Important: Certificates of arrival and learning agreements and other documents to be signed, MUST be delivered from 21/09/2020 to 30/11/2020 together with the rest of documents (see above) at International Office (Previous appointment).

No Welcome activities are organized because of the sanitary crisis.
Enrolment

There are two enrolment periods: in September (for autumn semester) and in February (for spring semester).

The enrollment is online through e-Secretaria. On our website, you can check the specific info for each enrollment period.

Access in e-Secretaria

Students will have access to the e-Secretaria BEFORE ARRIVAL. You will receive an email with the username and the steps to get the password.

https://prisma-nou.upc.edu/apl/home_estudiants.php

Important! BEFORE the day of the enrolment, students will have to fill through e-Secretaria their personal data in My details- Personal data option and the corresponding authorizations in the LOPD Authorizations option.

BEFORE the day of the enrolment, students who carry out a Research assignment or the Master’s thesis will have to fill through e-Secretaria the form New project registration in the Project-New project registration option.

Check the timetables and groups of the courses BEFORE the day of the enrolment. It will help you to formalize your enrolment quickly.

Documents required (from 21/09/2020 to 30/11/2020. Previous appointment)

You will have to hand in the following documents at the information desk (hall ETSEIB). You will receive the exact time by email.

- Copy of passport or ID
- Nomination letter of your home university
- Certificate of enrolment at home institution
- Transcript of records (and Bachelor’s degree if double degree student)
- Curriculum vitae
- Insurance: EU students (European Health insurance card and private insurance) / Non-EU students (private insurance). Please, read the information below (*)
- UPC form (Responsible statement of insurance) filled and signed. Please, find it attached.
- ORIGINAL AND COPY of the Learning agreement signed and stamped
  - one copy will be signed and stamped at the International Office.
- Original admission letter (only non-EU students) It’s necessary for your

Enrolment (17 September)

You will find the exact time of your enrolment at your e-Secretaria.
(*) HEALTH AND TRAVEL INSURANCE

**EU students** Please note that if you have a nationality from the European Union (or Norway or Switzerland) and that you have a European Health Card, this is not enough for your stay. You need to have an additional private insurance that covers you for your stay and that includes: health assistance, accident, repatriation and civil responsibility. EU students will have to deliver the copy of European Health Insurance Card and the copy of the coverage of the private insurance.

**Non EU-students** will have to deliver the copy of the private insurance that includes: health assistance, accident, repatriation, civil responsibility.

In case you do not have the insurance, the UPC offers the insurance of OnCampus Estudia

https://oncampus.es/en/seguros/oncampus-estudia/

| When                           |  
|--------------------------------|-----------------------------------|
| ETSEIB Welcome week           | Not scheduled                     |
| Enrollment                    | 17 September                      |
| Changes in your enrolment     | 18 September to 11 October        |
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

- 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
- DOUBLE DEGREE STUDENTS: before the enrollment, the study programme will be defined together with the vice-director for International Relations

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

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DAY</th>
<th>TIME</th>
<th>Course</th>
</tr>
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<tbody>
<tr>
<td>(T): Theory</td>
<td></td>
<td>16:30-17:00</td>
<td>Operacions i demanda en sistemes de transport i logí</td>
</tr>
<tr>
<td>(L): Lab</td>
<td></td>
<td>17:00-18:30</td>
<td>T/CAT H-9.2</td>
</tr>
<tr>
<td>(P): Practices</td>
<td></td>
<td>18:00-19:30</td>
<td>Introducció a la cadena d’aprovizionament (SCM)</td>
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<tr>
<td></td>
<td></td>
<td>19:00-20:30</td>
<td>T/CAT H-9.2</td>
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Research project
Workload 30 ECTS
Supervision
It is necessary to find a professor-tutor before arriving

Final Degree Project
30 ECTS
It is necessary to find a professor-tutor before arriving

Research assignment
15 ECTS
It is necessary to find a professor-tutor before arriving

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

Local grading scale

<table>
<thead>
<tr>
<th>LOCAL GRADE</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>10</td>
<td>Honors</td>
</tr>
<tr>
<td>9 to 9.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>7 to 8.9</td>
<td>Very good</td>
</tr>
<tr>
<td>5 to 6.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4 to 4.9</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>0 to 3.9</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Transcript of records
It will be sent by the International Office to your home university at the end of your stay.

Before leaving

Certificate of attendance
It is necessary to request it at International Office before leaving.

Transcript of records
It will be sent by the International Office to your home university at the end of your stay.

Certificate of attendance
Any certificate of stay will NOT be sent to the Home university after the exchange student has left.