

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> (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**.

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 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

4

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/>

When

ETSEIB Welcome day	4 September (online)/ 12 September (on-site)
Enrolment of subjects	13 September
Changes in your enrolment	From 14 September

What



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

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

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

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

10
9 to 9.9
7 to 8.9
5 to 6.9
4 to 4.9
0 to 3.9

DEFINITION

Honors
Excellent
Very good
Satisfactory
Marginal Fail
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