12 September 2019:

Pre-enrolment INFORMATION SESSION
9:30 – 10:30
Sala de Teleensenyament
B3 Building

DOCUMENTS DELIVERY & ENROLMENT
10:30 to 12:00
Computers’ room
A2 Building
c) Master’s degree in Telecommunications Engineering (MET)/ Master’s degree in Electronic Engineering (MEE)

- New master students will enrol on **September 12**.
- Beginning of classes: **September 16**.
- Master’s Presentation session: **September 18** (11:00 Aula Teleensenyament B-3 Building).

✓ Despite we inform you that the master presentation will be on the 18 of September at 11:00 (MEE/MET) be aware that some classes may began earlier on Monday 16.
Enrolment information

**STEPS to follow** after this information session:

Move to the computer’s room to:

1. Make sure all the required personal data is updated in the **E-SECRETARIA** and print the SEPA order if you want to pay by direct debit or in instalments (you need to have a bank account of one of the SEPA countries).
2. Collect your **UPC folder**.
3. Deliver the required **documents**
   - **important**: we will keep a photocopy of all the documents but we need to **SEE** all the ORIGINALS too.
   - Please make all the copies previously (There is a shop right downstairs in the Telecos Square C-3 Building)
4. Access to the **computers room**: enrolment assisted by our staff.
5. Only for the non Spaniards: collect the **letter stating you have enrolled** today so you can proceed with the Police requirement to obtain the compulsory NIE number.
6. Request the UPC card through **E-SECRETARIA**. (page 17)
The documents you will have to submit should be **ORIGINAL AND COPY OR AUTHENTICATED COPY**
will depend on where you have earned the degree that qualifies you to enroll in the master's degree.

See the A/B/C options below:

**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](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))
- Diploma entitling the applicant to enrol 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.
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

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
Enrolment information

The first enrolment is to be done *in person*.

But the following ones are to be done by the students themselves online. **MASTER Enrolment. Not new students**

**Payment options**

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 enrol 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 enrol, 30% in mid-December and 30% on 1 March.

You can also choose the monthly instalment option offered by the **AGAUR**.
The cost per credit for non-resident foreign students who are not nationals of EU member countries is 1.5 times the standard cost credit.

 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.

Tuition surcharge for non-resident foreign students who are not nationals from the European Union member states

This surcharge will be applied to non-resident foreign students, not nationals from the European Union member states who enroll in a university master’s degree program. The cost of one credit will be 1.5 times the ordinary cost assigned to credits of level III master’s programs by the tuition and fees decree.

The price charged for each credit had the surcharge been applied in the current academic year would have been about 78 Euros.

The surcharge will be waived on the following grounds, provided supporting documentation is submitted:


2) Foreign students from other countries who are able to prove permanent residence in Spain for more than five years through a certificate issued by the Government Representation Office.

https://www.upc.edu/sga/ca/shared/fitxers-matricula/tuition-and-fees-for-master.pdf
Academic information

Curriculum/ Subjects

Master’s degree in Telecommunications Engineering (MET) https://etsetb.upc.edu/ca/estudis/masters/masters-degree-in-telecommunications-engineering-met

Master's degree in Electronic Engineering (MEE) https://etsetb.upc.edu/ca/estudis/masters/masters-degree-in-electronic-engineering-mee


Photonics Master https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-photonics

Master in Engineering Physics https://telecos.upc.edu/ca/estudis/masters/masters-degree-in-engineering-physics

Timetables, exams and regulations:
Classes timetables, exams schedule and regulations are available at: 
Current course (link).

Timetable Planner
(schedules assistance)

Planificador d'horaris
Examination period

https://telecos.upc.edu/ca/shared/curs-actual/ calendari-dexamens/calendari_examens_tardor_masters.pdf

Exams Schedule Master

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Exams Schedule Spring 2018-2019

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Exams Schedule Fall 2018-2019

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Exams Schedule Spring 2018-2019

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Important:

✓ all students must have paid the fees for the issuing of the Bachelor’s diploma. Otherwise they won’t be able to enroll

✓ Students that present their bachelor final thesis after enrolment date can enrol later but **October 31 at the latest**! once they have presented it and requested for the Bachelor diploma. These students must contact their tutor to inform of this situation and determine the subjects they will follow.

✓ The published admission lists inform you about the time of enrollment & supervisor with their contact e-mails.

https://etsetb.upc.edu/ca/els-serveis/secretaria-oberta/matricula/master-enrolment-new-students

✓ Read carefully the link below, especially if you want to apply for a double degree or a mobility stay in the second year, since MTP and the 3 intensification subjects must be passed during first and second semesters:


Enrolment information

Changes in your enrolment (without additional fees) Deadlines:

a) The Fall Semester period for changes ends on **September 23 2019**
b) Spring Semester **February 17 2020**.

The steps to follow are the following:

**Procedure**

1. Except for MET students, you will need a document signed by your supervisor again.
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.
Cost per credit and surcharge for repeat enrolment

If you need to re-enrol the credits that you have not passed, there is a surcharge when you enrol 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 “Subsided non-qualifying master degree”.

The cost per credit for non-resident foreign students who are not nationals of EU member countries is 1.5 times the standard cost credit.
Academic regulations for masters degrees MET and MEE

• General regulations for masters MET and MEE
• Master thesis regulations
• 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
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, download your enrolment documents as well as consult the forms and payments.
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. You will have to access e-Secretaria \( \text{https://prisma-nou.upc.edu/apl/} \); introduce your account number at "My details" > Bank account at left menu; print the SEPA order and submit it duly signed on enrollment date.

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).
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.
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 C-3, plaza Talesco
Campus Nord
08034 Barcelona
Tel.: +34 93 401 69 37
Fax: +34 93 401 74 62
oficina.mobiliat.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.

6. 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.mobiliat.internacional@upc.edu
or ask at the OMI (on the telephone or in person).
Educational Cooperation Agreements (Internships)

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://etsetb.upc.edu/en/industry-relations/convenis-de-cooperacio-educativa/informacio-per-a-estudiants
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

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
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/

https://www.upc.edu/sga

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

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
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

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

Please contact us:
secretaria@etsetb.upc.edu
93 405 4174 / 93 401 6772
93 401 5966 / 93 401 6750