

## INFORMATION SHEET

TELECOM BCN STUDENT MOBILITY AND INTERNATIONAL RELATIONS  
OFFICE 2019/2020 Academic Year  
<http://www.etsetb.upc.edu/>

### TEAM

The team of the Mobility and International Relationships Office at Telecom BCN (UPC) includes the following people:

**Prof. José Antonio Lázaro:** Academic Responsible and Vice Dean of International Affairs.

**Cindrela Sambró:** Responsible for the Students Mobility.

### INFORMATION UPON ARRIVAL AT TELECOM BCN

#### 1) UPC-wide International Mobility Office (OMI)

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You should address yourselves to the OMI during the first days of your stay at UPC.

- c. Jordi Girona, 1-3 Building C-3, Telecom Square
- for information about how to get your citizen card (for citizens who do not belong to E.U.) or about how to register at the Communitarian citizen's register (for students belonging to E.U. countries).

#### 2) ETSETB international office

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For administrative issues at ETSETB (change of enrollment, deliver and collect documents), you should go to the ETSETB international office.

- Place: Office B3 – 001. Opening hours:
- Opening hours:
  - From Monday to Thursday from 11 to 14h
  - Fridays from 11 to 13h

#### 3) ETSETB Vice Dean of International Affairs

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**Prof. José Antonio Lázaro:** Academic Responsible and Vice Dean of International Affairs (Office B3 – 202b).

If you need to contact him, you can find the updated visiting hours at the next link:

<http://www.etsetb.upc.edu/ca/els-serveis/secretaria-oberta/horaris-de-consultes#section-1>

#### 4) Telecommunications Student Association (DAT)

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UPC North Campus, Omega Building. For further information: <http://dat.upc.edu/>

#### 5) Language Courses

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To easily get involved in the Catalan life, we strongly recommend you to take Catalan and Spanish courses.

- UPC offers you Catalan courses: <https://www.upc.edu/slt/en/reception/catalan-beginners>
- If you are interested in Spanish courses, you can contact the Language Services and Resources at UPC (SLT): 93 401 74 97 [demana.upc.edu/slt/](http://demana.upc.edu/slt/).

## 6) Courses Enrollment

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You should carefully check your course timetable and exams calendar:

- TIC courses.
  - Your TIC courses timetable is displayed at your school Intranet (**[intranet.etsetb.upc.edu](http://intranet.etsetb.upc.edu)**), from where you can also synchronize it with your iCal calendar. You can also use the planner in case you wish to change timetables (<https://infoteleco.upc.edu/documents/gdqppt75.html>).
  - TIC courses exams are at: <http://www.etsetb.upc.edu/ca/estudis/curs-actual/horaris-aules-i-calendaris/calendari-dexamens#section-0>
- Photonics courses. If you do any photonics courses, you must check timetables and exams here: [https://photonics.masters.upc.edu/en/shared/contents/academic\\_year\\_2018-19/timetable\\_2018-19.pdf](https://photonics.masters.upc.edu/en/shared/contents/academic_year_2018-19/timetable_2018-19.pdf)

## 7) Final Thesis Enrollment

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You must carry out a “registration” of your Master Thesis and have an advisor for it, you must follow this procedures:

<http://etsetb.upc.edu/ca/international/foreign-students/application-and-procedure#section-13>

**Remember that all the students who will do their Master Thesis must defend it in our School (regardless if you have to defend it in your School too).**

## 8) Change of enrollment

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If for some reason you request to change your group or any other modification in your enrollment, you may come to the academic office in building B3 and we will do the change in person. The period for changes ends on **February 21<sup>st</sup>**

Before any request of change, we encourage you to verify the EXAM CALENDAR and the TIMETABLES. As for the GROUP AVAILABILITY, we will inform you at the Academic Office.

## 9) Computer services

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With your username and password, after enrollment, you have access to:

- School Intranet (**[intranet.etsetb.upc.edu](http://intranet.etsetb.upc.edu)**). You have several services. For example, you can synchronize your timetable with your iCal calendar.
- Access to computer laboratories. The computer rooms are placed in the B3 Building (basement) and in the computer room of A2 Building.
- Wireless network (eduroam).
- Digital campus (<https://atenea.upc.edu/login/index.php?lang=en>). Teaching material for the subjects enrolled.

## 10) UPC student card

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Request for your UPC card:

- Enter [prisma-nou.upc.edu/estudiants](http://prisma-nou.upc.edu/estudiants), with your username and password.
- Choose *my details* from the left menu.
  - Complete all the details (family address and telephone number and address and telephone number during the course).
  - Complete the RGPD authorisations
  - Upload your photograph at *I want to change the photo*. It must have the format detailed when clicking on the photograph link.
- For any doubt regarding the UPC card, please contact [identitat.digital@upc.edu](mailto:identitat.digital@upc.edu).