



UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

Escola Tècnica Superior d'Enginyeria
de Telecomunicació de Barcelona

Procedure to do by the students leaving in September 2021 in a mobility program **YEAR 2021-2022** **(September 2021)**

ETSETB Academic Office
International Affairs

Barcelona, June, 22, 2021

Procedure link

- Go to <https://telecos.upc.edu/en>
- Choose International > studying abroad > procedure ([direct link](#))

The screenshot shows the website's navigation menu with 'International' selected. Below the menu, a breadcrumb trail reads 'You are here: Home > International > Studying abroad > Procedures'. A sidebar on the left lists various categories under 'Studying abroad', with 'Procedures' highlighted by a red arrow. The main content area is titled 'Procedures' and includes a description of the process for ETSETB outgoing mobility students, followed by two numbered steps: '1. Obtain a mobility place' and '2. Manage learning agreement according to kind of stav'. Under step 1, three options are presented in boxes: 'University (ETSETB offer)', 'Place of Double Degree (ETSETB offer)', and 'Company or university out of ETSETB offer'.

School Study programs Industry relations **International** All

You are here: Home > International > Studying abroad > Procedures

Who are we?

Studying abroad ▶

- Mobility Destinations Offer
- Student mobility examples
- Exchange programs
- Mobility Modalities
- Double Degree
- **Procedures** ▶
- Grants and mobility scholarships
- Languages

Procedures

Procedures to follow by ETSETB outgoing mobility students and documents to stay and at the end of the mobility, before returning.

1. Obtain a mobility place

University (ETSETB offer) Place of Double Degree (ETSETB offer) Company or university out of ETSETB offer

2. Manage learning agreement according to kind of stav

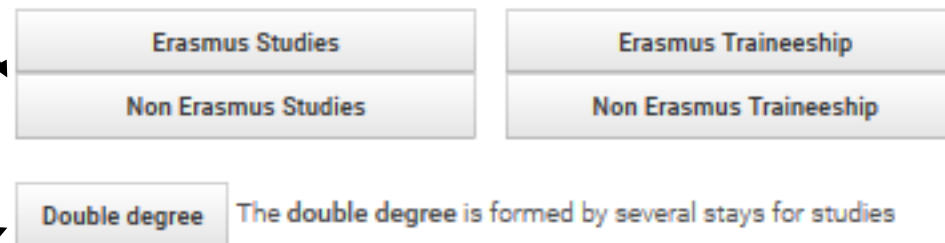
Check which kind of stay you have

- Different learning agreement for each stay.
- Different application to university (in case you have been allocated a place to a university through e-secretaria).
- If you go to do the final thesis, maybe you have to do a traineeship (although in a university)

[Procedure outgoing mobility \(link\):](#)



2. Manage learning agreement according to kind of stay



Stays for Studies

Enrolment of crédits both in ETSETB and host university

(with right to Erasmus grants or not depending especially on the country)

Stays for Traineeship

- Enrolment of crédits only in ETSETB.
- Courses not allowed.
- If university, see what rights you have as a trainee (accommodation, etc)

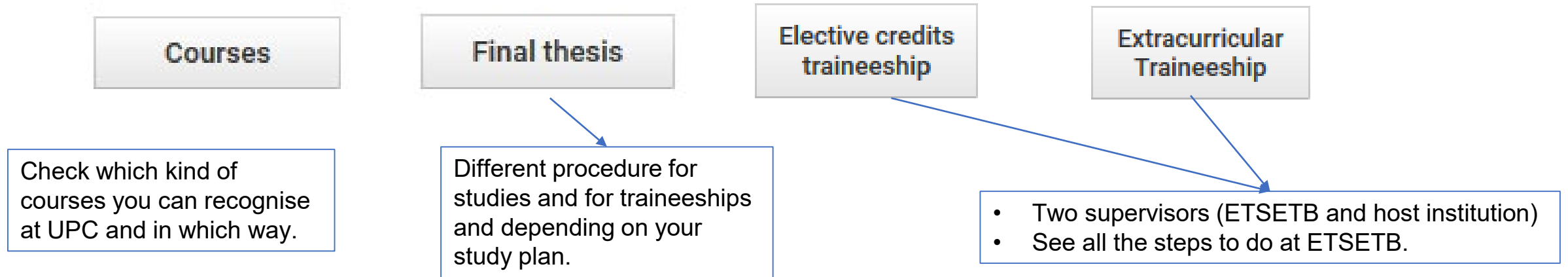
(with right to Erasmus grants or not depending especially on the country)

