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1. InnoEnergy MSc programmes

The Escola Tècnica Superior d'Enginyeria Industrial de Barcelona of the Universitat Politècnica de Catalunya offers eight Master’s degree programmes and five InnoEnergy Master's programmes. The following Innoenergy Master’s programmes are linked to the Master’s Degree in Energy Engineering of the Universitat Politècnica de Catalunya.

MSc Renewable Energy (RENE), MSc Environomical Pathways for Sustainable Energy Systems (SELECT), MSc Smart Electrical Networks and Systems (SENSE) and MSc Energy for Smart Cities (SMART CITIES).

- MSc RENE (1st or 2nd year) – Master’s in Renewable Energy
- MSc SELECT (1st or 2nd year)- Master’s in Pathways for Sustainable Energy Systems
- MSc SENSE (2nd year) – Master’s in Smart Grids
- MSc SMART CITIES (2nd year)-MSc Energy for Smart Cities

The Innoenergy Master’s programme - European Master in Nuclear Energy (EMINE) is linked to the Master’s degree in Nuclear Engineering of the Universitat Politècnica de Catalunya.

- MSc EMINE (1st year)– European Master’s in Nuclear Energy

2. How can I apply for an InnoEnergy MSc programme?

To apply for one of the InnoEnergy MSc, you have to enter the link below, which will take you to the InnoEnergy web page and add the required documentation. Here you will find all information to apply for InnoEnery programmes.


3. Get more information of your first-year study location

Once the application process has been completed, and places allocated, you will receive an acceptance letter from the Innoenergy MSc programme and an admission letter from your chosen university with all the information you need. In the meantime, you can find more information about your first-year university.

[http://www.innoenergy.com/education/master-school/how-to-apply-for-our-programmes/information-for-accepted-students/starting-location/](http://www.innoenergy.com/education/master-school/how-to-apply-for-our-programmes/information-for-accepted-students/starting-location/)
3.1. Spanish student’s visa

Non-EU citizens who want to study in Spain must contact with the Spanish Embassy or Consulate in their origin country or in their country of residence where they will receive the first information about the visa. If, in the process of gathering the documents to obtain the Spanish student visa, they have any doubts, they can contact the International Students Office of UPC.

https://www.upc.edu/sri/en/students/students-mobility-office/international-students/before-coming-to-upc/student-visa

Please contact the Spanish Embassy or Consulate as soon as possible, bear in mind that the process of obtaining the Spanish student visa can take 2 or 3 months.

EU students must have the European Health Card and should consult the following link to check if they have to provide some additional documentation on arrival.

https://www.upc.edu/sri/en/students/students-mobility-office

3.2. Health insurance

Health and travel insurance is not covered by the program. It is the responsibility of the student to ensure they have appropriate health and travel insurance during the studies (this insurance has to cover medical assistance, accident coverage, repatriation coverage, civil responsibility...). At your arrival at the ETSEIB it is mandatory to deliver a copy of this insurance.

https://www.upc.edu/sri/en/students/students-mobility-office/international-students/before-coming-to-upc/health-insurance

3.3. Accommodation

Barcelona Housing Service offers accommodation for students. You will find more information in the following link:

https://www.upc.edu/sri/en/students/students-mobility-office/international-students/before-coming-to-upc/accommodation

4. Application for accepted students to UPC

As accepted students, you will receive an e-mail with the steps to apply in the Application for admission to UPC courses. You must fill your personal data and academic information.

https://prisma-nou.upc.edu/apl/
Please, do not add documents. You have to deliver them in hand on enrolment day (September).

VERY IMPORTANT: Once you have applied, if you receive an automatic mail about a payment, PLEASE FORGET IT, it does NOT apply for InnoEnergy students. It is an automatic message of the system.

Add your personal and academic data
Choose your master’s programme

Remember to **save and submit your application**.

In a few days, the state of your application will change to “admitted” state. In order to conclude the process, **you have to proceed to accept the admission**.
5. Welcome activities at the ETSEIB

On 4 September will take place the welcome session at ETSEIB (Aula Capella) at 9:00h.

