**Academic information for exchange students**

**Important:** Certificates of arrival and learning agreements and other documents to be signed, MUST be delivered from 05/09/2024 to 27/09/2024 together with the rest of documents (see below) at International Office.

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**Welcome activities**

**ETSEIB Welcome day (online)- 02/09/2024 – 09:30 h.**

ETSEIB Welcome day (online)


**ETSEIB Welcome day (on-site) - 10/09/2024 – 09:00 h**

(Aula Capella ETSEIB)

Workshop on Foreign issues – 10/09/2024 – 11 h

Workshop on ETSEIB library – 10/09/2024 – 12 h

**Important dates:**

- 02 September: ETSEIB Welcome day (online)
- 09 September: Beginning of the Autumn semester (bachelor subjects)
- 10 September 09:00h.: ETSEIB Welcome day (on-site)
  Aula Capella ETSEIB
- **13 September: Enrolment of subjects at UPC (online. Via e-Secretaria)**
- 16 September: Beginning of the Autumn semester (master courses)
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 05/09/2024 to 27/09/2024).
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
- 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.

**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/

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**When**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETSEIB Welcome day</td>
<td>2 September (online)/ 10 September (on-site)</td>
</tr>
<tr>
<td>Enrolment of subjects</td>
<td>13 September</td>
</tr>
<tr>
<td>Changes in your enrolment</td>
<td>From 14 September</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

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.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LANGUAGE</th>
<th>CLASSROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>(T): Theory</td>
<td>(CAT): Catalan</td>
<td>H-9.2</td>
</tr>
<tr>
<td>(L): Lab</td>
<td>(CAST): Spanish</td>
<td></td>
</tr>
<tr>
<td>(P): Practices</td>
<td>(ENG): English</td>
<td></td>
</tr>
</tbody>
</table>

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

**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

**Research assignment**

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

<table>
<thead>
<tr>
<th>LOCAL GRADE</th>
<th>DEFINITION</th>
</tr>
</thead>
<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>
</table>

- **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.