



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

ACCESS

<i>What:</i>	<i>Where:</i>	<i>When:</i>
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ACCESS

Access to Master	Admissions UPC	Q1 - From 20th of February to 15th of May 2023 Q2 - From 16th of October to 15th of December 2023
Resolution communication	Web Publication	Q1 - From 10th of July 2023 Q2 - From 17th of January 2024

Visiting student application

Submission of applications and supporting documentation	Seu Electrónica 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	e-Secretaria	Q1 - From 12th to 30th of June 2023
Resolution communication	Email	Q1 - From 24th of July 2023

BEFORE ENROLLMENT

<i>What:</i>	<i>Where:</i>	<i>When:</i>
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Reservation of place. New student

Submission of applications	e-Secretaria	Q1 - Until the date assigned to formalize the enrollment
Submission of supporting documentation	Seu Electrónica UPC	Q1 - Until the date assigned to formalize the enrollment

Enrollment authorisations (students who have not enrolled in the previous semester)

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
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Supporting 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
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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
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ENROLLMENT

<i>What:</i>	<i>Where:</i>	<i>When:</i>
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NEW ACCESS student to Master

New access student ETSEIB Masters	e-Secretaria	Q1 - 8th of September 2023 Q2 - 15th of February 2024 (only MUEI and Double Masters)
Student from adaptation of studies due to change of plan	e-Secretaria	Q1 - 6th of September 2023 Q2 - 7th of February 2024

Student enrolled in prior courses to Master's Degree

Student enrolled in prior courses to Master's Degree	e-Secretaria	Q1 - 20th and 21st of July 2023 Q2 - 12th and 13th of February 2024
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APPLICATIONS AFTER THE ENROLLMENT

<i>What:</i>	<i>Where:</i>	<i>When:</i>
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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 Electrónica 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 Electrónica 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 Electrónica 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 Electrónica UPC	Q1 - Until 31st of October 2023 Q2 - Until 31st of March 2024
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CREDIT RECOGNITION

<i>What:</i>	<i>Where:</i>	<i>When:</i>
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Recognition of credits obtained in official university studies

Submission of supporting documentation	Seu Electrónica UPC	Q1 - June, July and until 1st of September 2023 Q2 - December 2023 and until 31st of January 2024
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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	
EVALUATION AND PERMANENCE		
What:	Where:	When:
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