Pre-enrolment ONLINE INFORMATION SESSION
28 July at 12:00

MEET link: meet.google.com/qog-yyeg-pkq
ENROLMENT

Check your enrolment date and hour at the **e-Secretaria**

<table>
<thead>
<tr>
<th>September</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Master's degree in Telecommunications Engineering</td>
</tr>
<tr>
<td></td>
<td>Master in Advanced Telecommunication Technologies</td>
</tr>
<tr>
<td></td>
<td>Master's degree in Electronic Engineering</td>
</tr>
<tr>
<td>4</td>
<td>Master's degree in Cybersecurity</td>
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<tr>
<td></td>
<td>Master's degree Engineering Physics</td>
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<tr>
<td></td>
<td>Master's degree in Photonics</td>
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20-21 Academic year

Beginning of classes:
- September 14
- except MENGFIS that will start classes on September 21

Master's Presentation session:
- MEE, MET and MATT September 16 at 11:00
- PHOTONICS: September 15 at 11:30

Place: SALA MULTIMÈDIA B3 Building (Entrance through Telecos Square)

Despite we inform you that the master presentation will be on the 15 or 16 of September at 11:00 be aware that some classes may began earlier on Monday 14 (except MENGFIS classes that will start on the 21 of September).
The masters teaching methodology is based on **face-to-face** mode, so we expect you to be here on September 14 (except for Master's degree Engineering Physics that will start on September 21).

For those students who may have problems being in Barcelona at the start of the course due to the COVID-19, we will do our best to **broadcast via streaming the classes**.

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 switch to online mode.
ON-LINE enrolment important information:

The mandatory requirements that will authorize you to enroll are:

✓ Only those of you that have **correctly uploaded all the required information in the pre-enrollment** site [Pre-enrolment process (link)] and correctly **legalized**.

✓ Only those students that have accepted the place, have acceded correctly to the **e-Secretaria** and paid the 300 €

✓ If your Bachelor degree was earned at UPC you will be authorized **only if you have already paid the 218,15 € taxes for the Bachelor degree** [Sol·licitar l’expedició del títol]

✓ If your Bachelor degree was earned at any other University: You must submit ORIGINAL AND COPY OR AUTHENTICATED COPY of the required documents (see below) as soon as you reach Barcelona and no later than November 30. **Otherwise your enrolment will be cancelled and you will lose all the rights to this master as well as all the fees paid.**

➢ 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 fees for the issuing of the Bachelor’s diploma. Important: only those students who have paid already the 218,15 € taxes for the Bachelor degree Title “in person at the SECRETARIA” will be allowed to enroll.

- 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)

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)

- Diploma entitling the applicant to enroll in the master’s degree course or proof of payment of the issuing fee for it.

- Transcript of records: official academic certificate listing the subjects taken, the marks earned and the number of credits/hours of each one.
**DOCUMENTS YOU MUST PRESENT**

**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)
- **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](http://www.upc.edu/sga/es/expedientes/LegDoc/LegalTraduccDocExtranj)

**IMPORTANT :** MEE/MATT/CYBER/PHOTONICS 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/CYBER/PHOTONICS students:

SUPERVISOR FORM signed by your TUTOR:

Master in Electronic Engineering (MEE). Supervisor's form.

Photonics Master. Supervisor's form.


Master in Cybersecurity (MCYBER). Supervisor's form.

✓ 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.

✓ Once its signed send it to: masters.etsetb@upc.edu
Curriculum/ Subjects

Master’s degree in Telecommunications Engineering (MET) [https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-telecommunications-engineering-met/#tab-curriculum](https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-telecommunications-engineering-met/#tab-curriculum)


Master’s degree in Cybersecurity (MCYBER) [https://telecos.upc.edu/ca/estudis/masters/master-in-cibersecurity/#tab-curriculum](https://telecos.upc.edu/ca/estudis/masters/master-in-cibersecurity/#tab-curriculum)

Master’s degree in Photonics (MPHOTON) [https://photonics.masters.upc.edu/en/academic-year-2020-21](https://photonics.masters.upc.edu/en/academic-year-2020-21)

Master’s degree in Enginering Physics (MENGFIS) [https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-engineering-physics/#tab-curriculum](https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-engineering-physics/#tab-curriculum)

Timetables, exams and regulations:
Classes timetables, exams schedule and regulations are available at: [Current course (link)](https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-telecommunications-engineering-met/#tab-curriculum).
Examination period

https://telecos.upc.edu/ca/estudis/curs-actual/horaris-aules-i-calendaris/calendaris/calendari-dexamens

Once on the webpage shown on the picture, click where you see your master to see the examination period pdf for the fall semester.
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.
IF I DEFEND THE BACHELOR THESIS IN SEPTEMBER/OCTOBER: how does it affect my master's degree enrollment?