<table>
<thead>
<tr>
<th>MSc</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
</tr>
</thead>
</table>
| SMART CITIES/SENSE RENE Y1/Y2 SELECT Y1 SELECT Y2 | 4 September | 09:30h | LS2
| |          | 09:30h | Aula Capella |
| |          | 09:30h | LS1          |
| |          | 10:30h | LS1          |

You can also attend the following activities on 12 September at the ETSEIB.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30h-12:00h</td>
<td>Public Holiday</td>
<td></td>
</tr>
<tr>
<td>12:30h-13:30h</td>
<td>Library (English)</td>
<td>Aula Capella</td>
</tr>
<tr>
<td></td>
<td>Legal procedures (EU/EEA)</td>
<td>Aula Capella</td>
</tr>
</tbody>
</table>
6. Academic Information

6.1. Academic Calendar

You can check the academic calendar in the following link. In a few days it will be published in English version.


6.2. Course Catalogue (Timetables)

You will select the courses and groups that you want to take at UPC. Your MSc programme coordinator will help you to know which courses are required according to your previous academic background and the itinerary of the master’s degree you have chosen.

Here you can see the subjects of your MSc Programme. Please, take into account that students who will study their second year at UPC, cannot choose subjects similar to the subjects done in the 1st year partner university.

https://etseib.upc.edu/en/mobility-students/timetables-2

6.3. Academic Regulations

All the degree and master studies in UPC are governed by the Academic Regulations of Degree and Master (NAGRAMA) that is available in the Service of Academic Management web page from UPC. This regulation regulates access, registration, evaluation recognition, transfer of credits and permanence.

https://www.upc.edu/sga/ca/normatives/NormativesAcademiques/NormativesAcademiques

In addition, ETSEIB has its own regulations that develop and complete some points of NAGRAMA.

https://etseib.upc.edu/ca/lescola/reglament-i-normatives
6.4. Academic guidance

The coordinators of every InnoEnergy master program are also the tutors and will guide and advise you on all those academic aspects related to the development of subjects, assessment, attendance to term seminars and other activities included in your academic program throughout your stay at our school.

<table>
<thead>
<tr>
<th>Master’s School</th>
<th>Coordinator / Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENE</td>
<td>Prof. Enric Velo</td>
</tr>
<tr>
<td>SELECT</td>
<td>Prof. César Alberto Valderrama</td>
</tr>
<tr>
<td>SENSE</td>
<td>Prof. Eduardo Prieto-Araujo</td>
</tr>
<tr>
<td>Smart Cities</td>
<td>Prof. Andreas Sumper</td>
</tr>
<tr>
<td>EMINE</td>
<td>Prof. Lluís Batet</td>
</tr>
</tbody>
</table>

7. Documentation

The admission to the master’s degree is conditioned to the accomplishment to the legal requirements and to delivery of the following documentation at your arrival at the ETSEIB.

All students who will study their first or second year 2019-2020 at the UPC have to deliver in hand the following documentation on 4 September.

- **Original and photocopy** ID or passport number (original and copy)
- **Original and photocopy (or certified copy)** Diploma and homologation of the qualification entitling the applicant to enrol in the master’s degree course. If the qualification is NOT homologated, the applicant must include a document made by the university that must show that the course in question had a duration of, at least, three years and that the resulting qualification entitles the holder to pursue postgraduate studies (master’s degree courses) in the issuing country (original and copy).
- **Original and photocopy (or certified copy)** Official academic transcript (signed and stamped) detailing the courses, the qualification and number of credits/hours of each one. This certificate has to contain information about the evaluation system (original and copy).
- **Original and photocopy (or certified copy)** English certificate (original and copy)
- **CV or résumé**
- **Copy** of health and travel insurance. This insurance has to cover medical assistance, accident coverage, repatriation coverage, civil responsibility.
- **Only for second-year students:** original and photocopy (or certified photocopy) academic certificate of the first-year university.

