

Fact Sheet for Student Exchange at the ETSEIB 2019/20

International Relations and Admissions Office


Mailing Address

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 Barcelona - ETSEIB
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General Information

Important websites

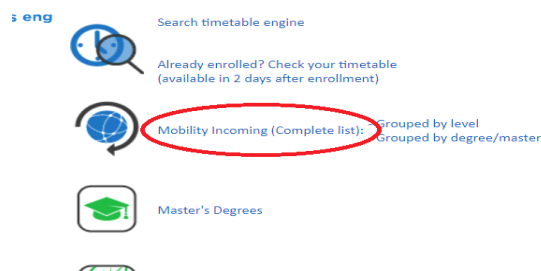
Erasmus code: EBARCELO03
<https://etseib.upc.edu/en>
<https://www.upc.edu/sri/en/students/students-mobility-office/incomings>

Requirements

Study requirements

Exchange students can take courses listed on the
 course catalogue **for exchange students**

<https://etseib.upc.edu/en/mobility-students/timetables-2>



	<ul style="list-style-type: none"> • Some courses required a Bachelor of Engineering • Some courses required a previous knowledge in the field of the course. • The availability of places is limited in some courses.
<i>Language Proficiency</i>	<p>The language of instruction are Catalan, Spanish or English depending on the courses chosen (learning agreement).</p> <p>Minimum level required in English: B1</p> <p>We strongly recommend that students have a good B1 Spanish level.</p>

Nomination and Application

<i>Deadlines</i>	Nomination	Autumn semester – From 1 April to 31 May Spring semester – From 15 October to 30 November
	Application (Annex 1)	Autumn semester – From 1 April to 1 June Spring semester – From 15 October until 1 December
<i>Procedure</i>	Nomination	<p>We can only accept nominations from institutions with a current exchange or double degree agreement with the ETSEIB.</p> <p>Partner institutions must nominate students sending an e-mail to incoming.etsieb@upc.edu</p> <p>Students have also to upload a confirmation of nomination letter during their online application.</p>
<i>Notice of Acceptance</i>		<p>The admission decision will be sent to the students during 4 weeks approximately after the application deadlines.</p> <p>Students will receive an admission e-mail. They will have to accept the candidature through online application.</p> <p>Also they will receive an admission letter by mail. Only students who need to apply for a visa will receive an original copy of their admission letter by post.</p>

Academics

Academic Calendar

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

Workload

Exchange students need to perform within 15 ECTS and 30 ECTS per semester. It can be:

- Courses - the list of eligible courses for incoming mobility
- Final Degree Project or Master's Thesis - 30 ECTS
- Research Assignment for exchange students - 15 ECTS

We reserve the right to decline applications from students who have only very recently started studies with the sending institutions and have not yet been able to establish solid academic track record there.

Courses

Students must choose ETSEIB courses in the online Course Catalogue depending on their previous academic background and their qualifications.

<https://etseib.upc.edu/en/mobility-students/timetables-2>

Restrictions

It is not allowed to take courses do not included in the list above (incoming mobility-complete list).

Remember: some courses required a Bachelor of Engineering or/and a previous knowledge in the field of the course. The availability of places is limited in some courses.

It is not allowed to take courses of other Schools of the UPC.

Research assignment (15 ECTS)

During the admission process, students can check this link to find topic and supervisor.

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

It is mandatory to have a supervisor to be admitted. Students can inform the name of the supervisor through online application or by email incoming.etseib@upc.edu

BEFORE the day of the enrolment, students will have to make the register of the topic in "Project-New project registration"

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

Calendar:

<https://etseib.upc.edu/ca/estudis/calendaris>

Master's Thesis (30 ECTS)

During the admission process, students can check this link to find topic and supervisor.

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

It is mandatory to have a supervisor to be admitted. Students can inform the name of the supervisor through online application or by e-mail incoming.etseib@upc.edu

BEFORE the day of the enrolment, students will have to make the register of the topic in "Project-New project registration"

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

Master's thesis has to be defended in the host university following their regulations regarding to the direction and presentation. **It is not allowed to carry out the presentation from a distance.**

Calendar:

<https://etseib.upc.edu/ca/estudis/calendaris>

Learning Agreement

Students must fill the **online learning agreement** choosing courses depending on their previous academic background and qualifications. It has to be sent to us during the admission period (before deadline).

<https://guiadocent.etseib.upc.edu/learningAgreement/profile/default/form/learningAgreement?lang=en>

The approval of the learning agreement is conditioned to the availability of places of the courses requested. It will be confirmed definitely at your arrival, after the enrolment.

