



Enrolment information for InnoEnergy students

InnoEnergy students linked to the UPC 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 UPC 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 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 InnoEnergy students will be next **September 2**.

Classes start on Wednesday, **September 14**.

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 79 88 from 9:30am to 2:00pm. (enrolment day only)
- Technical issues: +34 93 401 25 00 / +34 93 401 62 13 from 8:00am to 9:00pm.

Mail assistance:

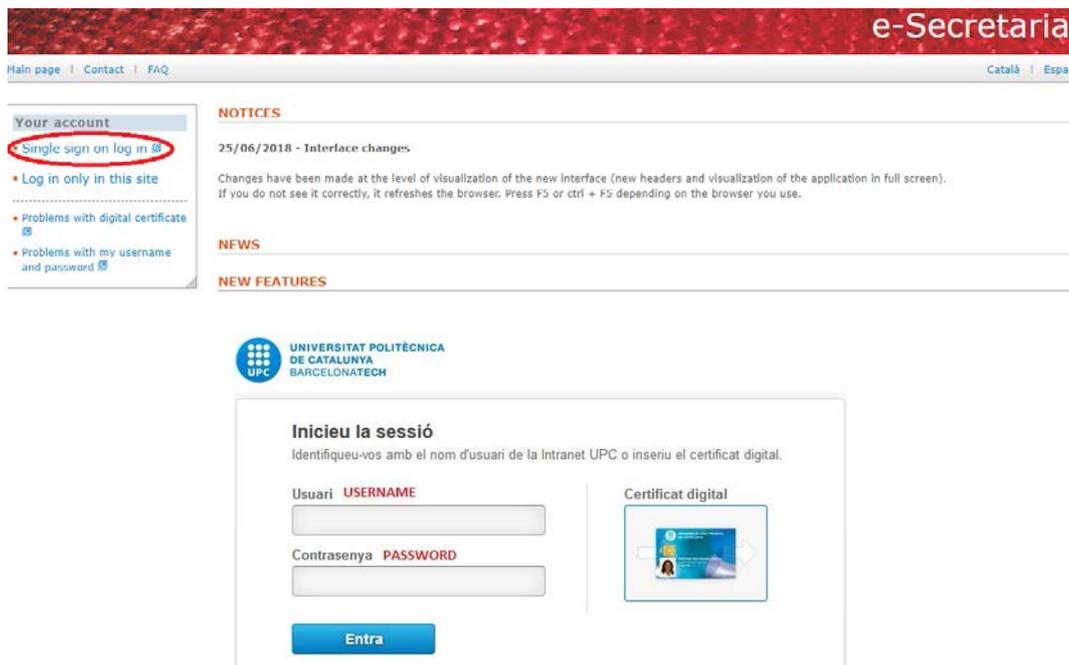
- masters.etseib@upc.edu

Before enrolment

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.

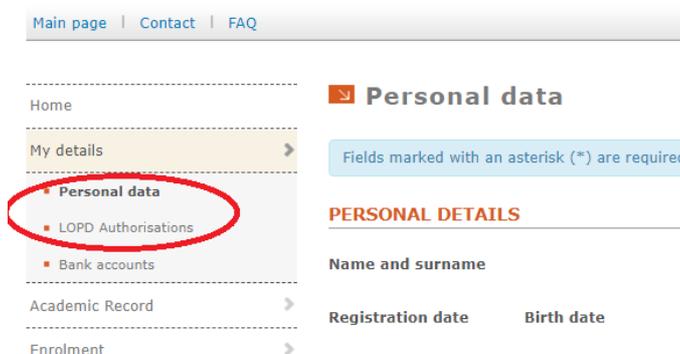
https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=3



The screenshot shows the 'e-Secretaria' website interface. At the top right, it says 'e-Secretaria' and 'Català | Español'. On the left, under 'Your account', there is a link 'Single sign on log in @' circled in red. Below it are links for 'Log in only in this site', 'Problems with digital certificate', and 'Problems with my username and password'. The main content area has sections for 'NOTICES' (dated 25/06/2018), 'NEWS', and 'NEW FEATURES'. The central part of the page is a login form titled 'Inicieu la sessió' with fields for 'Usuari USERNAME' and 'Contrasenya PASSWORD', and a 'Certificat digital' section. A blue 'Entra' button is at the bottom.

