Pre-enrolment ONLINE INFORMATION SESSION:
January 23 at 13:00

Google MEET: https://meet.google.com/pbt-wumf-zuw
(you need to access through your UPC student account: name.surname@estudiantat.upc.edu)
ENROLMENT
Check your enrolment date and hour at the e-Secretaria

| Master's degree Engineering Physics (MEF) | February 2 |
| Erasmus Mundus master's degree in Bio and Pharmaceutical Materials Science (BIOPHAM) | February 2 |
| Master's degree in Advanced Telecommunication Technologies (MATT) | February 12 |
| Master's degree in Electronic Engineering (MEE) | February 12 |
| Master's degree in Telecommunication Engineering (MET) | February 12 |
2023-24 Academic year

Beginning of classes:

➢ February 13
➢ Except MEF/ BIOPHAM that start on February 5

Masters' Welcome and ACADEMIC Presentation: We warn you that the master academic presentation could be some days later than the classes beginning. Please check the classes’ timetables: Current course (link)

---

**Master's degree in Telecommunications Engineering (MET)**

&

**Master's degree in Advanced Telecommunications Technologies (MATT)**

February 14, 11:00 am

➢ In person at TELEENSENYAMENT, B3-Building Ricardo Valle Room 103 1st floor)
➢ MEET link: meet.google.com/xcy-mtwi-tbw
2023-24 Academic year

Beginning of classes:
- February 13
- Except MEF/ BIOPHAM that start on February 5

Masters' Welcome and ACADEMIC Presentation: We warn you that the master academic presentation could be some days later than the classes beginning. Please check the classes’ timetables: [Current course (link)]

Master's degree in Electronic Engineering (MEE)

February 14, 12:00 am
- In person at [TELEENSENYAMENT](https://teleensenyament.bcn.cat), B3-Building Ricardo Valle Room 103 1st floor)
- MEET link: [meet.google.com/cai-kpat-gkg](https://meet.google.com/cai-kpat-gkg)
The masters teaching methodology is based on face-to-face mode, so we expect you to be here in person the first week (MEF /BIOPHAM) or second week of February (MET MATT and MEE)

For those students who may have problems being in Barcelona the first when the lectures begin due to VISA procedures or other issues, please contact your assigned TUTOR to inform him/her about your expected arrival date, we will do our best to help you.
PREENROLMENT QUESTIONARIE & SUPERVISORS FORM REQUIRED

<table>
<thead>
<tr>
<th>Pre-enrolment questionnaire compulsory for MET/MATT &amp; MEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>From JANUARY 19 to 24</td>
</tr>
<tr>
<td>Intranet ETSETB</td>
</tr>
</tbody>
</table>

IMPORTANT FOR MEE/MATT students:

SUPERVISOR FORM signed by your TUTOR:


✓ Before enrolment, you must contact your supervisor to have this form signed with the courses to enroll.

✓ The name and e-mail address of every student's supervisor is detailed at the Enrolment information document (MASTERS. Enrolment New students)

✓ Once its signed send it to: masters.etsetb@upc.edu
ON-LINE Enrolment important information

The mandatory requirements that will authorize you to enroll are:

✓ Only those students that have accepted the place, have acceded correctly to the e-Secretaria: once logged in the E-SECRETARIA the first thing you need to do is fill the DATA PROTECTION INFORMATION RGPD AUTHORISATIONS, otherwise no option will be available for you, and paid the 300 €.

✓ MANDATORY REQUIREMENT: Only those of you: Have correctly uploaded all the DIGITALLY SIGNED Bachelor Transcript and Diploma at least 3 day prior to the enrollment day since we need time to validate them. Important enrolment requirements: We remind you that, even if you see in the E-SECRETARIA an enrolment date does NOT mean that the “SELFENROLMENT” button is authorized for you.

The self enrolment will be activated on February 2 or 12 and only if you have sent to validate on the E-SECRETARIA the academic documents (digitally signed with verification code) that prove that you have already finished your Bachelor’s degree and have paid for the corresponding diploma fees.

