INCOMING STUDENTS
STEPS BEFORE ARRIVAL AND ON ARRIVAL
AFTER ADMISSION
New username and password and ICT services

After you have accepted your admission through the application tool, you should receive an e-mail with a NEW username and password to enter the students’ platforms. You can also learn them at https://identitatdigital.upc.edu/gcredencials/recupera-contrasenya

This username and password gives you access to:

1. The e-secretaria. Enter prisma-nou.upc.edu and choose “e-secretaria. To switch from the application tool to the e-secretaria and vice-versa, log off first and then write the address prisma-nou.upc.edu again.

2. The Virtual Campus Atenea. (24 hours after the enrolment)

3. The ICT services of ETSETB (Intranet, webmail, etc).
To access e-secretaria,

- Choose the image at the center (to switch from e-secretaria to the application tool, log off and write the link again), then choose:

  - To upload documents
  - To check enrolment and edit your address
1. Complete and save the RGPD Authorisations. (After that, more items will appear at the left)

E-secretaria. validate your details

To switch from the application tool to e-secretaria, log off first
2. Fill in the two addresses.

If you don’t have an address during the academic year yet, click on “copy details”.

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**USUAL HOME ADDRESS**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Country**</td>
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<td>County</td>
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<td>Sense of province</td>
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<td>Street type</td>
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**ADDRESS DURING ACADEMIC YEAR**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
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<tr>
<td>Country**</td>
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<tr>
<td>County</td>
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<td>Sense of province</td>
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</tr>
<tr>
<td>Street type</td>
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</tbody>
</table>
3. Check your courses.
We will enroll you at the end of January (Spring) and at the end of July (Fall)
You can have your certificate of enrolment digitally signed in seconds:
Atenea Digital Campus

https://atenea.upc.edu/login/index.php
Updated 24-48 hours after enrolment or enrolment changes
Check classes timetables and rooms

1. Courses of Telecom, Electronics and Physics (both bachelor and Master)

http://infoteleco.upc.edu/documents/gdqpgt75.html

1. Close this pop up
2. Write the courses here

Days type A and days type B (only some of the courses):
You may have a lab only taught in days A and days B (see example at the timetable planner image).
The calendar of TIC plans distinguishes them in blue and yellow:

Classrooms

• Letter and number (building). That refers to the building (A1, D5, etc).
• 3 numbers. The first one indicates the store (100... → first store; 200... → second store).


3. Display the groups of the courses.
   Some of them have several groups with different timetable or different classroom.
   Theory classes end with “0”. Lab classes (if any) end with another number.
Check classes timetables and rooms

2. **Courses of Master in Photonics (codes 2305--):**


These courses last less months than the previous ones and are disposed in two blocks. For Photonics courses, the timetable planner of previous page does not work.

3. **Intensive courses (normally codes 2303--):**

Taught during the last days of the semester, after normal exams. They don’t overlap with the rest of the courses:

- Calendar and timetables bachelor seminars: Fall / Spring
- Calendar and timetables master seminars: Fall / Spring

4. **Courses Bachelor in Data Science (codes 270---):**


Classrooms
- Letter and number (building). That refers to the building (A1, D5, etc).
- 3 numbers. The first one indicates the store (100… → first store; 200… → second store).

Map:
IMPORTANT: Make sure your final exams do not overlap, because these dates cannot be changed.

1. Exams calendar Telecom, Electronics and Physics (both bachelor and Master)
   https://telecos.upc.edu/ca/estudis/curs-actual/horaris-aulas-i-calendaris/calendari-dexamens
   Click on the “Grau” or “Master” plan of the course to see the examination dates

2. Exams calendar Photonics courses (code beginning by 2305--)

3. Exams calendar Courses Bachelor in Data Science (codes 270---):
22-23 Beginning and end dates (Fall)

Beginning of classes Fall semester
(recommended to come one week before):

- **September, 12, 2022** (for most courses)
- **September, 7, 2022** (for courses of bachelor in Physics Eng.)

Christmas holidays From December, 23, 2022 to January, 8, 2023

End of exams period Fall semester:

- **January, 20, 2023** (for most courses)
- **January, 24, 2023** for courses of bachelor in Physics Eng.