**VERY IMPORTANT:** All documents issued outside the European Higher Education Area countries must be legalized by the diplomatic channels or bearing the corresponding apostille. They have to be
Legalization of documents issued outside Spain

The process of legalising documents issued outside Spain is subject to different conditions depending on the issuing country:

- For documents issued in member countries of the European Union and signatory countries to the Agreement on the European Economic Area, no legalization is required. Similarly, documents issued in Switzerland do not require legalization by virtue of a bilateral agreement with the European Union.
- For documents issued in signatory countries to the Hague Convention of 5 October 1961, the single legalization or apostille issued by the country's competent authorities is sufficient.
- Documents issued in signatory countries to the Andrés Bello Agreement must be legalized by diplomatic services. Documents should be submitted to:
  - The Ministry of Education in the country of origin in the case of degree certificates and academic transcripts, and the corresponding ministry in the case of birth and nationality certificates.
  - The Ministry of Foreign Affairs of the country in which the documents were issued.
  - The Spanish embassy or consulate in the country in which the documents were issued. If the country is also a signatory of the Hague Convention, the procedure outlined for those countries may be followed, as it is more straightforward.
- Documents issued in the remaining countries: legalization by the corresponding diplomatic service. To do so, the documents should be submitted to:
  - The Ministry of Education in the country of origin in the case of degree certificates and academic transcripts, and the corresponding ministry in the case of birth and nationality certificates.
  - The Ministry of Foreign Affairs of the country in which the documents were issued.
  - The Spanish embassy or consulate in the country in which the documents were issued.

If the documents have been issued by the embassies or consulates of other countries in Spain, they must also be legalised by the Spanish Ministry of Foreign Affairs and Cooperation.

Translation of documents issued outside Spain

Regulations governing administrative procedures require foreign documents to be accompanied by official translations into Spanish or Catalan. Official translations may be carried out by:

1. A sworn translator registered in Spain.
2. The Spanish embassy or consulate in the foreign country.
3. The embassy or consulate in Spain of the foreign country of which the applicant is a citizen or the foreign country that has issued the document.
4. A sworn translator working in a foreign country whose signature has been duly legalised.

8. Enrolment

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.

It is not possible to carry out subjects of the other master’s degrees of the ETSEIB or the other masters at the UPC. The regulations of the Master’s degree in Energy and Nuclear Engineering do not include the option to carry out subjects of the other master’s degrees.

The academic course is structured in two periods, Fall and Spring semester. Therefore, there are two periods of enrollment during the course: in September (Autumn semester) and in February (Spring semester). The Autumn semester is on-site and Spring semester is online through e-Secretaria.

8.1. Enrolment Autumn semester

The enrolment for Autumn semester will take place on 5 September 2019. This enrolment is in person.

8.1.1. Before enrolment

Access to the e-Secretaria with the username and password that you will receive by mail and your password.  
**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 can not make your enrolment.

8.1.2. Enrolment

In the classroom 5.1 you will have to perform your enrolment through e-Secretaria.

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

You need to select the subjects and groups you prefer as long as they are available.
If the group you want is not available, choose another option. You will be able to change them later.

Check that all your courses and your groups are ok.
You have finished your registration process and you can print your document at home.

8.2. Enrolment Spring semester

This enrolment takes places in February through e-Secretaria. You will receive an email in January with the steps to make your enrolment.

8.3. Changes of Enrolment

There will be a period to make changes in your enrolment (Deadline for the enrolment of Autumn semester is 28 September 2018). You will have to send a request through e-Secretaria.

https://etseib.upc.edu/ca/estudis/calendaris/calendaris#CTA
8.3.1. How to do it?

- Click on Access to the e-Secretaria.
  
  [link]

- In the Procedures menu, choose the option Related to enrolment.
- To add subjects:
  - Select the form Change ordinary enrolment.
  - Press the Add Subjects button.
  - Select the subject(s) that you want to incorporate into the registration.
  
  ![List of subjects]

  - Press the Select button.