A) If your Bachelor’s degree was earned at UPC you do not need to upload any document. You will be authorized only if you have already paid the 218,15 € taxes for the Bachelor’s degree. Please check in the E-SECRETARIA if your “expedient de Grau” is CLOSED and your status TITULAT, in your case there is no need to upload any further documents.

B) For those students graduated in another University, different than the UPC; it is mandatory that you send us to be validated the CERTIFIED DIGITAL ACADEMIC DOCUMENTS in the “E-SECRETARIA” (https://prisma-nou.upc.edu/apl/home_estudiants.php) under “DOCUMENT INPUT” section.
ON-LINE Enrolment important information

Pls upload on the E-SECRETARIA under “DOCUMENT INPUT “section.ID +DIGITALLY SIGNED Bachelor Transcript and Diploma at least 3 day prior to the enrollment day since we need time to validate them

The mandatory documents are 2 or 3 depending of your nationality please choose the correct “Document type”:

➢ Under type of document “Non-UPC personal academic transcript” : CERTIFIED DIGITAL SIGNED TRANSCRIPT OF RECORDS
➢ Under type of document “Bachelor's degree certificate or substitute document” your BACHELOR’s DIPLOMA or official document that prove you have paid the corresponding fees for the university to issue the diploma
➢ Under type of document: “Diploma supplement” the European Diploma supplement (it's not mandatory if the two previous documents are sent)
➢ Only for foreigners students your ID: - Passport -Foreign Identification number or -NIE evidence

We remind that only the ACADEMIC DOCUMENTS (Diploma and transcript of records) that include a verification code or link to be used on the website of the university to verify authenticity and content will be validated. Important: All the documents issued in non-European countries have to be properly translated (providing they are not already in Spanish or English) and legalized by diplomatic means or with the corresponding apostille, Otherwise, you will not be able to enrol until you solve this situation. For further information visit this website (in Spanish):

http://www.upc.edu/sga/es/expedientes/LegDoc/LegalTraduccDocExtranj
ACADEMIC DOCUMENT SUBMISSION IS MANDATORY to our office only if you cannot provide DIGITALLY SIGNED Bachelor Transcript and Diploma:

✓ Exceptionally, and only if your University, don’t provide you these documents digitally signed you must submit ORIGINAL and COPY OR AUTHENTICATED COPY of the required documents as soon as you reach Barcelona and no later march.

✓ You must submit ORIGINAL AND COPY OR AUTHENTICATED COPY of the required documents as soon as you reach Barcelona and no later than March. Otherwise your enrolment will be cancelled and you will lose all the rights to this master as well as all the fees paid.

Prior appointment is required to FACE-TO-FACE attention:

➢ Please check how to reach us to hand us this documents in this link: PRIOR APPOINTMENT
REQUIRED DOCUMENTS

A-Bachelor Degree completed at the **UPC:**
- The students previously graduated at UPC, although they don't need to submit the document of the degree, they must have paid the 218,15 € fees for the issuing of the Bachelor’s diploma. Otherwise, they won’t be able to enroll. Important: only those students who had already the 218,15 € taxes of the Bachelor degree E-SECRETARIA”.
[https://www.upc.edu/sga/ca/titols-i-set/titols/introduccio](https://www.upc.edu/sga/ca/titols-i-set/titols/introduccio) will be allowed to enroll.

- B.2.2 English level diploma (Consult the language certificates table by language to prove you meet the B2 requirement in the Catalan version of the website: [http://www.upc.edu/slt/ca/certifica/taulaB2#taula](http://www.upc.edu/slt/ca/certifica/taulaB2#taula))

B-Bachelor Degree completed at any other **PUBLIC UNIVERSITY IN SPAIN:**
- Photocopy of NIE or passport for non-Spanish students. Non-Spanish students will have to present a copy of their NIE as soon as they have it.
- B.2.2 English level diploma (Consult the language certificates table by language to prove you meet the B2 requirement in the Catalan version of the website: [http://www.upc.edu/slt/ca/certifica/taulaB2#taula](http://www.upc.edu/slt/ca/certifica/taulaB2#taula))
- Uploaded the **DIGITALLY SIGNED BACHELOR TRANSCRIPT AND DIPLOMA** required information in E-SECRETARIA under “DOCUMENT INPUT “section correctly translated and legalized that prove that you earned your Bachelor degree
C-BACHELOR DEGREE COMPLETED AT FOREIGN UNIVERSITIES AND HIGHER EDUCATION INSTITUTIONS:

- Photocopy of the applicant's PASSPORT, Spanish ID card (DNI), foreigner ID card (NIE), EU or EEA ID card. Non-Spanish students will have to present a copy of their NIE as soon as they have it.
- B.2.2 English level diploma (Consult the language certificates table by language to prove you meet the B2 requirement in the Catalan version of the website: http://www.upc.edu/slt/ca/certifica/taulaB2#taula)
- Uploaded all the DIGITALLY SIGNED Bachelor Transcript and Diploma required information in the pre-enrollment site (https://prisma-nou.upc.edu/apl/) and correctly legalized that prove that you earned your Bachelor degree
  - Diploma and homologation of the qualification entitling the applicant to enrol in the master's degree course. If the qualification is not homologated, the applicant must include a document made by the university that must show that the course in question had a duration of, at least, three years and that the resulting qualification entitles the holder to pursue postgraduate studies (master's degree courses) in the issuing country. If that is not possible, it must indicate the level of higher education that the qualification entitles its holder to access.
  - Transcript of records: official academic certificate listing the subjects taken, the marks earned and the number of credits/hours of each one. This certificate must also explain the marking system used.

✓ Important: All the documents issued in non-European countries have to be properly translated (providing they are not already in Spanish or English) and legalized (see legalization.) by diplomatic means or with the corresponding apostille. For further information, visit this website (in Spanish): http://www.upc.edu/sga/es/expedientes/LegDoc/LegalTraduccDocExtranj

IMPORTANT : MEE/MATT students need to submit:
Supervisor's form. Before enrolment, students must contact their supervisor to have this form signed with the courses to enroll. The name and e-mail address of every student's supervisor will be at the list of admitted
REQUIRED DOCUMENTS

IMPORTANT FOR MEE/MATT students:

SUPERVISOR FORM signed by your TUTOR:


✓ Before enrolment, you must contact your supervisor to have this form signed with the courses to enroll.

✓ The name and e-mail address of every student's supervisor is detailed at the Enrolment information document (MASTERS. Enrolment New students).

✓ Once its signed send it to: masters.etsetb@upc.edu
Before enrolment, you must sing the mandatory commitment to academic integrity.

If you are going to pay by direct debit or in instalments, you need to have a bank account of one of the SEPA countries at least one week prior the enrolment to have time to be approved.

- NEW: Add or modify a Bank Account.
  (see page 19 of this guide)
Curriculum/ Subjects

1. Master's degree in Telecommunications Engineering (MET13)
   https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-telecommunications-engineering-met/#tab-curriculum

2. Master's degree in Electronic Engineering (MEE22)
   https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-electronic-engineering-mee/#tab-curriculum

3. Master in Advanced Telecommunication Technologies (MATT19)
   https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-advanced-telecommunication-technologies-matt/#tab-curriculum


Timetables, exams and regulations:
Classes timetables, exams schedule and regulations are available Current course.

Calendaris de Matrícula i Tràmits acadèmics / Enrolment and Academic Procedures Calendars
Once on the webpage shown on the picture, click where you see your master to see the examination period pdf for the “Spring semester” (Primavera 23-24)
MATT students must be aware of the subject codes: since 300XXX codes are EETAC subjects teach in Castelldefels and 230XXX codes are ETSETB subjects teach in Barcelona Campus Nord. Regarding the groups: the 90/91 groups of 230XXX subjects codes are in EETAC too.
Enrolment information

If I am admitted, will I be able to enroll in the master's degree, even if I have still pending to pass the Bachelor Thesis (TFG) to be graduated?