Double degree (Division of stays) according to the host university

Study plans at host institution

Differences in procedure

The different procedures are detailed at the following buttons:



Double degree is a combination of courses and Final thesis:

Double degree

Final thesis (TFG/TFM)

ETSETB study plans:

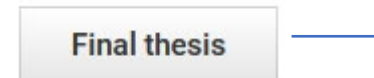


ETSETB study plans (excluding Grau en Enginyeria de Dades)

- Grau en Enginyeria de Tecnologies i Serveis de Telecomunicació (GRETST)
- Grau en Enginyeria Electrónica de Telecomunicació (GREELEC)
- Grau en Enginyeria Física (GEF)
- Master's degree in Telecommunications Engineering (MET13)
- Master in Advanced Telecommunication Technologies (MATT19)
- Master's degree in Electronic Engineering (MEE13)
- Master's degree Engineering Physics (MEF)
- Master's degree in Photonics (MPHOTON)

- **Defense:** **Traineeship:** defence at ETSETB. **Study:** defence only at host centre (in general)
- Two co-supervisors (ETSETB and host institution), (both traineeship and study).
- Thesis registration at ETSETB Intranet before enrolment, (both traineeship and study).
- ETSETB examination committee, (both traineeship and study).
- Deposit of written work at ETSETB Intranet (report, etc) (both traineeship and study).
- Host assessment documents (different, depending on if you defend at ETSETB or at host institution).

Grau en Ciència i Eng. De Dades:



TFG Grau en Ciència i Enginyeria de Dades (GRENDAD) amb mobilitat assignada per l'ETSETB

- **Defense:** **Traineeship:** at ETSETB. **Study:** at host centre (for exceptions, you will need the allowance of the head of studies)
- Thesis registration before enrolment (different for studies and traineeship)
- You will only need a UPC “ponent” and a UPC examination committee if you defend at FIB (traineeship)
- Deposit of the report (“memòria”) at the racó de la FIB, (both traineeship and study).
- Host assessment documents (different for studies and traineeship).

Before enrolment period

Documents with study plan (scanned signatures)

Stays for studies (normally prepared at the application)

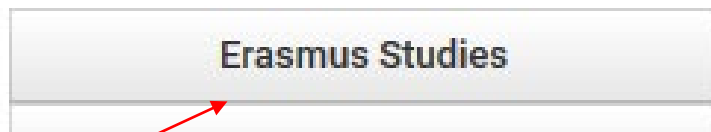
- Learning agreement of studies (document signed by 3 parties)

We need our model, not the one of the host institution.

- Courses allowance (internal document. Clear relation sending-receiving)
- Instructions both for Erasmus and non Erasmus, according to

your study plan:

- [What is a Stay for Studies?](#)
- [What is an Erasmus stay?](#)
- [Requirements for the Erasmus studies scholarship \(2020-2021 call\)](#)
- [Study plan at host university. To determine during your application at host university](#)
- [How to fill in the learning agreement and the precommitment](#)



Click button



Before enrolment period

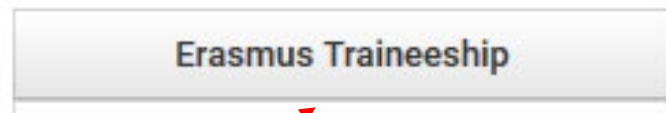
Documents with study plan (scanned signatures)

Stays for training

- Learning agreement for traineeship (training agreement)

It has to be our model, not the one of host institution.

Instructions for both Erasmus and non Erasmus, according to your study plan:



Click button

- [What is a stay for traineeship?](#)
- [What is an Erasmus stay?](#)
- [Requirements to obtain the traineeship grant \(19-20 call\)](#)
- [Study plan of a traineeship](#)
- [How to fill in the learning agreement for traineeships \(training agreement\)](#)

Before enrolment period

Final thesis (TFE)

TFE pre-inscription at UPC (as well as learning agreement)

All plans except for Grau en Ciència i Enginyeria de Dades:

- Your UPC supervisor has to enter your TFE details at the ETSETB Intranet and assign it to you (you must have two co-supervisors: one at UPC and one at the host institution).
- You accept it through the same site.
- Site: <https://intranet.etsetb.upc.edu/serveis> > Docència > Ofertes TFG/TFM
- Details at: [ETSETB study plans \(excluding Grau en Enginyeria de Dades\)](#), under: “What to do before leaving”.

