



Enrolment information for Incoming students

Incoming students are linked, either to the ETSEIB Incoming Mobility programme (Exchange non-double degree students) or to a specific ETSEIB master's degree (Double degree students).

(ETSEIB Incoming Mobility programme have to enroll between 15-30 ECTS at the UPC in each semester).

It is not possible to carry out subjects of the other UPC schools different than ETSEIB.

The academic course is structured in two periods, Autumn and Spring semester. Therefore, there are two periods of enrolment during the academic year: in September (Autumn semester) and in February (Spring semester). The present academic year, both enrolments are online through e-Secretaria.

The ONLINE enrolment for Incoming students will be next **February 14**.

Bachelor courses start on **February 11**

Master courses start on **February 17**

Contact Information

In case you have any doubts with the enrolment you can contact:

Phone assistance during ONLINE enrolment:

- Academic assistance: +34 93 401 56 54 - 93 401 68 58 from 9:30 am to 3:00pm. (enrolment day only)
- Technical issues: +34 93 401 25 00 / +34 93 401 62 13 from 8:00 am to 9:00pm.

E-mail assistance:

- incoming.elseib@upc.edu

Before enrolment

IMPORTANT: to enroll, first you have to accept your application at <https://prisma-nou.upc.edu/apl/>, so the status changes to "Accepted by the student".

Once you have done that, access to the e-Secretaria with the username and password that you will receive by mail.

https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=3

Important: Fill your personal data and select the LOPD Authorisations, selecting the option **My details -Personal data / LOPD Authorisations (*)**

(*) LOPD Personal Data Protection Spanish Law

Important: if you do not fill this data and click the authorizations before, you cannot make your enrolment.

Research project

- Final Degree Project (30 ECTS)
- Research assignment (RA) for exchange students (15 ECTS)

Before arriving at ETSEIB, students must:

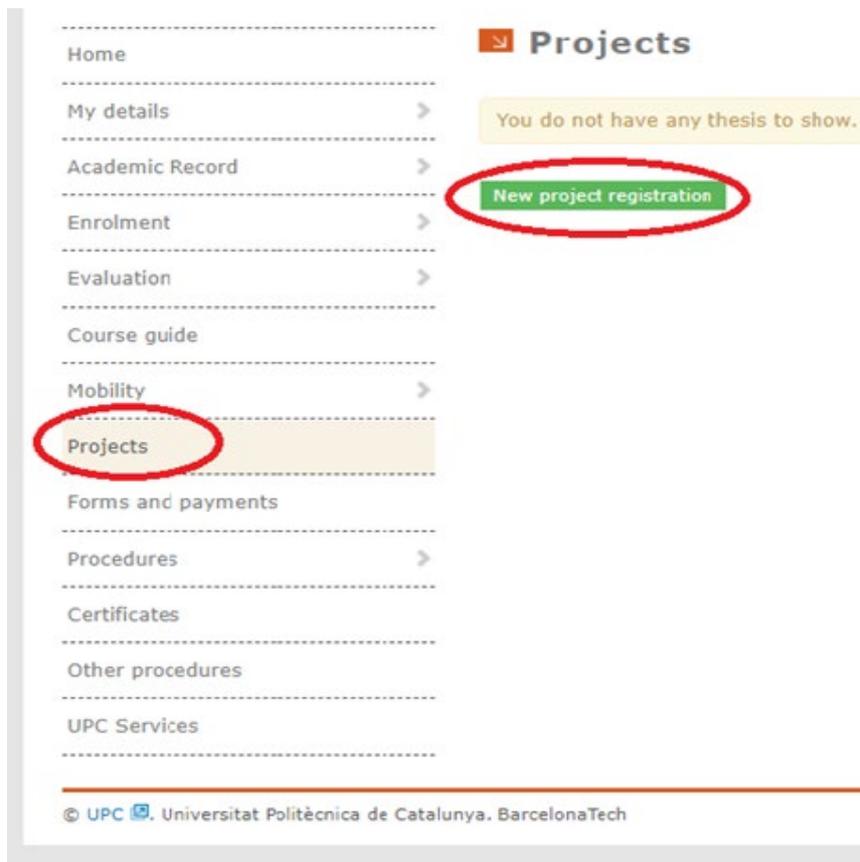
- Search a professor at ETSEIB to supervise his/her research assignment.
- Search a topic agreed with the professor.

<https://etseib.upc.edu/ca/lescola/departaments-i-recerca>

- Students who have chosen a RA or a master thesis of the one's proposed in the Project and Job offers or have proposed an own RA or master thesis, will have to do the register by the e-Secretaria (Project-New project registration)
- Before arrival students will receive a username and password to access in e-Secretaria

https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=3

- **It is mandatory to fill the register** (validated by the director or Rapporteur of the RA) **before the enrolment of the RA or master thesis.**



The screenshot shows a student portal interface. On the left is a vertical navigation menu with the following items: Home, My details, Academic Record, Enrolment, Evaluation, Course guide, Mobility, Projects, Forms and payments, Procedures, Certificates, Other procedures, and UPC Services. The 'Projects' item is highlighted with a red circle. On the right side, under the heading 'Projects', there is a message: 'You do not have any thesis to show.' Below this message is a green button labeled 'New project registration', which is also circled in red. At the bottom of the page, there is a footer with the text: '© UPC Universitat Politècnica de Catalunya. BarcelonaTech'.



