



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 enrol 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). The present academic year, both enrolments are online through e-Secretaria.

The ONLINE enrolment for Incoming students will be next **16 September** (Double degree students) **17 September** (Exchange non-double degree students).

Classes start on Monday, **28 September**.

You can also find this information at: <https://etseib.upc.edu/ca/estudis/matricula>

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 9:30am to 3:00pm. (enrolment day only)
- Technical issues: +34 93 401 25 00 / +34 93 401 62 13 from 8:00am to 9:00pm.

E-mail assistance:

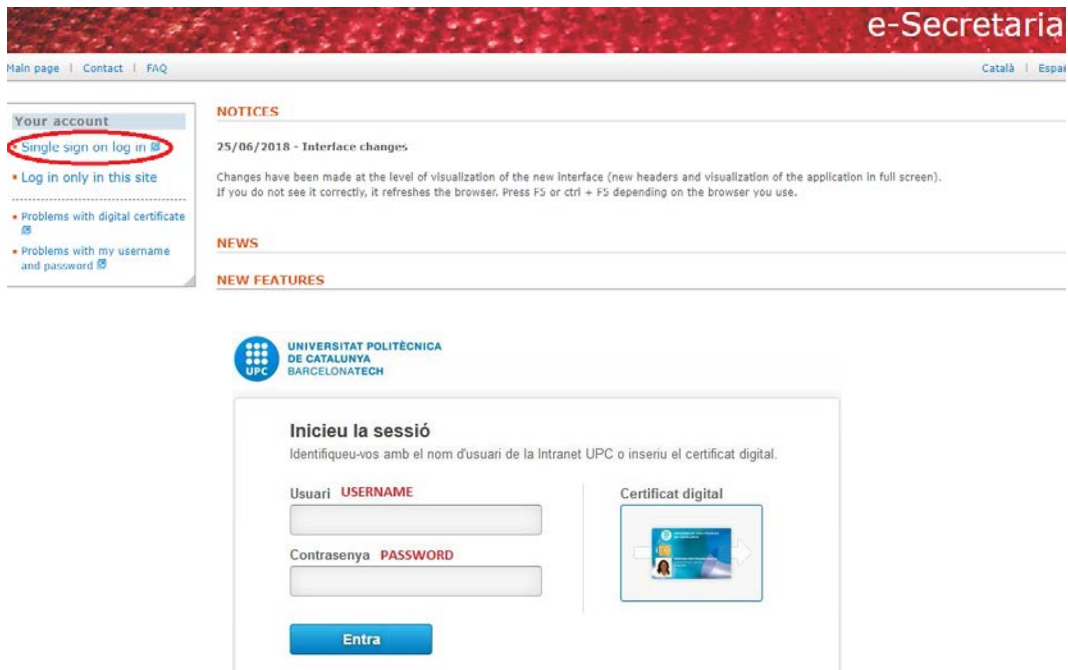
- incoming.etseib@upc.edu

Before enrolment

IMPORTANT: to enrol, first you have to accept your application at <https://prisma-nou.upc.edu/apl/>, so the status changes to "Accepted by the student".

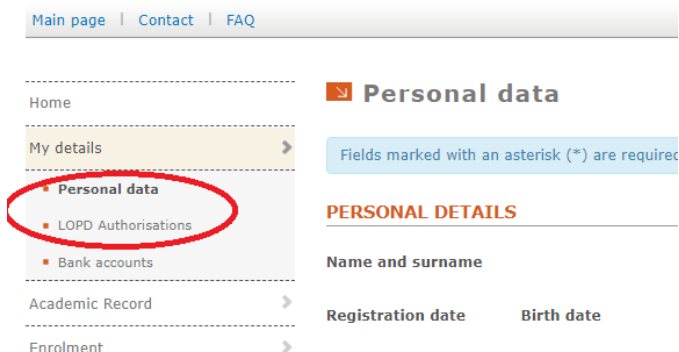
Once you have done that, access to the e-Secretaria with the username and password that you will receive by mail.

https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=3



Important: Fill your personal data and select the LOPD Authorisations, selecting the option **My details -Personal data / LOPD Authorisations (*)**

(*) LOPD Personal Data Protection Spanish Law



Important: if you do not fill this data and click the authorizations before, you cannot make your enrolment.