- To draw subjects:
  - Select the form Change ordinary enrolment
  - Press the Delete button of the subject that you want to remove from the registration.
  - Select the subjects(s) that you want to incorporate into the registration.
  - Press the OK button to confirm that you want to delete the subject.

To change the group of a subject:
  - Select the form Change of group.
  - Select the new group that you want to incorporate into the registration in the column Change to group.
  
  ![Change to group]

  - Fill in the I hereby state section specifying the reason why you request the modification of the registration.
  - Press the Submit button to complete your request.
  - Deliver the supporting documentation, if needed, to the School’s secretary’s office. (SIAE) during the hours of service to the user, specifying the code of the application made by the e-
8.3.2. Exceptions to the registration conditions

If the modification is to add subjects that do not appear in the registration potential at the time of enrolment is because you do not comply with any of the academic conditions for the registration and you must request the exceptionality of this condition. You must make this request in the same procedure indicating it in the Expose section of the form.

8.3.3. Resolution

You can consult the resolution of the modification through the e-Secretaria.

8.4. Student Card

The same day of the enrolment, you can ask for your student card through e-Secretaria or in the following link:

http://www.upc.edu/identitatdigital/ca

Same username and password as e-Secretaria

1. Update your photo
2. Solicitar carnet

A copy of the enrolment sheet can be used as a provisional student card.

8.5. Digital Campus Atenea

Academic intranet · Campus virtual UPC


Same username and password as e-Secretaria.
9. Assessment

9.1. Retake exams

You will find the exams schedule in the following link:

https://etseib.upc.edu/en/Academic%20programmes/calendars

InnoEnergy master’s students linked to the Master’s degree in Energy Engineering (RENE, SELECT, Smart Cities and SENSE) can do one retake exam at the end of each semester of the courses of this semester.

InnoEnergy master’s students linked to the Master’s degree in Nuclear Engineering (EMINE) can do a retake exam in July of the failed courses in the first semester. To retake this exam in July, students have to send a request by e-Secretaria asking for the enrolment of this courses in the second semester (REAVA).

The retake of the failed courses in the second semester will take place in July too. It is NOT necessary a previous enrolment for this courses.

If the student doesn’t pass the re-examination, **he/she must cover by him/herself costs for re-examinations fees or the enrolment of the subject in order to be allowed to take it again next course.** Student needs to request for this enrolment through e-Secretaria.


Under no circumstances may re-evaluations be carried out in subsequent courses in which the student is no longer enrolled in the ETSEIB. Exam dates cannot be modified and exams must be taken at ETSEIB

9.2. First year SELECT students - UPC and KTH subjects

**Evaluation and qualification MSc SELECT**

The master programs of EIT InnoEnergy: MSc Energy for Smart Cities, MSc SENSE - Smart Electrical Networks and Systems, MSc RENE - Renewable Energy and MSc SELECT - Environmental Pathways for Sustainable Energy Systems, are linked to the Master’s Degree in Energy Engineering, official program registered in the Register of Centers and Titles, as mentioned at the beginning of this guide.

The SELECT first year itinerary is taught jointly by the UPC and the KTH. Therefore, to get the official Spanish Degree, the subjects of the SELECT syllabus that are carried out online or in person at the KTH (depending if the student is studying first year at the UPC or KTH) are validated to the mandatory and optional subjects of the official syllabus of the Master’s Degree in Energy Engineering.

The validation is made taking into account the weighted average grade of all the subjects taken in the KTH. In the official academic certification, the subjects of the syllabus of the Master’s Degree in Energy Engineering are included. In no case it will appear the subjects of the SELECT itinerary taught by the KTH.
10. **External Internship**

UPC students can do internships throughout their studies. These can be:

### 10.1. Curricular Internship

They are configured as integral academic activities in the syllabus. They will have the same consideration as any other subject in the university and may be mandatory or optional. This means that you must enroll a priori, have a tutor and evaluate and qualify.

MSc Energy for Smart Cities and MSc SENSE - Smart Electrical Networks and Systems students have to perform a curricular internship.