NEW REGISTRATION

Fields marked with an asterisk (*) are required. You can modify your data until they are reviewed by the officer.

NOTE: Once you have saved the project data, an e-mail will be sent to the members of the examination committee you have selected. Before selecting the examination committee and saving the data, make sure you have selected the right people. ✕

General description

Subject*	25802 - RESEARCH ASSIGNMENT FOR EXCHANGE STUDENTS	Modality*	A - School
Assignment title*	Title		
Description*	Description		
Remarks	Remarks		

Members of the examination committee

Department*	CEM - Department of Materials Science and Engineering	Consult the UPC Directory
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NOTE: The director must be from the department selected.

You can perform the project at the School (modality A) and, in exceptional cases, in a company (modality B). If you carry out in a company, you need a supervisor of the School and a supervisor of the company.

Enrolment

You will have to perform your enrolment through e-Secretaria.

1. Click **AUTOMATRÍCULA**
2. You will start the registration process

The screenshot shows the 'Enrolment' form for a Master's Degree. It includes a 'Modality of studies' section with radio buttons for 'Full-time' (selected) and 'Part-time'. Below that is a 'Statistical data' section with dropdown menus for 'Do you wish to be notified via SMS if this service starts up?' (No), 'Are you working or doing work placement?' (No), 'What type of employment is it?' (dropdown), 'Is it linked to the course?' (dropdown), and 'How many hours a week?' (input field with '0'). A 'Next' button is at the bottom right.

3. You need to select the subjects and groups we have **agreed in your learning agreement**.

Enrolment | MASTER'S DEGREE

Select the subjects you wish to enrol for. At the bottom of the page you will see your enrolment and you will have to choose the group of subjects you have selected. Si una unidad docente se queda sin plazas y el centro abre de nuevas, deberás cargar de nuevo la matrícula (F5) y volver a empezar. You do not have to enrol failed subjects with a grade of ≥ 4 .

COMPULSORY SUBJECTS

Teaching unit	UPC Code	Acronym	Credits	Organization	Level	Type	
ELECTRICAL TECHNOLOGY	240E1014	240E1014	3	Q	1		Add
EXTENDED ELECTRONICS	240E1013	240E1013	4,5	Q	1		Add
INDUSTRIAL SCHEDULING	240E1515	240E1515	4,5	Q	1		Add
MACHINE TECHNOLOGY	240E1012	240E1012	4,5	Q	1		Add
PROCESS CONTROL	240E1011	240E1011	4,5	Q	1		Add
THEORY OF STRUCTURES	240E1016	240E1016	4,5	Q	1		Add
BUSINESS AND ORGANIZATION MANAGEMENT	240E1525	240E1525	4,5	Q	2		Add
CONSTRUCTIONS AND INDUSTRIAL ARCHITECTURE	240E1026	240E1026	4,5	Q	2		Add
HYDRAULIC MACHINES	240E1022	240E1022	4,5	Q	2		Add
INTEGRATED MANUFACTURING SYSTEMS	240E1024	240E1024	3	Q	2		Add

Total subjects: 17

4. Check that all your courses and your groups are ok

You have now finished your enrolment process and you can print your document if you wish.

NOTE: Please, if you receive a message about some payment, please forgot it, it does not apply to Incoming students.

Enrolment | MASTER'S DEGREE

Fields marked * are required

My enrolment list

Type	Teaching unit	UPC Code	Acronym	Credits	Group
Compulsory	ELECTRICAL TECHNOLOGY	240E1014	240E1014	3	14
Compulsory	EXTENDED ELECTRONICS	240E1013	240E1013	4,5	23
Compulsory	INDUSTRIAL SCHEDULING	240E1515	240E1515	4,5	22
Compulsory	MACHINE TECHNOLOGY	240E1012	240E1012	4,5	31
Compulsory	PROCESS CONTROL	240E1011	240E1011	4,5	12

Total subjects: 5

	Oblig.	Opt.	ALE	PFC	Total	Total no. of units adapted / validated / recognized: 0
Credits enrolled	21	0	0	0	21	Total credits: 0
Remaining credits	65	43	0	12	120	



Enrolment fees

- Do you wish to contribute 0.7% to developing countries? (Fee: 5 €)*
- Do you wish to take out an optional insurance policy? (Fee: 13 €)*

Academic fees	432,20€
Enrolment costs	27,27€
Learning support	35€
School insurance	0€
Free credits	0€
Teaching material	0€
Voluntary contribution of 0,7	0€
Optional insurance	0€
Total enrolment:	494,55 €

Personal conditions:

Form of payment

- E-SECRETARIA / FINANCIAL INSTITUTION (You have 5 days to make the payment)

e-Secretaria: by VISA/MasterCard credit card or Línia Oberta. In the "Payments" section.
Financial institution: cash machine, electronic banking, or at branches of La Caixa, Banc Santander, Caixa d'Enginyers

Previous End

Note: If you have any problems with the choice of subjects during your enrollment, e.g. if you have run out of places in one of the subjects, don't panic, choose another subject that interests you instead or just don't choose that one.

There will be a period to make changes in your enrolment or your learning agreement.

<https://etseib.upc.edu/en/Academic%20programmes/calendars>

You will have to send a request through e-Secretaria.

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Other procedures

UPC Services