Double degree students

Double degree students have to follow the itinerary of the master's degree selected.

Before the enrolment, the study programme will be defined together with the Vice-director for Internationalization.

Welcome days at the ETSEIB

It takes place in September and in February at the ETSEIB.

Enrolment and documentation

There are two enrolment periods.

September – Autumn semester

February - Spring semester

Before the day of the enrolment:

	<p>- Students will have to access to the e-Secretaria to select the corresponding authorizations (LOPD Authorizations) https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=3</p> <p>- Students will have to deliver the required documents.</p> <ul style="list-style-type: none"> • Nomination letter of your home university • Transcript of records • CV or Résumé • Copy of passport or ID • Copy of health insurance certification • UPC form (Responsible statement of insurance) filled and signed • Certificate of enrolment at home institution • Original admission letter (only non-EU students) • Learning agreement signed and stamped (original and copy)
<i>Exams</i>	<p>Please, take into account that exams, master thesis or research assignment cannot be change and taken at distance.</p>
<i>Transcript of Records</i>	<p>Transcripts of records are available at the latest 5-6 weeks after the end of the examinations sessions.</p> <p>It will be send to the sending exchange coordinator/contact person by e-mail.</p>
<i>Certificate of attendance</i>	<p>It is necessary to request it at International Relations and Admissions Office before leaving.</p> <p>Any certificate of stay will NOT be send to the home university after the exchange student has left.</p>
<i>Grading System</i>	<p>For information about the grading system at UPC, see: https://www.upc.edu/sga/ca/shared/fitxers-normatives/AcademicRegulations_EN/NAGRAMA/nagrama-18-19_en_definitiva.pdf</p> <p>The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.</p>
<i>Language Courses</i>	<p>https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/languages</p>

Additional Information about ETSEIB

Life at the ETSEIB



Information student service

Demana UPC-ETSEIB

https://demana.upc.edu/etseib/?&lang=en_us



Academic service - e-Secretaria

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



Academic intranet · Virtual Campus UPC

In there you will find all your subjects and the teachers will upload any kind of information they consider useful for the students; as well as the grades.

<https://atenea.upc.edu/login/index.php?lang=en>



Student card · student ID

<http://www.upc.edu/identitatdigital/ca>

Living in Barcelona

International Relations Bureau

Immigration affairs UPC

<https://www.upc.edu/sri/en/bureau/where-we-are>

Housing

The application for the exchange or double degree programme at ETSEIB does not include an offer for accommodation. Students have to find a room themselves.

<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/accommodation>

Insurance

<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/insurance>

Cost of living

<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/studying-in-upc/cost-of-living-and-prices>

Students with disabilities

For information and support see:

<https://inclusio.upc.edu/ca>

No economic support is provide.

Visa

<https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues>

Mentor

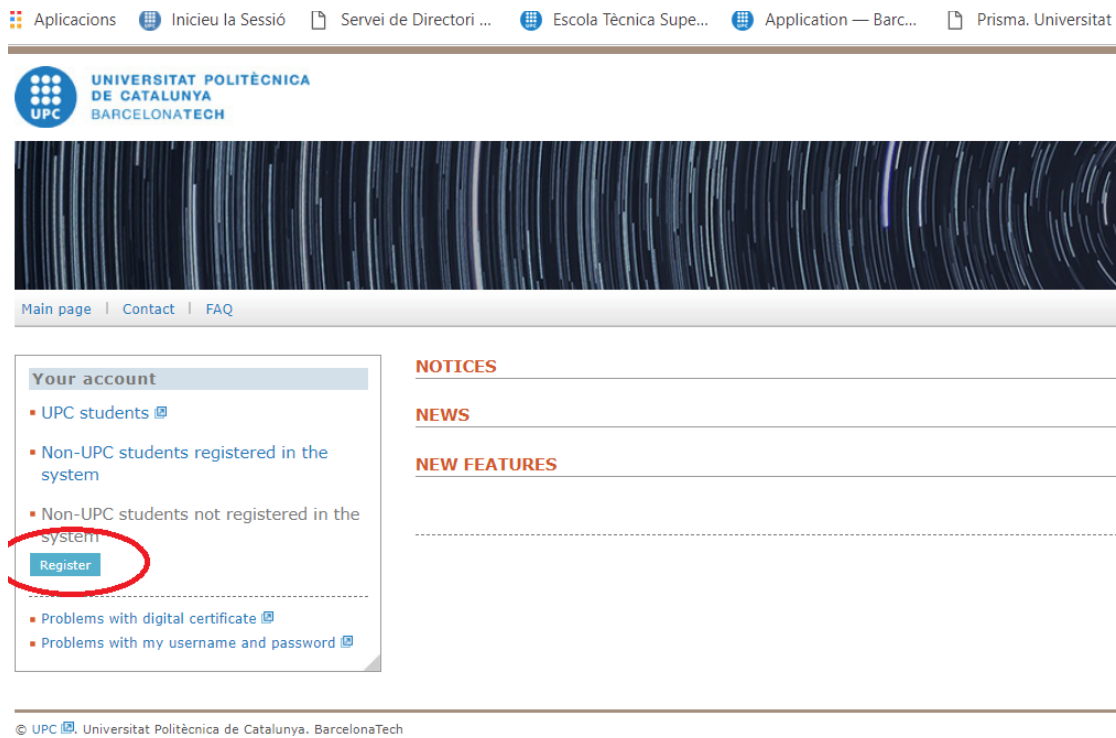
Students helping students
 Erasmus Student Network-UPC
 info@esn-upc.org

