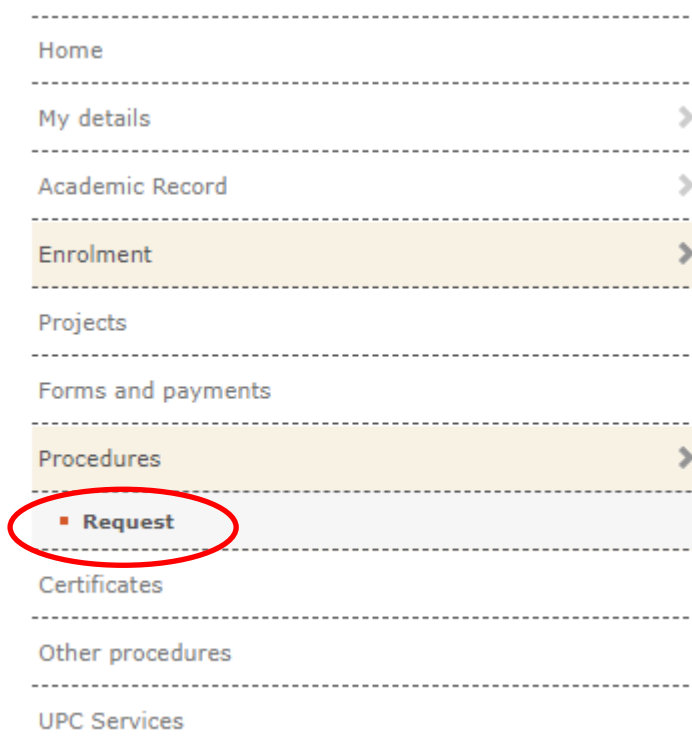
1st tab: Add or delete courses

2nd tab: Others (for general request)

IMPORTANT! Check your request status:

AWARDED: the change has been accepted and it is visible in your enrolment**.**

PARTIALLY AWARDED: check the options given in response to your request and send a new request with your selection

NOT AWARDED: the change has not been accepted but a new request can be submitted with a new petition.