### 10.2. Internal Internship

MSc Energy for Smart Cities and MSc SENSE - Smart Electrical Networks and Systems students can perform a curricular internship or a research project in the university named "Treball dirigit". They must enrol 15 ECTS at the School secretary’s office (SIAE).

### 10.3. Extra-curricular Internship

The student can perform, voluntarily, an extracurricular internship throughout their studies. Unlike the curricular one, they are not part of the syllabus or the academic record.

Students of second year can do an external internship or it can be related to the Master thesis.

All the internship (curricular and extra-curricular) are formalized through the signing of educational cooperation agreements between the student, the University and the company or institution that hosts the student. The external practices were governed by the Normative Regulations of external academic internship of the UPC and the current Spanish legislation.

### 10.4. Procedure

Every student in ETSEIB can check the School’s job board in which companies and institutions interested in hosting work placements publish their offers.

- [https://oficinavirtual.etseib.upc.edu/practiquesempresa/en](https://oficinavirtual.etseib.upc.edu/practiquesempresa/en)
- [https://etseib.upc.edu/ca/estudis/practiques/practiques-acad-exter-grau](https://etseib.upc.edu/ca/estudis/practiques/practiques-acad-exter-grau)

- Curricular internship: (for Smart Cities and SENSE students)
- Extra-curricular internship: (for RENE and SELECT students)
11. Master Thesis

11.1. Students who carry out their second year at the UPC

You can perform it at the School (modality A) or in a company (modality B). If you carry out in a company, you need a supervisor of the School and a supervisor of the company.

You must register, enrol and defend your Master thesis within the terms set forth in the Master Thesis of ETSEIB. In any case, a thesis’s defense cannot be done if the student has not registered, enrolled or delivered within the periods stipulated in the academic calendar of the Master Thesis.

Your Master thesis will be evaluated at the ETSEIB. 
https://etseib.upc.edu/ca/estudis/calendaris

11.1.1. Topic of the MT

The students must look for a topic for the MT:

- Checking the proposal of MT carried out by the ETSEIB in the Projects and Job offers.
- The students can propose topics and contact the Professor who will be the director. In the case the MT is developed in a company, it must be agreed with a Professor of the Master who will act as the rapporteur.

11.1.2. Development

With the topic chosen and the director assigned, the students must develop their MT taking into account that it must adjust to the Regulation which the ETSEIB will establish for the MT.

11.1.3. Registration

After selecting the topic of your Master Thesis and getting a supervisor, students will have to do the register (title, abstract, name of supervisor…) of the Master Thesis trough e-secretaria (Project-New project registration).
It is mandatory to do the registration of the MT BEFORE to enrol it. The registration will be later validated by the director or Rapporteur of the MT.

**11.1.4. Enrolment**

Students must enrol the MT (30 ECTS) by e-Secretaria. Students with thesis registered and accepted by the Director or Rapporteur enrol in a generic group. This enrolment has to be done at regular enrolment periods.

**11.1.5. Delivery**

The MT has to be uploaded on the intranet application Intranet de Projectes by the Student. The delivery will be later validated by the director/supervisor. If the student wants their MT will be published in UPCommons, it is compulsory to fill and sign the corresponding authorization document.

Please notice that, the ordinary period to defense is in **July**.

[https://etseib.upc.edu/ca/estudis/calendaris](https://etseib.upc.edu/ca/estudis/calendaris)

**11.1.6. Designation of the tribunal**

The designation of the tribunals for the presentations and defenses for each call, as well as the necessary substitute members, is established by the academic commission of the Master. The president of the tribunal will coordinate the data and place for the presentation and defense of the MT with the vocal, director and/or rapporteur and the student and communicates it to the SIAE.

The tribunal will be formed by the same director or rapporteur and two members of the professors assigned by the School. One of these two members will be related to the department of the director or rapporteur of the MT and will act as the president of the tribunal. The other member will not be related to the department. Two substitute members will be designated, one of whom will be of the same department as the director or rapporteur and the third will be related to another department.