Only those students that can officially prove that they have paid the Bachelor Title fees will be allowed to enroll. But only for UPC BACHELOR students:

The modification of the ETSETB masters’ regulation (*) establishes that it will only be allowed to enroll the Bachelor’s UPC students (on the days established for each semester without the need for a place reservation) if the only remaining ECTS to pass are exclusively those of the bachelor thesis (TFG) and only if the student can prove that the BACHELOR Thesis is correctly enrolled. All the other ECTS have to appear officially passed in your academic transcript in order to be allowed to enroll.

(*) the Point 1.2. Access to the master’s degree studies of the NAGRAMA establishes that “The center responsible for the degree may define additional conditions on the credits pending, or not allow access”

In view of the special circumstances, the necessary means will be enabled so that the late readings can begin the master’s degree only if it’s approved by the master TUTOR and master coordinator by requesting and paying the Place Reservation fees in the event of the day of registration they are not yet graduated.

✓ Students that present their bachelor final thesis after enrolment date:
  ✓ These students must contact their tutor to inform of this situation and determine the subjects they will follow.
  ✓ Request SEU-ELECTRONICA a “Reserva de Plaça /Place Reservation” until they enroll, otherwise their place will be given to those candidates in the waiting list. (https://seuelectronica.upc.edu/ca/Tramits/Instancia_Director_Directora_Dega_Degana_Academics)
  ✓ Will be allowed to enroll later (loosing the ranking enrolment order: with no right to reserve places in any specific subject or groups) but October 31 the latest!
  ✓ They must proved with the DIGITALLY SIGNED certificate that they have paid the fees for the issuing of the Bachelor’s diploma. Otherwise they won’t be able to enroll.

✓ Will be allowed to enroll later (loosing the ranking enrolment order: with no right to reserve places in any specific subject or groups) but October 31 the latest!
**Fees, grants and payment options**

**Who sets the fees**

The fees for official master’s degrees are regulated in Article 81.3.b of Organic Law 6/2001, of 21 December, on Universities, in the wording of Royal Decree-Law 14/2012, of 20 April. In the case of studies leading to official degrees that are valid throughout Spain the public fees are set by the Government of Catalonia, within the limits established by the General University Policy Conference. The fees are not approved until the beginning of July, before the start of the academic year, so the total amount to be paid cannot be determined exactly until the moment the student enrols.

The price of the master’s degrees will be per credit in first registration at **€27.67 or €69.17** (non residents/non UE)

The fees for official master’s degrees are regulated in Article 81.3.b of Organic Law 6/2001, of 21 December, on Universities, in the wording of Royal Decree-Law 14/2012, of 20 April. In the case of studies leading to official degrees that are valid throughout Spain the public fees are set by the Government of Catalonia, within the limits established by the General University Policy Conference. The fees are not approved until the beginning of July, before the start of the academic year, so the total amount to be paid cannot be determined exactly until the moment the student enrols.

**Affiliated schools**

---

### Cost per credit and surcharge for repeat enrolment

If you need to re-enroll the credits that you have not passed, there is a **surcharge when you enroll for the second, third or fourth time**.

<table>
<thead>
<tr>
<th>Type</th>
<th>1th</th>
<th>2nd</th>
<th>3rd</th>
<th>4th and more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying master’s degree</td>
<td>€18.46</td>
<td>€28.00</td>
<td>€65.00</td>
<td>€88.00</td>
</tr>
<tr>
<td>Not Qualifying master’s degree</td>
<td>€27.67</td>
<td>€34.17</td>
<td>€74.05</td>
<td>€102.52</td>
</tr>
<tr>
<td>Qualifying master’s degree (non-residents, non-UE)</td>
<td>€43.23</td>
<td>€51.87</td>
<td>€112.40</td>
<td>€128.65</td>
</tr>
<tr>
<td>Not Qualifying master’s degree (non-residents, non-UE)</td>
<td>€69.17</td>
<td>€83.00</td>
<td>€112.40</td>
<td>€128.65</td>
</tr>
</tbody>
</table>
The cost per credit for non-resident foreign students who are not nationals of EU member countries is 1.5 times the standard credit cost.