In view of the special circumstances arising from the pandemic situation, the necessary means will be enabled so that the readings in September and October can begin the master's degree 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 E-SECRETARIA a “Reserva de Plaça /Place Reservation” until they enroll, otherwise their place will be given to those candidates in the waiting list.
  ✓ 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 at the latest!
  ✓ They must proved that they have paid the fees for the issuing of the Bachelor’s diploma. Otherwise they won’t be able to enroll.
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.

The coefficient depends on whether the master is qualifying or not:
- **MET** is the only “Qualifying master’s degree”, the other master’s degrees are “Non-qualifying master degree”.

The cost per credit for non-resident foreign students who are not from EU member countries is 1.5 times the standard cost credit.
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)](https://www.upc.edu/sga/ca/shared/fitxers-matricula/tuition-and-fees-for-master.pdf)

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

The instalment options are as follows:

• For semestral enrolment (MEE/MET), 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, 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.
PAYMENTS - E-secretaria

- 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).
Enrolment information

**Changes in your enrolment (without additional fees)**

*Deadlines:*

a) The Fall Semester period for changes ends on **September 21 2020**.
b) Spring Semester **February 15 2020**.

The steps to follow are the following:

**Procedure**

1. Except for MET and MENGFIS 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). You may also come to the academic office in **building B3** and we will do the change in person.

**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)


- **NIE renewal:** If you do not pass all the enrolled subjects, 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
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.
Provisionally a copy of the enrolment form is valid as a provisional student card if you need it in the library and you haven’t still received your card at your home.
The Master's student will be able to enroll in internships and as a general rule, he or she must have passed a minimum of 15 ECTS.

https://telecos.upc.edu/en/industry-relations/convenis-de-cooperacio-educativa/informacio-per-a-estudiants
**STEPS to follow**: 

The website with all the information needed for enrolment are:

- **MASTERS. Enrolment New students**
- **MASTERS. Enrolment Not new students**
- **Previous to the Enrolment**
Take a look at these websites to get an idea of how to prepare your UPC stay:


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 C3, plaza Talcos
Campus Nord
08234 Barcelona
Tel.: +34 93 401 08 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 (the 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](http://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.

UPC Orientation Week for international exchange and master's degree students: end of July and September 2020

Important note: Due to the global COVID-19 health alert, the OW activities will take place basically online.

Introduction
The Universitat Politècnica de Catalunya - BarcelonaTech (UPC) organises different sessions of the Orientation Week (OW). The OW is basically addressed to international students who have to start their studies at the UPC in the 2020-2021 autumn semester.

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

Registration procedure. How do I register for the Orientation Week?
International Students Office

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

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

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

Office hours

Mornings: From Monday to Friday, from 10 a.m. to 2 p.m.
Afternoons: Tuesday afternoon from 4 p.m. to 6 p.m.

Map
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/

https://www.upc.edu/sga

**Servei de Gestió Acadèmica**
Campus Diagonal Nord, Edifici VX (Vèrtex). Pl. Eusebi Güell
ETSETB-Àrea de Gestió Acadèmica

CITA PRÈVIA / PRIOR APPOINTMENT
Due to summer holidays, the office is closed in August 2020. It opens again on 1st September 2020.

Academic Office opening hours:

✓ Mornings: Monday to Thursday from 11:00-14:00 and Friday 11:00-13:00
✓ Afternoon: Wednesday and Thursday from 16:00 to 17:00.

During the summer periods, Christmas and Easter, the schedules will be the following:
✓ June 1 to September 30. Schedule only in mornings.
✓ During August & the periods of Christmas and Easter it will be closed.

Contact us:
secretaria.etsetb@upc.edu // masters.etsetb@upc.edu
93 405 4174 / 93 401 6772
93 401 5966 / 93 401 6750
Mobility:
students.mobility@etsetb.upc.edu
93 401 1978 / 93 401 5634
Internships:
estudiants.practiques@etsetb.upc.edu
93 401 6836
Any Questions?

We will be on vacation from August 1st to August 31.
We will be back on September 1.
Have a nice summer!