Grau en Ciència i Enginyeria de Dades:

- Studies stay: send to students.mobility@etsetb.upc.edu the TFG allowance of the Head of Studies.
- Traineeship stay: Ask your UPC “ponent” to enter the offer (you need a host supervisor and a UPC “ponent”).
- Details at: a [TFG Grau en Ciència i Enginyeria de Dades \(GRENDAD\) amb mobilitat assignada per l'ETSETB](#), under: “què fer abans de marxar”

Click the button



Final thesis

Before leaving: DIGITALLY SIGNED (NO scanned or printed signature)

- **Erasmus students:** Financial agreement (prisma-nou.upc.edu/estudiants > mobility stay > documents).
- **Non Erasmus students:** Non Erasmus Credential. Ask for it at students.mobility@etsetb.upc.edu, after receiving your acceptance letter.

HOW: DIGITALLY signed by you (DNle). **WE DO NOT ACCEPT scanned or printed signature.**

- To activate your electronic ID (DNle) signature, there is a machine in every office of the **policia nacional** (you don't need a prior appointment)
- If your keyboard does not have a slot to pass your document through it, you will need an ID reader, that you can buy in any computer store and in many other shops.
- See the sections "cambiar PIN", "verificar que funciona" and "Qué hace falta para utilizarlo" of the following link: <https://www.dnielectronico.es/PortalDNle/>.

WHERE:

- Send to students.mobility@etsetb.upc.edu

Before leaving: Oncampus insurance

- **If you enrol before leaving (and you don't go to USA).** You will pay the insurance with your enrolment. Do not upload any document at the insurance item at your e-secretaria.
- **If you leave before enrolment (or you go to USA) :**
 - Hire Oncampus estudia insurance through the following website: (<https://oncampus.es/en/seguros/oncampus-estudia/>)
 - Upload at e-secretaria > mobility stay> documentation the pdf downloaded from the Oncampus website.
 - Send email to students.mobility@etsetb.upc.edu, so that we confirm the pdf and you are not charged again with the insurance price at enrolment.

<https://www.upc.edu/sri/en/students/students-mobility-office/outgoings/going-abroad/compulsory-insurance/compulsory-insurance>

Before leaving:

More documents (scans accepted)

As well as the previous documents, we will need you to upload the following documents at your e-secretaria (mobility stay> documentation):

- Erasmus grant request (if applicable). Receipt of your request made via the seu electrònica de la UPC ([Erasmus estudis](#) / [Erasmus pràctiques](#)).
- (other grants, such as Mobint, are requested to other institutions different from UPC)
- If you request for an Erasmus grant, you must enter at “mobility stay” of your e-secretaria the bank details where to receive it. Moreover, if you have never submitted the SEPA order, you must submit it as well through e-secretaria > my details > bank details. Only if you have never done so. Both bank accounts may be different (the second one is for you pay back the difference, if needed).

Details at:

[Documents before leaving](#)

During the stay

- **Certificate of arrival** signed and stamped by the host institution on your arrival. Template at e-secretaria > mobility stay > documentation.
- **Modification of the learning agreement (if needed)**, signed by host institution, UPC and student.
- **Stay extension (if needed)** through the seu electrònica de la UPC (within the set deadline)
- **Final thesis. Steps to prepare for the UPC assessment, within the deadline and procedure of your UPC study plan.** Remember that if your study plan belongs to ETSETB, you will need to do the steps to have an ETSETB examination committee, regardless where you defend.
If you do a bachelor at ETSETB, as well as the report at the end, you will have to deposit come other documents as well at the Intranet (Work proposal, critical analysis, etc).
Details at “what to do during the mobility” of: [Final thesis](#)
- **Traineeship elective credits or extra-curricular traineeships.** Details at “what to do during the mobility” of: [Elective credits traineeship](#) [Extracurricular Traineeship](#)

More details at:

[Documents during the stay](#)


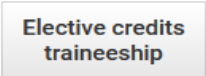
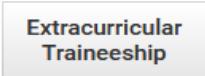
Before returning

- **Certificate of attendance signed and stamped by the host institution at the end of the stay (not before).** Template at e-secretaria > mobility stay > documentation. PAY ATTENTION TO THE DATES: They have to meet the requirements explained at the button at the end of this slide.
- **For Erasmus students:** Answer the Erasmus survey that you will receive by email in a link. If you don't do it, you will have to return the grant.
- **Final thesis.** Upload the work documents (report, etc) to the corresponding UPC platform and make sure that we receive the proper assessment documents, according to your study plan and whether you are doing traineeship or studies. Be careful with the deadlines.
Details at “what to do before returning” of: [Final thesis](#)
- **Courses.** Original transcript of records. If digital, we need the host university to send it to us directly.
Details at “what to do before returning” of: [Courses](#)
- **Traineeship elective credits or extra-curricular traineeships.** Details at “what to do during the mobility” of: [Elective credits traineeship](#) [Extracurricular Traineeship](#)