Fees for foreign students aged over 18 who are not residents and are not EU nationals or covered by the European community regime may reach 100% of the real cost of university master's degree teaching, without prejudice to the principle of reciprocity. More information (Spanish)

Once you have the NIE you must bring us a photocopy:

✓ Although as required by the normative we introduce your NIE in the system, it does not change your nationality consequently the application of the surcharge is for all your stay.
Payment options

Consult the option for paying in two or three instalments offered by the UPC.

The instalment options are as follows:

• For semesterly enrolment (MEE/MET/MATT/MEF/CYBERS), 60% of the enrolment fees are paid when you enroll and the remaining 40% are paid in mid-December (enrolment in the first semester) or early April (enrolment in the second semester).

• For annual enrolment (PHOTONIC), 40% of the enrolment fees are paid when you enroll, 30% in mid-December and 30% on 1 March.

➢ You need to add a Bank Account in the e-secretaria NEW: Add or modify a Bank Account.
• If you are going to pay by direct debit or in instalments, you need to have a bank account of one of the SEPA countries.

➢ **NEW: Add or modify a Bank Account.**

• You won’t need this document if you are going to pay in one only payment (by Visa or Mastercard through e-Secretaria or cash at one of the bank entities that will appear at the enrollment form).
Changes in your Enrolment

Changes in your enrolment (without additional fees) Deadlines:

Please check the Deadlines, documents needed and procedure and the steps to follow in the following:

Calendaris de Matrícula i Tràmits acadèmics / Enrolment and Academic Procedures Calendars

Procedure
1. Except for MET and MEF students, you will need a document signed by your supervisor again and send it to masters.etsetb@upc.edu.
2. After having sent that document, you will have to do the request by esecretaria.upc.edu (procedures > related to enrollment > enrollment change).

Only one change. You are allowed to do only one change request (unless a course ceases to be taught).

Additional fees. Changes after the deadline
If you do the change after the deadline fixed for enrolment changes, you must pay an additional fee (around 30 €).
Important: Please be very careful while choosing your subjects, since you may be seriously affected later on:

✓ Reimbursement of fees: The following reasons do NOT justify the reimbursement of fees, and if they are not paid, payment will be claimed:
   1. Mistakes made by the student in their enrolment do NOT justify reimbursement of fees.
   2. Changes in working hours or starting a new job do NOT justify reimbursement of fees.

✓ Academic progress: If your performance is poor and you do not pass 15 ECTS the first year you may be expelled (see rules and regulations next page)

   - 2023/24 Normativa Académica dels estudis de Grau i Màster (NAGRAMA)  
   - 2022/23 Normativa Académica dels estudis de Grau i Màster (NAGRAMA)  
   - 2022/23 Academic Regulations for Bachelor’s and Master’s Degrees (NAGRAMA English version)

✓ NIE renewal: If you do not pass all the enrolled subjects each semester, the police may not renew your NIE when it expires and you will not be able to stay.
ETSETB / ETSETB Academic regulations

• General regulations for masters MET and MEE

• Master thesis regulations (English version)

• Annexes to ETSETB Academic Regulations for MET and MEE

• ETSETB regulations for completion of exams

• The ETSETB protocol for action in cases of fraud committed in exams
Username and password and ICT services

When you accepted the admission to the master, you were assigned a username and password to do the payment in advance of enrollment (300 euros).

This username and password gives you access to:

1. The electronic secretary **e-Secretaria**
2. The **Virtual Campus Atenea**. (24 hours after the enrolment)
3. The ICT services of ETSETB (Intranet, webmail, etc).

If you don’t remember your credentials, you can recover them at: [https://identitatdigital.upc.edu/gcredencials/recupera-contrasenya](https://identitatdigital.upc.edu/gcredencials/recupera-contrasenya)
The E-secretaria is the platform where you must request changes in your enrolment, certificates, update your personal data, introduce a Bank account, download your enrolment documents as well as consult the forms and payments.
New UPC ESTUDIANTS app

No more plastic UPC card will be issued from now on: you should download a new UPC ESTUDIANTS app.

