

<u>Enrolment information for InnoEnergy students – Spring Semester</u>

InnoEnergy students linked to the Master's Degree in Energy Engineering have to perform 60 ECTS at the UPC during their first or second year depending on the syllabus that they are studying to get the Degree certificate of the UPC.

Students linked to the Master's Degree in Nuclear Engineering have to perform 60 ECTS at the UPC during their first year.

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

The **ONLINE** enrolment for the 2nd Semester for InnoEnergy students will be next **February 12** and 13. From <u>February 7</u> you can check the assigned time at your <u>e-Secretaria</u>

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

Classes start on Monday, February 19.

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.

Mail assistance:

masters.etseib@upc.edu



Before Enrolment – 2nd Year Students – Master's Thesis

Remember that, before enrolling your Master's Thesis, you need to make the registration at your <u>e-Secretaria</u>.

- 1. Click PROJECTS New Project registration
- 2. Fill in the required fields:
 - a. Subject: TFME MASTER'S THESIS
 - b. Modality:
 - i. A School Master's Thesis done, presented and defended at the ETSEIB under the direction of a professor assigned to the ETSEIB.
 - ii. B Company university or organisation Master's Thesis done in a company under the direction of an external person with a higher degree (national or foreign). In this case there must be a professor assigned to the ETSEIB acting as a speaker.
 - iii. D International company, university or organisation Master's Thesis done in a company under the direction of an external person with a higher degree (national or foreign). In this case there must be a professor assigned to the ETSEIB acting as a speaker.
 - c. Title
 - d. Description
 - e. Department: The Director must be from the department selected

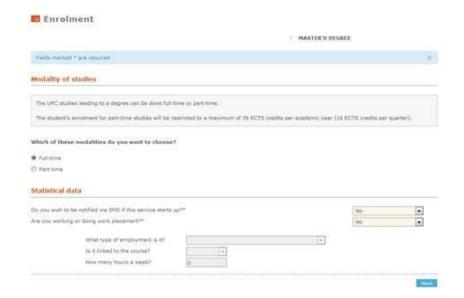
The registration has to be validated by the director of the Master's Thesis. While the registration is not validated by the director, changes can be made at your e-secretary. Once validated, any change must be notified by the director to the SIAE (Student Information and Attention Service). This step is **mandatory** before the Master's Thesis enrolment.



Enrolment

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

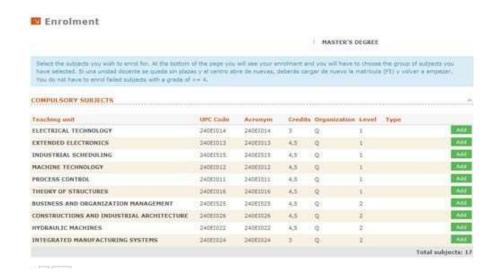
- 1. Click AUTOMATRÍCULA
- 2. You will start the registration process



3. You need to select the courses and groups you have **agreed with your Master's Coordinator**. Contact him previously to the enrolment, as he/she will guide you with the courses you need to take, depending on if it is your 1st or 2nd year, and your previous studies.







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

You have finished your registration process and you can print your document at home.

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

