Enrolment information for Incoming students

Incoming students are linked, either to the ETSEIB Incoming Mobility programme (Exchange non-double degree students) or to a specific ETSEIB master’s degree (Double degree students).

(ETSEIB Incoming Mobility programme have to enroll between 15-30 ECTS at the UPC in each semester).

It is not possible to carry out subjects of the other UPC schools different than ETSEIB.

The academic course is structured in two periods, Autumn and Spring semester. Therefore, there are two periods of enrolment during the academic year: in September (Autumn semester) and in February (Spring semester). The present academic year, both enrolments are online through e-Secretaria.

The ONLINE enrolment for Incoming students will be next 13 September.

Bachelor courses start on Monday, 09 September
Master courses start on Monday, 16 September

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 56 54 - 93 401 68 58 from 9:30 am to 3:00pm. (enrolment day only)
- **Technical issues**: +34 93 401 25 00 / +34 93 401 62 13 from 8:00 am to 9:00pm.

E-mail assistance:

- incoming.etseib@upc.edu
Before enrolment

IMPORTANT: to enroll, first you have to accept your application at [https://prisma-nou.upc.edu/apl/](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.


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

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

- Final Degree Project (30 ECTS)
- Research assignment (RA) for exchange students (15 ECTS)

Before arriving at ETSEIB, students must:

- Search a professor at ETSEIB to supervise his/her research assignment.
- Search a topic agreed with the professor.

https://etseib.upc.edu/ca/lescola/departaments-i-recerca

- Students who have chosen a RA or a master thesis of the one’s proposed in the Project and Job offers or have proposed an own RA or master thesis, will have to do the register by the e-Secretaria (Project-New project registration)

- Before arrival students will receive a username and password to access in e-Secretaria


- **It is mandatory to fill the register** (validated by the director or Rapporteur of the RA) before the enrolment of the RA or master thesis.
You can perform the project at the School (modality A) or in a company (modality B). If you carry out in a company, you need a supervisor of the School and a supervisor of the company.

**Enrolment**

You will have to perform your enrolment through e-Secretaria.

1. Click **AUTOMATRÍCULA**
2. You will start the registration process

3. You need to select the subjects and groups we have agreed in your learning agreement.
4. Check that all your courses and your groups are ok

You have now finished your enrolment process and you can print your document if you wish.

**NOTE:** Please, if you receive a message about some payment, please forgot it, it does not apply to Incoming students.
Note: If you have any problems with the choice of subjects during your enrollment, e.g. if you have run out of places in one of the subjects, don’t panic, choose another subject that interests you instead or just don’t choose that one.

There will be a period to make changes in your enrolment or your learning agreement.

https://etseib.upc.edu/en/Academic%20programmes/calendars

You will have to send a request through e-Secretaria.
Documents

Students must deliver the requested documents (Request your appointment and deliver from 05/09/2024 to 27/09/2024) at the ETSEIB International Office:

- Personal nomination letter of your home university
- Transcript of records
- Curriculum vitae
- 2 Learning agreements (1 is for your records)
- ID Card (for EU/EEA students) or Copy of Passport
- Insurance
- UPC form (Responsible statement of insurance) filled and signed
- Certificate of enrolment at the home institution (Your student card is valid)

If double degree student:

- Bachelor’s degree
- Official and original transcript of records
- Certificate of B2 English level