Enrolment

You will have to perform your enrolment through e-Secretaria.

1. Click **AUTOMATRÍCULA**
2. You will start the registration process

Enrolment | MASTER'S DEGREE

Fields marked * are required

Modality of studies

The UPC studies leading to a degree can be done full-time or part-time.
The student's enrolment for part-time studies will be restricted to a maximum of 36 ECTS credits per academic year (18 ECTS credits per quarter).

Which of these modalities do you want to choose?

Full-time
 Part-time

Statistical data

Do you wish to be notified via SMS if this service starts up?

Are you working or doing work placement?

What type of employment is it?

Is it linked to the course?

How many hours a week?

Next

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

Enrolment | MASTER'S DEGREE

Select the subjects you wish to enrol for. At the bottom of the page you will see your enrolment and you will have to choose the group of subjects you have selected. Si una unidad docente se queda sin plazas y el centro abre de nuevas, deberás cargar de nuevo la matrícula (FS) y volver a empezar. You do not have to enrol failed subjects with a grade of ≥ 4 .

COMPULSORY SUBJECTS

Teaching unit	UPC Code	Acronym	Credits	Organization	Level	Type
ELECTRICAL TECHNOLOGY	240E1014	240E1014	3	Q	1	Add
EXTENDED ELECTRONICS	240E1013	240E1013	4,5	Q	1	Add
INDUSTRIAL SCHEDULING	240E1515	240E1515	4,5	Q	1	Add
MACHINE TECHNOLOGY	240E1012	240E1012	4,5	Q	1	Add
PROCESS CONTROL	240E1011	240E1011	4,5	Q	1	Add
THEORY OF STRUCTURES	240E1016	240E1016	4,5	Q	1	Add
BUSINESS AND ORGANIZATION MANAGEMENT	240E1525	240E1525	4,5	Q	2	Add
CONSTRUCTIONS AND INDUSTRIAL ARCHITECTURE	240E1026	240E1026	4,5	Q	2	Add
HYDRAULIC MACHINES	240E1022	240E1022	4,5	Q	2	Add
INTEGRATED MANUFACTURING SYSTEMS	240E1024	240E1024	3	Q	2	Add

Total subjects: 17

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.



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

Enrolment | MASTER'S DEGREE

Fields marked * are required

My enrolment list

Type	Teaching unit	UPC Code	Acronym	Credits	Group
Compulsory	ELECTRICAL TECHNOLOGY	240E1014	240E1014	3	14
Compulsory	EXTENDED ELECTRONICS	240E1013	240E1013	4,5	23
Compulsory	INDUSTRIAL SCHEDULING	240E1515	240E1515	4,5	22
Compulsory	MACHINE TECHNOLOGY	240E1012	240E1012	4,5	31
Compulsory	PROCESS CONTROL	240E1011	240E1011	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	

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	432,20€	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 of La Caixa, Banc Santander, Caixa d'Enginyers

Previous End

Documents

Students must deliver the requested documents (Request your appointment and deliver from 21/09/2020 to 30/11/2020) at the International Office:

- Personal nomination letter
- Transcript of records
- Bachelor's degree (*only for double degree students*)
- Curriculum vitae
- 2 Learning agreements
- ID Card (*for EU/EEA students*) or Copy of Passport or ID Card
- Insurance: EU students (European Health insurance card and private insurance) / Non-EU students (private insurance).
- UPC form (Responsible statement of insurance) filled and signed
- Certificate of enrolment at the home institution
- Admission letter (*only for non EU/EEA*)