

## Academic information for exchange students

**Important:** Certificates of arrival and learning agreements and other documents to be signed, **MUST** be delivered from 07/02/2022 to 25/02/2022 together with the rest of documents (see below) at International Office ([Previous appointment-Cita previa](#)).

### Welcome activities

**ETSEIB Welcome day** - 09/02/2022 – 10 h.

[meet.google.com/tsm-efup-dsq](https://meet.google.com/tsm-efup-dsq) (Access with UPC account)

**Erasmus Student Network Welcome session** - 09/02/2022

After welcome session

Important dates:

- 14 February: Beginning of the spring semester (bachelor courses)
- 14 February 10h.: Pre-enrolment enquiries session  
[meet.google.com/ubv-vkzh-tyc](https://meet.google.com/ubv-vkzh-tyc)
- 18 February: Enrolment of courses at UPC (online. Via e-Secretaria)
- 21 February: Beginning of the spring semester (master courses)

## Enrolment of courses (*Matrícula*)



**The enrolment of courses will be online through e-Secretaria. It will take place on 18 February.**

### 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 (from 07/02/2022 to 25/02/2022. ([Previous appointment- Cita previa](#)))

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 courses (18 February)

You will find the exact time of your enrolment at your e-Secretaria.

**(\*) 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	<b>9 February</b>
Enrolment of courses	<b>18 February</b>
Changes in your enrolment	<b>18 February to 4 March</b>

## 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

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