**11.1.7. Presentation and defense**

The presentation and defense of the MT in front of a tribunal is public and consists of two stages: Exposition by the student of a review of the content of the MT, which lasts for about 30 minutes (the time is fixed by the president of the tribunal and he/she will previously let it know).

Defense by the student regarding to the questions the tribunal considers pertinent. The collective MT must be presented and defensed together with an equivalent participation of all the students.

The ETSEIB provides the available audiovisual devices. The application, confirmation of a good functioning and use of these is responsibility of the student. The reception service is who manages the applications for the use of these devices.
In the case of the MT considered confidential, either by the student or by the director of the MT, the president of the tribunal must guarantee the conditions so that the confidentiality is respected, if it is considered appropriated.

The MT will be defended in the host university following their regulations regarding to the direction and presentation.

11.1.8. Additional period

If an additional period extension is required (September), student has to send a request through Demana. **Student must cover the corresponding fees to the additional extension just like the rest of students UPC.** The InnoEnergy Programme doesn’t cover these expenses.

https://demana.upc.edu/etseib/?&lang=en_us

If the student does not deliver and defense the corresponding academic year, he/she will have to re-enroll the Master thesis with an extra-cost and assume it. Please, check prices for this academic year in this link.

(Important: take into account the extra-price for non UE students)

The InnoEnergy Programme doesn’t cover these expenses.

http://www.upc.edu/ca/masters/preus-i-beques

11.1.9. Qualification

Once the presentation and defense of the MT has finished, the tribunal must communicate the qualification in a public session, having listened to the director or rapporteur and having deliberated in a closed session, and offer the student the possibility to improve his/her mark.

Each member of the tribunal will evaluate the MT and the presentation and defense.

The qualifications are included in the academic record.

Once you see your grades at UPC have been updated (Y1 and Y2), you will be able to request the academic certificates and the degree certificate.

It is important to request for the degree certificate at the SIAE, before leaving UPC. This will expedite the process of the Degree certificate. You must come to the SIAE to check the personal details and sign the request document.

Please, take into account that **the cost for the Degree certificate has to be assumed by the student.**
11.2. Students who carry out their second year at the partner university

You will have to complete some academic issues and procedures through our online System (e-Secretaria of ETSEIB) during your stay at the partner university where you will study the second year of the Master’s degree.

After selecting the topic of your Master Thesis and getting a supervisor at the partner university, you will have to do the registration of your Master Thesis at the UPC. This registration has to be made through the e-secretary with your access credentials to the UPC. The type of registration is “C- Mobility”.


In some partner universities the Master Thesis is evaluated with a P = Passed. Please, notify to your supervisor that an A-D scale or a numerical rating with a single decimal is required.

Once you have delivered and defended your Master Thesis in the partner university, you have to upload a copy of your master thesis in PDF to the following application.

https://guiadocent.etseib.upc.edu/tribunals/

If you authorise that your master thesis will be published, you will have to fill and sign the authorization document of publication the Master’s Thesis at the UPC Commons, UPC’s institutional repository. You will find this document in this application.

https://upcommons.upc.edu/?locale-attribute=en

This documentation is mandatory to obtain the Degree certificate of Master's Degree in Energy Engineering or the Master’s Degree in Nuclear Engineering from the UPC.
When the previous procedure is done and we have already received the official academic certification (ECTS) signed and stamped from the partner university with all the marks of the subjects taken and evaluated during the second year of the studies, including the mark of the Master Thesis, the recognition procedure will be started.

This process is carried out by the academic coordinator of the InnoEnergy Master with the approval of the coordinator of the Master's Degree in Energy Engineering and of the Master's Degree in Nuclear Engineering.

In the case of the Master’s degree in Energy Engineering, the name of the subjects that will appear in the transcripts will be the one of the subjects of the syllabus of Master’s degree in Energy Engineering according with the scale of equivalence established by the Spanish Ministry of Education, Culture and Sport for each country. In no case it will appear the name of the subject taken at the partner university due to the different syllabus.

