Fact Sheet for Student Exchange at the ETSEIB 2019/20

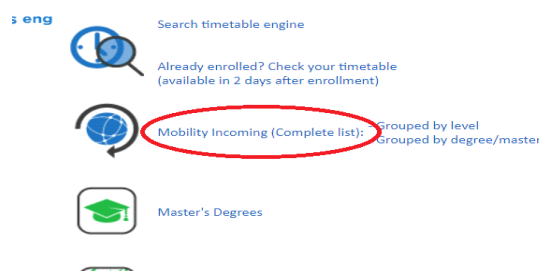| International Relations and Admissions Office	
Mailing Address	Escola Tècnica Superior d'Enginyeria Industrial de Barcelona - ETSEIB Av. Diagonal, 647 08028 Barcelona
Vice-Director for Internationalization	Lucas van Wunnick
Contact for Agreements and Outgoing Students	Araceli Ortiz relint.etseib@upc.edu 📞+34 93 401 66 27
Contact for Incoming Students	Anna Ma Brau incoming.etseib@upc.edu 📞+34 93 401 25 94

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

	• 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.
Language Proficiency	The language of instruction are Catalan, Spanish or English depending on the courses chosen (learning agreement). Minimum level required in English: B1 We strongly recommend that students have a good B1 Spanish level.

Nomination and Application

Deadlines	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
Procedure	Nomination	We can only accept nominations from institutions with a current exchange or double degree agreement with the ETSEIB. Partner institutions must nominate students sending an e-mail to incoming.etseib@upc.edu Students have also to upload a confirmation of nomination letter during their online application.
Notice of Acceptance		The admission decision will be sent to the students during 4 weeks approximately after the application deadlines. Students will receive an admission e-mail. They will have to accept the candidature through online application. 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.

Academics

Academic Calendar	https://etseib.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 form students who have only very recently started studies with the sending institutions and have not yet been able to stablish solid academic tract 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**:

	- 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 - Students will have to deliver the required documents. • 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)
Exams	Please, take into account that exams, master thesis or research assignment cannot be change and taken at distance.
Transcript of Records	Transcripts of records are available at the latest 5-6 weeks after the end of the examinations sessions. It will be send to the sending exchange coordinator/contact person by e-mail.
Certificate of attendance	It is necessary to request it at International Relations and Admissions Office before leaving. **Any certificate of stay will NOT be send to the home university after the exchange student has left.**
Grading System	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 The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.
Language Courses	https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/languages

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

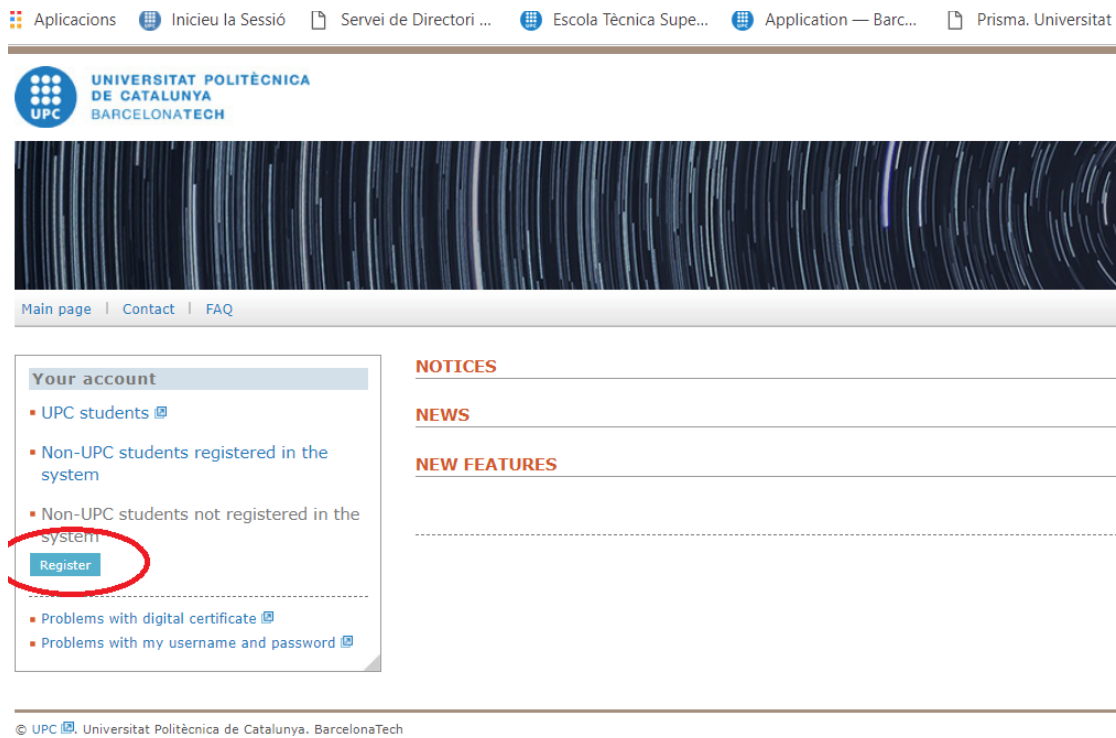|	
International Relations Bureau	Immigration affairs UPC https://www.upc.edu/sri/en/bureau/where-we-are
Housing	The application for the exchange or double degree programme at ETSEIB does not include an offer for accommodation. Students have to find a room themselves. https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/accommodation
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

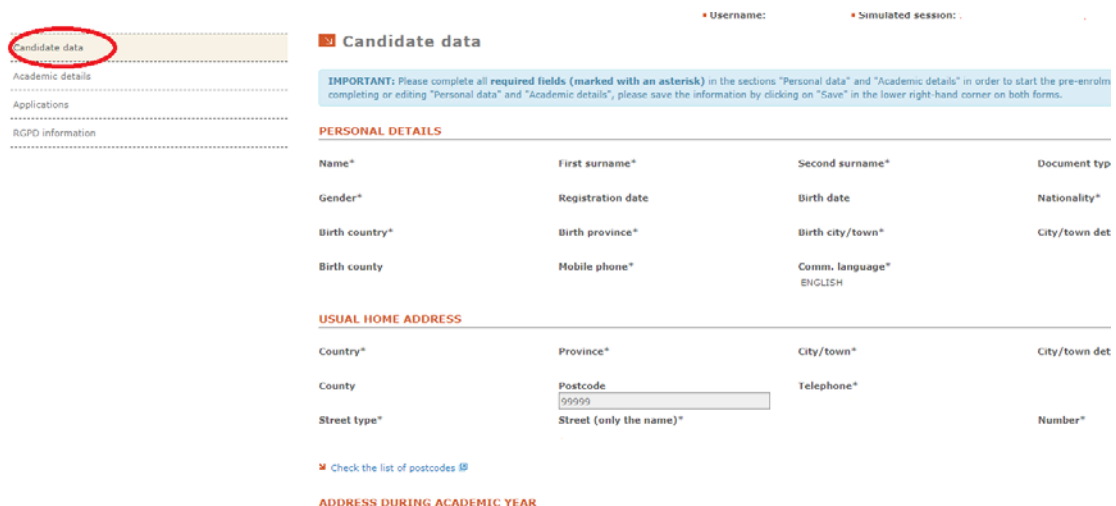| Mentor	Students helping students Erasmus Student Network-UPC info@esn-upc.org

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.

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.