Annex 1

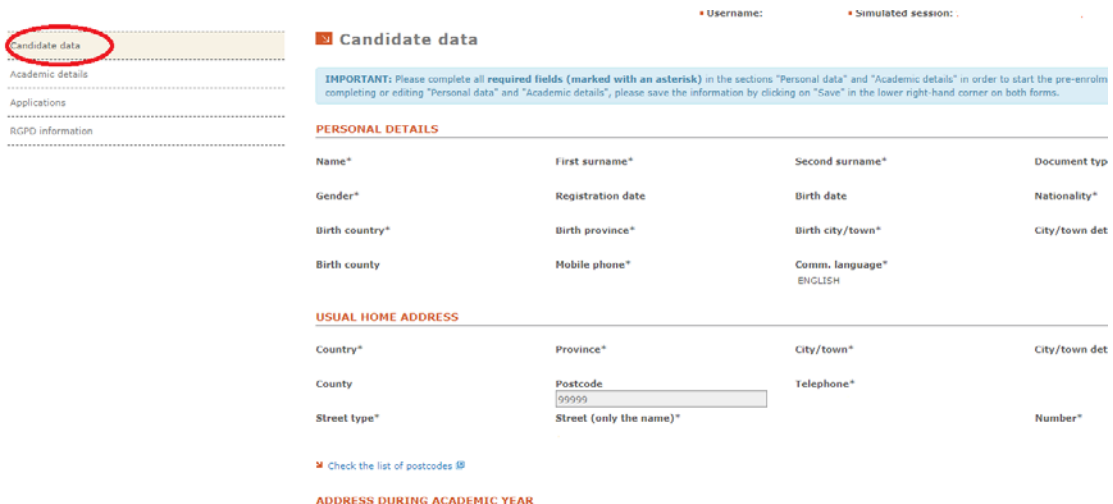
Application procedure

Nominated students have to access the following online application:

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



Students receive an email with the username and password. Students have to fill personal and academic data.



Username: Simulated session:

Candidate data
Academic details
Applications
RGPD information

Academic details

PERSONAL DETAILS

Name and surname Personal e-mail address

UNIVERSITY DEGREES

University	Degree
POLITECNICO DI TORINO	Bachelor's degree in Mechanical Engineering

[Add](#)

Bachelor's degree in Mechanical Engineering

Fields marked with an asterisk (*) are required. In case you can't find your country and/or university in the list below, please cancel the process and inform the

If you started studying from 2009 onwards, your degree will be a bachelor's or master's degree.

Access degree ^[1] University location country

University*
 Degree*
 Obtaining year* Final degree grade 5 to 10 ^[1]

Homologated degree Yes No Name of homologated degree Other homologated deg

Legalized degree Yes No Legalization year

Scholarships and aids

Once they register and fill in all the Personal Data items, the option APPLICATIONS will appear in the menu. Students must select

Programme type: Application for exchange students

Programme name: 240Mobili – ETSEIB – Mobility program (Barcelona)

Student has to upload the requested documentation and submit it.

Main page | Contact | FAQ

Username: Simulated session: Profile:

Candidate data
Academic details
Applications
RGPD information

Applications

PERSONAL DETAILS

Name and surname Personal e-mail address

CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree.

Program type	Name	Acc	yea
Application for exchange students	240 MOBILI - ETSEIB - MOBILITY PROGRAM (Barcelona)		

[Add](#)

New application

Choose a course and describe your personal motivation about this course.

The application process will not begin until you submit your application for verification or you have paid the fees, if applicable. Once the deadline has passed, any applications with the status

Program type Name*
Legalization ^[1]