Once the process of recognition has been completed and all required documentation has been uploaded, the academic file will be closed. This process may take some months.

When the academic file is closed (you will check the state through e-Secretaria), you can start the procedure to apply for the Degree certificate. **This cost has to be assumed by the student.**
12. Certifications

12.1. ECTS Certificate online

You can check the status of your transcripts at UPC and print it from e-Secretaria.

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

12.2. ECTS Certificate signed and stamped

Once you see your grades at UPC have been updated (Y1 and Y2), you can ask for an ECTS certificate signed and stamped. You can request your personal academic certificate via e-Secretaria, section Certificates then My Certificates and click on Apply for a certificate and then go to New Application and choose Personal academic transcript. The cost has to be assumed by the student.
Click **Submit** to finish the process. 

You will see status of your procedure at **My applications** section.

- **If you are in Barcelona:**

  You have to come personally to pick it up or authorize someone else giving the form for authorization of a third party with the **original signature** and a photocopy of student’s identity card.

  You will find the form in our website  

  Our opening schedule hours is in our website.  
  [https://etseib.upc.edu/ca/estudis](https://etseib.upc.edu/ca/estudis)

- **If you are not in Barcelona:**

  You have to ask via **Demana**, introducing your student profile, another way to receive your certificate.  
  [https://demana.upc.edu/etseib/](https://demana.upc.edu/etseib/)

**12.3. Degree certificate**

You have to follow this steps to obtain your Degree certificate. Please, take into account that the cost for the Degree certificate has to be assumed **by the student**.
If the student is in Barcelona

It is important to request the degree certificate at the SIAE, before leaving UPC. This will expedite the process.

The student must come to the SIAE to check the personal details and sign the request document. The personal details have to be those who appear in the identity card.

If the student can’t come to the SIAE, a third party can solicit the degree certificate of the student showing the form for authorization of a third party with the original signature and a photocopy of student’s identity card and the authorized person. SIAE will give to the authorized person the form of the degree certificate to be sign and check by the student.

Once the student has paid the fee, he will receive the receipt of the payment and a receipt of the degree certificate. This receipt of the degree certificate has the same validity as the degree certificate while it is in expedition.

The student will receive an e-mail when the degree certificate will arrive to the SIAE department.

If the student is not in Barcelona:

Student has to ask for the degree certificate via Demana, introducing his student profile.

https://demana.upc.edu/etseib/?&lang=en_us

1. Select a help topic
2. Select type

When the Secretary receive your request, they will send you a request document that you will have to fill, sign with the original signature and send by postcard with a photocopy of your current passport to this postal address:

Escola Tècnica Superior d'Enginyeria Industrial de Barcelona (ETSEIB)  
Universitat Politècnica de Catalunya  
Servei d'Informació i Atenció a l'Estudiant - SIAE  
Av. Diagonal, 647  
08028 Barcelona

Once the School receives this document, you will receive the information about the payment choices through e-Secretaria


Once the payment is made, you have to send us the receipt of the payment, through Demana.
Please, take into account that this receipt of the payment doesn’t have the validity of the degree certificate.

Once we receive the receipt of payment, there will begin the steps of the request of the degree certificate and we will send you the provisional Degree certificate by Demana.

This provisional Degree certificate has the same validity as the degree certificate.

According to Spanish regulations, the degree will take about one more year to get your degree certificate. You will receive an email when the Degree certificate arrives at the Secretary of the School.

If the Degree certificate has to be delivered to the Consulate or to Embassy in another country, you have to send a request through e-Secretaria. The shipment fees have to be assumed by the student.

13. **Academic Services**

13.1. **Bachelors and Master’s Degree Management Support Area**

Provides management support and services in the processes associated with undergraduate and master’s degree programs. It is structured into 3 organizational units: The Student Information Service (SIAE), the Office of International Relations and Admissions (ORIA) and the Planning Office (PLAN). You can find them all in Building PL (floor 0, hall).

