Academic information for exchange students

**Important:** Certificates of arrival and learning agreements and other documents to be signed, MUST be delivered from 05/02/2024 to 29/02/2024 together with the rest of documents (see below) at International Office.

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**Welcome activities**

**ETSEIB Welcome session (online)- 05/02/2024 - 09:30h.**

ETSEIB Welcome session (online)


**ETSEIB Welcome session (on-site) - 13/02/2024 - 09:30h.**

(Aula Capella ETSEIB)

**Workshop on Foreign issues – 13/02/2024 – 11 h**

**Workshop on ETSEIB library – 13/02/2024 – 12 h**

**Workshop on Erasmus Student Network UPC – 13/02/2024 – 13 h**

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**Important dates:**

- **05 February:** ETSEIB Welcome session (online)
- **12 February:** Beginning of the Spring semester (bachelor subjects)
- **13 February 09:30h.:** ETSEIB Welcome session (on-site)
  
  **Venue: Aula Capella ETSEIB**
- **16 February: Enrolment of subjects at UPC (online. Via e-Secretaria)**
- **19 February:** Beginning of the Autumn semester (master courses)
Enrolment of subjects (Matrícula)

The enrolment of subjects will be online through e-Secretaria. It will take place on 16 February.

How

1. Access in e-Secretaria
   Students will have access to the e-Secretaria BEFORE ENROLMENT. You will receive an email with the username and the steps to get the password.
   https://prisma-nou.upc.edu/apl/home_estudiants.php

   Important! BEFORE the day of the enrolment, students will have to fill through e-Secretaria their personal data in My details- Personal data option and the corresponding authorizations in the LOPD Authorizations option.

   BEFORE the day of the enrolment, students who carry out a Research assignment or the Master’s thesis will have to fill through e-Secretaria the form New project registration in the Project-New project registration option.

2. Check the timetables and groups of the subjects BEFORE the day of the enrolment. It will help you to formalize your enrolment quickly.

3. Documents required (from 05/02/2024 to 29/02/2024).
   You will have to hand in the following documents at the ETSEIB International Office.
   - Copy of passport or ID
   - Nomination letter of your home university
   - Certificate of enrolment at home institution
   - Transcript of records
   - Curriculum vitae
   - Insurance: EU students (European Health insurance card and private insurance) / Non-EU students (private insurance). Please, read the information below (*)
     - UPC form (Responsible statement of insurance) filled and signed. Please, find it attached.
   - ORIGINAL AND COPY of the Learning agreement signed and stamped
     - one copy will be signed and stamped at the International Office.
   - Learning agreement

4. Enrolment of subjects (16 February)
   You will find the exact time of your enrolment at your e-Secretaria (one or two days before).
(*) HEALTH AND TRAVEL INSURANCE

**EU students** Please note that if you have a nationality from the European Union (or Norway or Switzerland) and that you have a **European Health Card, this is not enough for your stay.** You need to have an **additional private insurance** that covers you for your stay and that includes: health assistance, accident, repatriation and civil responsibility. EU students will have to deliver the copy of European Health Insurance Card and the copy of the coverage of the private insurance.

**Non EU-students** will have to deliver the copy of the **private insurance** that includes: health assistance, accident, repatriation, civil responsibility.

In case you do not have the insurance, the UPC offers the insurance of **OnCampus Estudia**

https://oncampus.es/en/seguros/oncampus-estudia/

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**When**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>ETSEIB Welcome day</td>
<td>5 February (online) / 13 February (on-site)</td>
</tr>
<tr>
<td>Enrolment of subjects</td>
<td>16 February</td>
</tr>
<tr>
<td>Changes in your enrolment</td>
<td>From 17 February</td>
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</tbody>
</table>
Mandatory **workload** is of **15-30 ECTS** per semester.

### Courses

<table>
<thead>
<tr>
<th>Info</th>
<th>Objectives, content, methodology, evaluation and references</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Many courses have different groups, professors and schedules. Check our web for more info!</td>
</tr>
<tr>
<td>Lang</td>
<td>It may vary depending on the chosen group</td>
</tr>
<tr>
<td>Exams</td>
<td>The exact date and time of exams (partial or final) are set before the start of each semester</td>
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</tbody>
</table>

- 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

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<th>Horari</th>
<th>Dilluns</th>
<th>Dimarts</th>
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<td>16:00</td>
<td>16:30</td>
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<td>18:30</td>
<td>19:00</td>
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- **Operations i demanda en sistemes de transport i logi**
  - T/CAT H-9.2

- **Analisi i simulació de sistemes de transport i logi**
  - T/CAT H-9.2

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<td>20:00</td>
<td>19:30</td>
<td>18:30</td>
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- **Introducció a la cadena d’aprovació administrativa (OA)**
  - T/CAT H-9.2

- **Operacions i demanda en sistemes de transport i logi**
  - T/CAT H-9.2
  - (S.Sermi)

- **Infraestructures i serveis de transport**
  - T/CAT H-9.2
  - (S.Passal)

### Research project

- **Workload**: 30 ECTS
- **Supervision**: It is necessary to find a professor-tutor before arriving

### Final Degree Project

- **Research assignment**: 15 ECTS
- **Supervision**: It is necessary to find a professor-tutor before arriving
Assessment

Local grading scale

<table>
<thead>
<tr>
<th>LOCAL GRADE</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>10</td>
<td>Honors</td>
</tr>
<tr>
<td>9 to 9.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>7 to 8.9</td>
<td>Very good</td>
</tr>
<tr>
<td>5 to 6.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4 to 4.9</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>0 to 3.9</td>
<td>Fail</td>
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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
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.

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