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



The screenshot shows the website's navigation menu. The 'Personal data' option is circled in red. The menu includes 'Home', 'My details', 'Personal data', 'LOPD Authorisations', 'Bank accounts', 'Academic Record', and 'Enrolment'. To the right, there is a 'Personal data' section with a dropdown arrow and a note: 'Fields marked with an asterisk (*) are required'. Below this, there is a 'PERSONAL DETAILS' section with fields for 'Name and surname', 'Registration date', and 'Birth date'.

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

Enrolment

You will have to do your enrolment via e-Secretaria.

1. Click **AUTOENROLMENT**
2. You will start the enrolment 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 you have **agreed with your Master's Coordinator**. Contact with him previously to the enrolment, as he will guide you with the subjects you need to take, depending if it is your 1st or 2nd year, and your previous studies.

Program	Coordinator / Tutor
RENE	Prof. Cristobal Voz
SELECT	Prof. César Alberto Valderrama
SENSE	Prof. Eduardo Prieto-Araujo
Smart Cities	Prof. Andreas Sumper
EMINE	Prof. Lluís Batet

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	3		Add
INTEGRATED MANUFACTURING SYSTEMS	240E1024	240E1024	3	Q	2		Add

Total subjects: 17



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

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 Linia Oberta. In the "Payments" section.
Financial institution: cash machine, electronic banking, or at branches of La Caixa, Banc Santander, Caixa d'Enginyers

Previous End

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

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

Changes of Enrolment

There will be a period to make changes in your enrolment (Deadline for the enrolment of Autumn semester is September 30, 2021). You will have to send a request via e-Secretaria.

<https://etseib.upc.edu/ca/estudis/calendaris/CalendariTramits-master#IndexMAT>

How to do it?

1. Access to the **e-Secretaria**.

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

2. Click **Procedures** and choose the option **Related to enrolment**.
3. To **add subjects**:
 - a. Select the form **Change ordinary enrolment**.
 - b. Click **Add Subjects**



c. Select the subject(s) that you want to incorporate into the enrolment.

<input type="checkbox"/>	Acronym ▲ ▼	UPC reference number ▲ ▼	Name ▲ ▼
<input checked="" type="checkbox"/>	240649	240649	AERODYNAMICS
<input checked="" type="checkbox"/>	240054	240054	CONTINUUM MECHANICS
<input checked="" type="checkbox"/>	240161	240161	ELECTRICAL MACHINES
<input type="checkbox"/>	240072	240072	ELECTRONICS
<input type="checkbox"/>	240652	240652	ENGINEERING OF THE PRODUCT
<input type="checkbox"/>	240061	240061	FLUID MECHANICS
<input checked="" type="checkbox"/>	240641	240641	FOOD BIOENGINEERING
<input type="checkbox"/>	240618	240618	FUNDAMENTALS OF NUCLEAR ENGINEERING
<input type="checkbox"/>	240638	240638	GENERATION OF WIND ELECTRICITY
<input type="checkbox"/>	240617	240617	GRAPHIC SIMULATIONS IN 3D

Next ▶

Select Close

d. Click **Select**.

4. To **draw subjects**:

a. Select the form **Change ordinary enrolment**

b. Click the **Delete** button of the subject that you want to remove from the enrolment.

c. Press the **OK** button to confirm that you want to delete the subject(s).

5. To **change the group** of a subject:

a. Select the form **Change of group**.

b. Select the new group that you want to incorporate into the registration in the column **Change to group**.

Current enrolment

Acronym	UPC reference number	Name	Current group	Change to group
240133	240133	MECHANICS	10	<input type="text" value="10"/> ▼

c. Fill in the **I hereby state** section specifying the reason why you request the modification of the registration.

d. Click the **Submit** button to complete your request.

e. Deliver the supporting documentation, if needed, to the SIAE (Students' Information and Attention Service).

Resolution

You can consult the resolution of the modification via *e-Secretaria*.