

## Academic information for exchange students

**Important:** Certificates of arrival and learning agreements to sign, **MUST** be delivered on **10 September** with the rest of documentation at hall ETSEIB, not **BEFORE** at International Admissions Office.

### Welcome activities

	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	
9:00-9:30h	Welcome and Academic Information (Aula Capella)	Public holiday		Enrolment (classroom 1.3)	
9:30h-10:00h	Welcome ESN* Erasmus student network (Aula Capella) Tour ETSEIB				
10:00h-10:45h					
10:45h-11:00h	Break				
11:00h-11:30h	Documentation (Hall ETSEIB)		Library (Aula Capella)		
11:30h-12:00h			Immigration procedures ** - EU/EEA students (Aula Capella) - NON EU/EEA students (Sala Conferencies 28.8 (1st floor))		
12:00h-12:30h					
12:30h-13:00h					International Lunch (ESN)
13:00h-13:30h					
13:30h-15:00h					

\* (ESN) Erasmus Student Network

\*\* Please, when you have obtained your TIE (Foreign Persons Identification card) that contains your NIE number (Foreign Persons Identification Number), you have to deliver a copy at the Secretary of the School (SIAE)

## Enrolment



There are two enrolment periods: in September (for autumn semester) and in February (for spring semester).

The 1st enrollment is in person; subsequent enrollments will be done online through e-Secretaria.

On our website, you can check the specific info for each enrollment period.

### How

1

#### Access in e-Secretaria

Students will have access to the e-Secretaria BEFORE ARRIVAL. You will receive an email with the username and the steps to get the password.

[https://prisma-nou.upc.edu/apl/home\\_estudiants.php](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 courses **BEFORE** the day of the enrolment. It will help you to formalize your enrolment quickly.

3

#### Documents required (10 September)

You will have to hand in the following documents at the information desk (hall ETSEIB)

- Nomination letter
- Transcript of records
- Curriculum vitae
- Copy of passport or ID
- 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.
- Certificate of enrolment at home institution
- Original admission letter (only non-EU students) It's necessary for your administrative visa process
- **ORIGINAL AND COPY** of the Learning agreement signed and stamped  
one copy will be signed and stamped at the International Office.

**Double Degree students** this documentation and

- ✓ **original and copy** bachelor degree
- ✓ **original and copy** transcript of records of the bachelor and master.

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#### Enrolment appointment (13 September)

A confirmation of the hour will be sent to students by e-mail a few days before enrolment. You will formalize the enrolment at classroom 1.3

**(\*) 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/>

**When**

ETSEIB Welcome week    **10,12 and 13 September at the ETSEIB**

Enrollment    **13 September**

Changes in your enrolment    Until 29 September · e-Secretaria

## What



Mandatory **workload** is of **15-30 ECTS** per semester.

### Courses

<b>Info</b>	Objectives, content, methodology, evaluation and references
<b>Schedule</b>	Many courses have different groups, professors and schedules. Check our web for more info!
<b>Lang</b>	It may vary depending on the chosen group
<b>Exams</b>	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
- DOUBLE DEGREE STUDENTS:** before the enrollment, the study programme will be defined together with the vice-director for International Relations

### 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		
16:30	<b>Operacions i demanda en sistemes de transp. i logí</b>  T/CAT H-9.2	<b>Anàlisi i simulació de sistemes de transport i logí</b>  T/CAT H-9.2
17:00		
17:30		
17:30		
18:00		
18:30		
18:30	<b>Introd.a la cadena d'aprovisionament (SCM)</b>  T/CAT H-9.2	<b>Operacions i demanda en sistemes de transp. i logí</b>  T/CAT H-9.2 (S.Senar)
19:00		
19:00		<b>Infraestructures i serveis de transport</b>  T/CAT H-9.2 (S.Parell)
19:30		
19:30		
19:30		
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

## 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

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