More information on:
https://www.upc.edu/identitatdigital/ca/carnefupc

➢ Upload a PHOTO under PERSONAL DATA section MY DETAILS (E-SECRETARIA)
➢ Provisionally a copy of the enrolment form is valid as a provisional student card if you need it in the library
Student attention:

- **Rosa Frías**
  Building B3 Floor 1
- Phone: 93 401 68 36
3.1. Student welcome office

When you arrive, go to the students welcome office. This OMI office gives useful information and practical orientation to international students.

International Students Office (OMI)
C/ Jordi Girona, 1-3
Building C-3, plaza Telecís
Campus Nord
08034 Barcelona
Tel.: +34 93 401 68 37
Fax: +34 93 401 74 62
oficina.mobilitat.internacional@upc.edu

Office hours:
from Monday to Friday, from 10 a.m. to 2 p.m.

Services we offer

The Student Mobility Unit is part of the International Relations Bureau.

Through the welcome office (OMI in Barcelona), the International Relations Bureau promotes student mobility, gives welcome information to incoming students and facilitates their integration at the UPC. We also provide information and advice on the compulsory legal procedures that you will have to carry out to make your stay in Spain legal.

During the first days after your arrival at UPC, you should go to the OMI (Students welcome office). We will be happy to help you.

At OMI we will assess you about the procedure's that your relatives and you could have to do at your arrival and also during your whole stay. During the rest of your stay, we can mainly assess you about the procedure of TIE renewal for you and your relatives.

06

Compulsory legal procedures for international students

On arrival / During your stay

At the International Students Office (OMI) in Barcelona, we can inform you in detail about the compulsory legal procedures you must carry out depending on your nationality and situation.

• On arrival
  Registration as a resident of a town or city, registration as a citizen of the European Union, applications for the Foreigner Identification Card (Tarjeta de identidad de extranjero, TIE) and Foreigner Identification Number (Número de identificación de extranjero, NIE) or equivalent certificate.

• During your stay
  Renewal of the TIE for students from outside the European Union and application for a re-entry permit if you are planning to travel abroad.

The OMI can help and assess students who are NOT nationals of European Union countries (non-EU students) to renew their TIE, which they will have to do every year during their stay in Spain.

For further information, consult Section 6.2. of this guide and the website www.upc.edu/en, write to oficina.mobilitat.internacional@upc.edu or ask at the OMI (on the telephone or in person).
Orientation Week for UPC "International students". Do not miss it!

The OMI Office will send you an e-mail to inform you how to register to the Orientation Week PIs.
For the TIE, two documents from the university are required to hand to the POLICE once you have an appointment:

Both documents available from your E-SECRETARIA, please request them from e-secretaria:

- a registration certificate (download the PDF yourself from your E-SECRETARIA: “Forms and payments” > view form)

- Request a “Certificates” > “Apply for a certificate” > “certificate type: others” > “Official academic Transcript for the obtainment of the NIE” digitally signed
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

Office hours (please check their site for the COVID restrictions)

Mornings: From Monday to Friday, from 10:30 a.m. to 1 p.m.
Afternoons: Tuesday afternoon from 3 p.m. to 5 p.m.
Enrolment receipts and cost certificates

If you need an official document stating the cost of your enrolment for a scholarship or any other management dealing with the cost of the master you should contact the general services:

Demana SGA
Atenció on-line

https://demana.upc.edu/sga/

Servei de Gestió Acadèmica
Campus Diagonal Nord, Edifici VX (Vèrtex). Pl. Eusebi Güell
CITA PRÈVIA / PRIOR APPOINTMENT

Contact us:
masters.etsetb@upc.edu
93 4016750

Secretaria:
secretaria.etsetb@upc.edu
93 405 4174

Mobility:
students.mobility@etsetb.upc.edu
93 401 1978

Internships:
estudiants.practiques@etsetb.upc.edu
93 401 6836

Building B3 - Ricardo Valle
Campus Nord Jordi Girona, 1-3, 08034 Barcelona
Any Questions?

Contact us:
masters.etsetb@upc.edu
93 401 6750