Exceptions: There are some **intensive courses that take place the last days of January**, and the courses of the second block of Master in Photonics end by mid February

Annual stays: If your stay is annual, the end of the academic year is expected to be on the last final exam or intensive course in **June, 2023**

Teaching calendars: [https://telecos.upc.edu/ca/estudis/curs-actual/calendari-lectiu](https://telecos.upc.edu/ca/estudis/curs-actual/calendari-lectiu)
CHANGES OF COURSES

You may have to ask us for changes in the selected courses, due to overlapping classes, last minute changes in our offer or any other reasons:

• **How**: Through the internal tool of selection of courses: [https://infoteleco.upc.edu/webmob](https://infoteleco.upc.edu/webmob)
  - **Username**: your email address when you applied; **Password**: your identification number (ID or passport) when you applied.
  - Do all the petitions in **one single request**.
  - Select at the field “subject changes” the courses you would like to add and the courses you would like to remove. **The courses not added at this field will not be considered.**
  - you can add **alternative courses** to your request, to have more choices. In that case, select them by preference order and state at the free text how many total credits you wish to do (around 30 is the normal workload for one semester).
  - **Note that**: The courses that have run out of places will also appear for you to request them, and we will see, together with the rest of requests, which changes we can make.

• **Period of requests**: From July, 18 to September, 16, 2022.

• **Period of resolution**:
  - September, 7 to 9 for requests made before September, 1, 2022
  - September, 21 to 23 for requests made from September, 1 to 16, 2022
PRIVATE INSURANCE REQUIRED
(as well as EHIC)

You will need the following insurances (the EHIC is not enough) for all your stay in Barcelona:

- Insurance/s that cover you for **accidents** (compensation for permanent disability and death compensation), **civil liability**, **repatriation** and **healthcare** (including diagnostic tests and surgical interventions). Healthcare can be covered by the [European Health Insurance Card (EHIC)](https://europa.eu/eurolaw/european-health-insurance-card), but the other items are to be covered by an additional insurance. We will need the documents of this insurance.

In case you don’t have an insurance that covers all these items, the UPC has an agreement with OnCampus and offers a very complete insurance for the entire stay. You can check the price and hire it at: [https://oncampus.es/en/seguros/oncampus-estudia/](https://oncampus.es/en/seguros/oncampus-estudia/)
You will have to upload at the application tool some more documents in addition to the ones you uploaded when applying (list in next page).

Where to upload them: https://prisma-nou.upc.edu/index_en.php (to switch from e-secretaria to the application tool, log off and write the link again), then choose:

- To check enrolment and edit your address
- To upload documents
At least one week before you come to our office, upload the following documents at the tool where you did the application. Enter https://prisma-nou.upc.edu and choose “Admission”. If you are at e-secretaria, log off first. The documents are:

- **Updated official transcripts of records** with all the credits needed to do the courses you have selected at the tool of selection of courses. **We won’t accept a list of grades issued directly from your Intranet with no stamp or signature.** A digital signature or verification code would be the best. If not, it should be stamped and signed by your university.

- **Insurance** (additional to the European Health Insurance card):
  - **Either** the certificate as you are covered with Oncampus Estudia (https://oncampus.es/en/seguros/oncampus-estudia/), which you can issue directly from their website just after having hired it.
  - **Or** an official certificate in English from another organisation that states clearly that you are covered for the whole stay of: Healthcare (including diagnostic tests and surgical interventions), Accidents (compensation for permanent disability and death compensation), Repatriation of mortal remains and Civil liability and also your signed statement of insurance (Word / pdf).

- **Document of language level.** Only in case you haven’t uploaded it to the application tool.

- **Registration or enrolment at your home University** (of semester/s of your stay).

- **Learning agreement signed** by all parties
Visit us face-to-face before classes. This visit should be made on the ETSETB welcome session (Welcome activities).

Bring your Passport or ID card, to identify yourself in your visit.
Bring a printed version of the Certificate of arrival model of your home university.

Once we have checked that you have come personally, and if all the documents of the above sections are uploaded at the application tool, you will be able to have:

- Certificate of arrival signed and stamped by us. We will send you by email the model you have submitted in printed version, signed and stamped by us
- UPC card. We will give you at the moment

Prior appointment if you have to come after the ETSETB welcome session:
- If you are unable to be in Barcelona for the ETSETB welcome session, you can ask for a PRIOR APPOINTMENT to come to our office in Building B3 (2 floors above Plaza Telecos): Here you have a map of the campus: Map.
Certificate of arrival and attendance are to be collected face-to-face at the academic office in building B3, on arrival and on departure.

