

Academic information for exchange students

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).

Welcome activities

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.

How

1

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

2

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

3

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

4

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

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

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

Schedule

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

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

Research project

Workload
Supervision

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

Assessment

Local grading scale

LOCAL GRADE	DEFINITION
10	Honors
9 to 9.9	Excellent
7 to 8.9	Very good
5 to 6.9	Satisfactory
4 to 4.9	Marginal Fail
0 to 3.9	Fail



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