



Calendar of academic and administrative procedures
Degree studies
Year 2023-2024

DIRECT ACCESS

What:	Where:	When:
Preliminary study of recognition or validation of credits for university studies		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - From 17th of April to 19th of May 2023 (for Q1 of the year 2024-2025 - from 22nd of April to 17th of May 2024)
Resolution communication	Email	Q1 - From 23rd of June 2023 (for Q1 of the year 2024-2025 - from 21st of June 2024)
Application for admission due to change of university and/or studies		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - From 19th of June to 14th of July 2023
Publication of the admission resolution due to change of studies	Web ETSEIB	Q1 - From 24th of July 2023
Visiting student application		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - From 12th to 30th of June 2023
Resolution communication	Email	Q1 - From 24th of July 2023
Application for adaptation of studies due to change of plan		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - From 12th to 30th of June 2023
Resolution communication	Email	Q1 - From 24th of July 2023

BEFORE ENROLLMENT

What:	Where:	When:
Reservation of place. New student		
Submission of applications	e-Secretaria	Q1 - Until the date assigned to formalize the enrollment
Submission of supporting documentation	Seu Electrònica UPC	Q1 - Until the date assigned to formalize the enrollment
Change in the modality of dedication to studies in the Initial Phase		
Submission of applications	e-Secretaria	Q1 - From 12th to 19th of July 2023
Submission of supporting documentation	Seu Electrònica UPC	Q1 - From 12th to 19th of July 2023
Temporary abandonment of studies in the Initial Phase		
Submission of applications	e-Secretaria	Q1: From 30th of June to 12th of July 2023 Q2: From 22nd of January to 2nd of February 2024
Submission of supporting documentation	Seu Electrònica UPC	Q1: From 30th of June to 12th of July 2023 Q2: From 22nd of January to 2nd of February 2024
Enrolment authorisations (students who have not enrolled in the previous semester)		
Submission of applications	e-Secretaria	Q1: From 30th of June to 26th of July 2023 Q2: From 22nd of January to 9th of February 2024
Documentation for enrollment discounts		
Submission of supporting documentation	e-Secretaria	Q1 - Up to two working days before the assigned enrollment date Q2 - Up to two working days before the assigned enrollment date
Direct debit documentation (SEPA)		
Submission of supporting documentation	e-Secretaria	Q1 - Up to two working days before the assigned enrollment date Q2 - Up to two working days before the assigned enrollment date

ENROLLMENT

What:	Where:	When:
NEW ACCESS student for University Pre-enrollment - Online enrollment		
People assigned in 1st preference	e-Secretaria	Q1 - From 17th to 19th of July 2023
Claims and final assignment	e-Secretaria	Q1 - 19th of July 2023
2nd assignment	e-Secretaria	Q1 - 26th of July 2023
3rd assignment	e-Secretaria	Q1 - 6th of September 2023
People assigned to the September call	e-Secretaria	Q1 - 27th of September 2023
NEW ACCESS student. Change of university and/or studies. Visitors		
Enrollment	SIAE	Q1 - 6th of September 2023
Submission of original supporting documentation for validation	SIAE	Q1 - Until 6th of September 2023
Student enrolled in previous years		
Student enrolled in previous years	e-Secretaria	Q1 - From 20th to 26th of July 2023 Q2 - From 6th to 9th of February 2024
Student with adaptation due to change of plan	e-Secretaria	Q1 - 6th of September 2023 Q2 - 7th of February 2024

APPLICATIONS AFTER THE ENROLLMENT

What:	Where:	When:
Change of group		
Submission of applications	e-Secretaria	Q1 - From the enrollment day to 28th of July and from 1st to 29th of September 2023 Q2 - From the enrollment day to 28th of February 2024
Presentation of supporting documentation, if applicable	Seu Electrònica UPC	Q1 - From the enrollment day to 28th of July and from 1st to 29th of September 2023 Q2 - From the enrollment day to 28th of February 2024
Resolution	e-Secretaria	Q1 - Until 6th of October 2023 Q2 - Until 6th of March 2024
Variation in enrollment (economic recalculation with the right to a refund)		
Submission of applications	e-Secretaria	Q1 - From the enrollment day to 29th of July and from 1st to 15th of September 2023 Q2 - From the enrollment day to 22nd of February 2024
Submission of supporting documentation	Seu Electrònica UPC	Q1 - From the enrollment day to 29th of July and from 1st to 15th of September 2023 Q2 - From the enrollment day to 22nd of February 2024
Resolution of applications made before July 29, 2023	e-Secretaria	Q1 - Before the start of the course
Resolution of other applications		Q1 - Until 6th of October 2023 Q2 - Until 15th of March 2024

Academic leave of subjects (no right to refund)		
Submission of applications	e-Secretaria	Q1 - Until 31st of October 2023 Q2 - Until 31st of March 2024
Presentation of supporting documentation, if applicable	Seu Electrònica UPC	Q1 - Until 31st of October 2023 Q2 - Until 31st of March 2024
Enrollment renunciation (no right to refund)		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - Until 31st of October 2023 Q2 - Until 31st of March 2024
CREDIT RECOGNITION		
What:	Where:	When:
Recognition of credits obtained in official university studies		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - June, July and until 1st of September 2023 Q2 - December 2023 and until 31st of January 2024
Resolution	Email	Q1 - From 2nd of October 2023 Q2 - From 19th of February 2024
Recognition of credits for professional activity		
Submission of applications and supporting documentation	Seu Electrònica UPC	During the academic year
Resolution	e-Secretaria	
Recognition of credits for university extension activities Q8 (maximum 6 ECTS)		
Submission of applications and supporting documentation	Seu Electrònica UPC	During the academic year
Certification of competence in 3rd language		
Submission of supporting documentation	Seu Electrònica UPC	During the academic year
Preliminary study of validation of foreign studies to apply for access to bachelor's degree studies		
Submission of applications and supporting documentation	Seu Electrònica UPC	Q1 - From 17th of April to 19th of May 2023 (for Q1 of the year 2024-2025 - from 22nd of April to 17th of May 2024)
Resolution	Email	Q1 - From 23rd of June 2023 (for Q1 of the year 2024-2025 - from 21st of June 2024)
EVALUATION AND PERMANENCE		
What:	Where:	When:
Renunciation of curricular assessment		
Submission of applications	e-Secretaria	Q1 - From 31st of January to 2nd of February 2024 Q2 - From 8th to 15th of July 2024
Include information for curricular assessment		
Submission of applications	e-Secretaria	Q1 - From 31st of January to 2nd of February 2024 Q2 - From 8th to 15th of July 2024
Presentation of supporting documentation, if applicable	Seu Electrònica UPC	Q1 - From 29th of January to 2nd of February 2024 Q2 - From 8th to 15th of July 2024
Revision of curricular assessment		
Submission of applications	e-Secretaria	Q1 - From 6th to 9th of February 2024 Q2 - From 17th to 22nd of July 2024
Presentation of supporting documentation, if applicable	Seu Electrònica UPC	Q1 - From 6th to 9th of February 2024 Q2 - From 17th to 22nd of July 2024
Continuity of studies		
Submission of applications	e-Secretaria	Q1 - From 6th to 11th of February 2024 Q2 - From 17th to 31st of July 2024
Presentation of supporting documentation, if applicable	Seu Electrònica UPC	Q1 - From 6th to 11th of February 2024 Q2 - From 17th to 31st of July 2024
Resolution	e-Secretaria	Q1 - From 16th of February 2024 Q2 - From 4th of September 2024