

Academic information for exchange students

Important: Certificates of arrival and learning agreements and other documents to be signed, **MUST** be delivered at the International Office from 06/02/2025 to 28/02/2025.

Welcome activities

ETSEIB Welcome day (online)- 04/02/2025 – 09:30 h.

meet.google.com/zpd-qjaf-gen (Access with UPC account)

ETSEIB Welcome day (on-site) - 10/02/2025 – 09:30 h

Aula Capella ETSEIB

- 09:30 – 11:00 Academic Information
- 11:00 – 12:00 Workshop on Foreign issues (no EU/EEA)
- 12:00 – 13:00 Workshop on ETSEIB library
- 13:00 – 14:00 ESN UPC Presentation
- 15:00 – 16:00 Workshop on Foreign issues (EU/EEA)

IMPORTANT DATES:

Deadline to upload insurance	15 January
ETSEIB Welcome day (online)	4 February
ETSEIB Welcome day (on-site)	10 February
Beginning of Spring semester (bachelor subjects)	11 February
Enrolment of subjects	14 February
Changes in enrolment	15 - 28 February
Beginning of Spring semester (master subjects)	17 February

Enrolment of subjects (*Matrícula*)



The enrolment of subjects will be online through e-Secretaria. It will take place on **14 February**.

How

1

Before the enrolment day

Access to e-Secretaria

Access to [e-Secretaria](#). You will receive an email with the **username** and the steps to get the **password**.

To have full access to e-Secretaria, fill in your personal data in **My details/Personal data** option and the corresponding authorizations in **My details/LOPD Authorizations** option.

Students who carry out a Research assignment or the Master's thesis will have to fill in through e-Secretaria the form New project registration in the **Project/New project registration** option

Check that your insurance document has been validated

If your document is rejected, fix the issue and upload the merge document again to e-Secretaria: UPC Responsible Statement + European Health Card (if applicable) + Private Insurance

Check timetables and groups

Check the information in the following page and also [timetables and groups](#) of the subjects. It will help you to formalize your enrolment quickly

Check the time for your enrolment

You will find the exact time of your enrolment at e-Secretaria, **Enrolment** option, **one or two days before the enrolment date**.

2

During the enrolment day

Enrolment of subjects online via e-Secretaria (14 February)

Check Instructions for Enrolment in this [link](#)
E-mail assistance: incoming.etseib@upc.edu

3

After the enrolment day

Changes in enrolment (15-28 February)

Send a **REQUEST** through e-Secretaria, in **Procedures/Request** option:

- 1st tab for adding or deleting courses
- 2nd tab (Others) for general requests

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

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

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

When

ETSEIB Welcome day (online)	4 February
ETSEIB Welcome day (on-site)	10 February
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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

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

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