13.2. **Student Information Service -SIAE**

e-Secretaria

https://esecretaria.upc.edu

- **REMEMBER**: e-Secretaria to consult the academic records or carry out academic procedures related to the enrolment or academic certifications.

- For other procedures, go to e-Secretaria through the previous link and follow these steps:
  - At the Procedures menu, choose Request option.
  - Choose Others option, and then at Scope choose Other.
13.3. Demana

The academic requests have to be sent through the following application “Demana”

https://demana.upc.edu/etseib/?&lang=en_us

Login. Write your username and password:

- Fill in the gaps with your request for creating a “ticket”:
  - Help Topic. **Select a Help Topic**:
    - SIAE – Accés → Access
    - SIAE – Avaluació i permanència → Evaluation and permanence
    - SIAE – Certificats → Certificates
    - SIAE – Matrícula → Enrolment
    - SIAE – Reconeixements → Recognitions
    - SIAE – TFM/TFG → Thesis
    - SIAE – Tràmits → Procedures
    - SIAE – Títol → Degree
  - Breu descriptió (Subject)
  - Descripció (Request form)
13.4. ORIA (International mobility office-ETSEIB)

The International Relations Office manage the mobility of outgoing and incoming students and master’s programs admissions.

Contact
masters.etseib@upc.edu

+34 93 401 59 27

Mornings: from 11h to 13.30 h
Afternoon: Tuesday from 15.30 to 18 h
June, July and September: mornings from 11h to 13.30 h
August: closed
14. Other Services at ETSEIB

**Library ETSEIB.** Opening hours: normally from 8:30 to 21h. Borrow, renew and reserve documents, multimedia material and IT equipment.

[http://bibliotecina.upc.edu](http://bibliotecina.upc.edu)

**Computer labs.** 1st and 5th floor (H building). Free access, except during class hours. Access:

- Same username and password as e-Secretaria
- Temporary ID:
  - Username: erasmus
  - PASSWORD: 2018

**Wifi.** WIFI networks at ETSEIB – Eduroam
[https://serveistic.upc.edu/ca/wifiupc/documentacio/assistent-de-configuracio-per-eduroam](https://serveistic.upc.edu/ca/wifiupc/documentacio/assistent-de-configuracio-per-eduroam)

**Sport facilities.** Services and clubs at: Gym. Building ETSEIB (basement) and UPC Sports Centre (C. Jordi Girona, 3; EP Building)

[http://www.upc.edu/esport](http://www.upc.edu/esport)

**Erasmus Student Network-UPC.** Students helping students. This organization is orientated to foreign students.

[info@esn-upc.org](mailto:info@esn-upc.org)

**Photocopy service:** Opposite the elevators (H building).

**Bar/Restaurant.** 1st floor (H building). Opening hours: from Monday to Friday 7:30h to 19:30h.

**Languages**
Catalan language volunteering (Voluntariat x la llengua)

[cpl@cpnl.cat](mailto:cpl@cpnl.cat)

Catalan courses. Servei de Llengües and Terminologia. (C/ Jordi Girona, 31, TG building)
Spanish courses.

**15. Other Information**

**Health service**

- **CatSalut.** Catalan health service model integrates into a single network of public use all health resources. When you have a medical doubt, question or problem that **is not an emergency**, you can call **061** and avoid trips and excessive waiting times, thereby preventing an unnecessary overload of the healthcare system.


- **Private medical insurance:**

  [https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/health-insurance/health-insurance](https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/health-insurance/health-insurance)

Students who have a private insurance, in case of an accident, should contact directly the insurance company.

- **Emergency call service:** The **112 Catalonia Emergency Call Service and Management Centre** provides a **fundamental service to citizens** that guarantees the safety of individuals, the natural environment and goods.

  [didactica.slt@upc.edu](mailto:didactica.slt@upc.edu)  
  [eee.cervantes.es](mailto:eee.cervantes.es)  
  [http://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/health-insurance/health-insurance](https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/health-insurance/health-insurance)