- Building B3 (2 floors above Plaza Telecos): Here you have a map of the campus: Map. Please request for a PRIOR APPOINTMENT at least one week in advance.
Final thesis
(master’s thesis or bachelor’s thesis)

If you are accepted to do a final thesis at ETSETB:

• Defence in front of an ETSETB evaluation board is mandatory, regardless if you defend in your home institution or not

• You will have to request for an ETSETB evaluation board by the beginning of January.

• By the end of your stay, at least one week before your defence, you will have to upload your final report at the ETSETB Intranet and do the steps previous to the defence (related to the date and time of the defence)

Summarized information at the section “projects” > “Final thesis. Bachelor (18 ECTS) or Master (30 ECTS)” of the mobility procedure (https://telecos.upc.edu/ca/international/foreign-students/application-and-procedure). The details and calendar are at the procedure for regular students: https://telecos.upc.edu/ca/els-serveis/secretaria-oberta/treballs/tfm-treball-de-fi-de-master-masters-tic (steps 1 and 2 excluded)
Other Project courses

If you have been accepted to do other project courses different from final thesis:

• No defence will be required. Your supervisor will assess you at the end. Please make sure that you are not enrolled in the final thesis (master’s thesis or bachelor’s thesis), where defence at ETSTB is required.

The information is at: https://telecos.upc.edu/ca/international/foreign-students/application-and-procedure:

• Research assignment (12 ECTS). For bachelor students
• Introduction to research (5 to 15 ECTS). For master students
The teaching methodology is based on **face-to-face**, so we expect you to be here in person the first week of September.

In case the situation worsens at any time due to COVID-19 and it is not possible to continue the course in person, we will be forced to adapt to the new regulations.
Apart from the UPC Orientation Week, the ETSETB will organize a welcome session, where you will be informed about Telecom Barcelona School and about the academic details of your stay.

We will publish here the date, time and link for the welcome session: [https://telecos.upc.edu/ca/international/foreign-students/welcome-meeting-documents-and-information](https://telecos.upc.edu/ca/international/foreign-students/welcome-meeting-documents-and-information)
ESN – Welcome activities

The Erasmus student network (ESN) is a network of voluntary students that help incoming students and plan different activities with them.

https://esn-upc.org/?q=partners

esn-upc.org
facebook.com/ESNUPC
@esn_upc

Facebook fan page
Facebook group
Webpage
WhatsApp Group
Orientation Week for UPC "International students". Do not miss it!

UPC Orientation Week for international exchange and master's degree students: September 2022

Important note: Due to the global COVID-19 health alert, the OW activities will take place in a BLENDED format (it is, with online and in person activities).

Introduction
The Universitat Politècnica de Catalunya - BarcelonaTech (UPC) organises different online sessions as a kind of "Orientation Week" (OW). The OW is basically addressed to international students who have to start their studies at the UPC in the 2022-2023 winter semester. (The semester that starts in September 2022.)

The OW includes an institutional welcome, information on compulsory legal procedures, and information about the main UPC services that can be of interest of the students during their stay, and an introductory workshop on Catalan language and culture.

Orientation Week dates
The Orientation Week activities will take place PROGRESSIVELY, between the end of July and during September-October.

Cost
All these activities offered by the University are FREE.

The OMI Office will send you the links to access the online sessions

https://www.upc.edu/sri/en/students/students-mobility-office/orientation-week/upc-orientation-week-english
International Students Office

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

c. Jordi Girona, 1-3 Edifici C-3, Telecos Square
CAMPUS NORD
Tel: +34 93 401 69 37
Fax: +34 93 401 74 02

E-mail: oficina.mobilitat.internacional@upc.edu

UPC Welcome guide:
To find **accommodation in Barcelona** you can see the following websites:

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

https://www.upc.edu/en/university-services/accommodation

ESN association can also help you in accommodation. Find their details above in this pdf.
ETSETB-Contact.

Face-to-face attention (documents):

Please request for a **PRIOR APPOINTMENT** at least one week in advance. September appointments will be available at the end of July.

**Contact us:**
students.mobility.etsetb@upc.edu
93 401 1978

ETSETB school will be closed during the month of August for summer holidays.

In case you need any document to be signed by us before September, please

ask for it **before July, 27, 2022**