Academic information for exchange students

Important: Certificates of arrival and learning agreements and other documents to be signed, MUST be delivered from 04/09/2023 to 28/09/2023 together with the rest of documents (see below) at International Office.

Welcome activities

**ETSEIB Welcome day (online)- 04/09/2023 – 09:30 h.**

ETSEIB Welcome day (online)

[https://meet.google.com/oer-dsqv-bxz](https://meet.google.com/oer-dsqv-bxz) (Access with UPC account)

**ETSEIB Welcome day (on-site) - 12/09/2023 – 09:30 h**

(Aula Capella ETSEIB)

Workshop on Foreign issues – 12/09/2023 – 11 h

Workshop on ETSEIB library – 12/09/2023 – 12 h

Important dates:

- 04 September: ETSEIB Welcome day (online)
- 07 September: Beginning of the Autumn semester (bachelor subjects)
- 12 September 09:30h.: ETSEIB Welcome day (on-site) Aula Capella ETSEIB
- **13 September: Enrolment of subjects at UPC (online. Via e-Secretaria)**
- 14 September: 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 13 September.

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*.

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

Documents required (from 04/09/2023 to 15/10/2023. 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

Enrolment of subjects (13 September)

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/

<table>
<thead>
<tr>
<th>When</th>
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<tbody>
<tr>
<td>ETSEIB Welcome day</td>
</tr>
<tr>
<td>Enrolment of subjects</td>
</tr>
<tr>
<td>Changes in your enrolment</td>
</tr>
</tbody>
</table>
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

- 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

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

**Final Degree Project**  
Workload: 15 ECTS  
Supervision: It is necessary to find a professor-tutor before arriving

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**Exams**

The exact date and time of exams (partial or final) are set before the start of each semester.

Exam dates **CANNOT** be changed and distance exams **CANNOT** be taken

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**Research assignment**

Workload: 15 ECTS  
Supervision: It is necessary to find a professor-tutor before arriving

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**Languages**

- **CAT**: Catalan
  - **CAST**: Castilian (Spanish)
  - **ENG**: English

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**Timetable Example**

<table>
<thead>
<tr>
<th>Horà</th>
<th>Dilluns</th>
<th>Dimarts</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00</td>
<td>Operacions i demanda en sistemes de transport i logístiques</td>
<td>Analització i simulació de sistemes de transport i logístiques</td>
</tr>
<tr>
<td>16:30</td>
<td>T/CAT H-9.2</td>
<td>T/CAT H-9.2</td>
</tr>
<tr>
<td>17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18:00</td>
<td>Introducció a la cadena d'aprovació i manté (ICM)</td>
<td>Operacions i demanda en sistemes de transport i logístiques</td>
</tr>
<tr>
<td>18:30</td>
<td>T/CAT H-9.2</td>
<td>T/CAT H-9.2</td>
</tr>
<tr>
<td>19:00</td>
<td></td>
<td>(5.5 horar)</td>
</tr>
<tr>
<td>19:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20:00</td>
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</tbody>
</table>

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Be careful! Check language of instruction in the timetable before enrolment.
### 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>
</tr>
</tbody>
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### 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.

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### Before leaving

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