More details at

[Documents before returning](#)

Recognition/ Assessment

- **Final thesis.** Assessment according to the documents and actions at , under the sections “what to do during the stay” and “what to do before returning”, classified in traineeship stay and study stay.
- **Courses.** The recognition is made according to the transcript of records (that must match the learning agreement of studies) and the following conversion table: [Barem del MECD](#). Do not choose courses assessed as pass/non pass at host university.
- **Traineeship elective credits or extra-curricular traineeships.** Assessment according to the documents and actions at  , under the sections “what to do during the stay” and “what to do before returning”, classified in traineeship stay and study stay.

Recognition/ Assessment

- **Language courses.** Language courses are not recognised within the mobility process. They only can be recognised as activities of university extension (if applicable), in the bachelor.
- **Mobility crèdits of university extension (maximum 3 per semester).** Bachelor.
 - ETSETB bachelors: Request at students.mobility@etsetb.upc.edu. If you perform your final thesis, by sending the [document d'extensió universitària](#) signed by your host supervisor during the stay (mid April in Spring or end November in Fall). If you only do courses or traineeship, at the end of the stay, when we receive the documents of assessment from the host university.
 - Grau en Ciència i Eng. De Dades: At the end of the stay, after the assessment documents, FIB will prepare the credits for you to recognise through your e-secretaria.

All the documents to submit at UPC

Submit the following documents, within the deadlines and in the format detailed at the buttons below:

Documents before leaving

Documents during the stay

Documents before returning

Original documents. Leave them at the information desk of building B3, in front of the academic office (from Monday to Friday, from 8 to 19h), or send them by post to:

ETSETB - UPC
International Relations Area
Building. B3 - North Campus
c/ Jordi Girona, 1-3
08034 Barcelona

Summary documents UPC

In red the documents only related to Erasmus. Please see at the website the details on how and when to submit them.

- Request for Erasmus grant----- Request through seu electrònica UPC and upload receipt at e-secretaria
- Bank account SEPA (only if you have never submitted it)-----signed form at e-secretaria: *my details* (SEPA)
- Bank account to receive grant-----inform at e-secretaria: mobility stay
- Erasmus financial agreement signed by you -----Digitalli signed (DNle) -----students.mobility@etsetb.upc.edu
- Learning agreement (for studies or for traineeship) -----students.mobility@etsetb.upc.edu
- Courses authorization (studies)-----students.mobility@etsetb.upc.edu
- Final thesis pre-enrolment -----Depending on your UPC study plan
- UPC Enrolment with mobility insurance payment ----- e-secretaria
- Credential signed by you (or Non Erasmus credential) -----students.mobility@etsetb.upc.edu

Before the mobility

- Erasmus language test (OLS)-----link sent to you by email
- Certificate of arrival -----signed and stamped by host center at e-secretaria
- Modification of learning agreement (if any) -----students.mobility@etsetb.upc.edu
- Extension (if any) ----- seu electrònica
- Only bachelor: ≤ 3 ECTS mobility (if applicable) -----Depending on your UPC study plan
- Final thesis: Steps for UPC assessment dates-----depending on your UPC study plan and deadlines

During mobility

- Final thesis: Written work templates (final report, etc) ----- ETSETB Intranet ETSETB or (for GCEDD) racó FIB
- Internship elective credits: Written work templates (final report, etc) ----- supervisors' e-mail
- Assessment documents from host institution ----- Depending on study plan at host institution
- Certificate of attendance ----- e-secretaria
- Erasmus survey (different from the one of the thesis ETSETB Intranet diposit)-----link sent to you by email

Before returning

Grants

Erasmus studies (UPC)	Call not published yet (previous years started in July) <ul style="list-style-type: none">• Requirement of credits enrolled for semester• Maximum duration of each semester (see: Erasmus studies , at ETSETB website)
Erasmus traineeship (UPC)	Call not published yet (previous years started in July) (See: Erasmus traineeship , at ETSETB website)
Santander Erasmus (Banco Santander)	Finished Additional to Erasmus grants (only for Erasmus students) (See: Santander grants , at UPC website)
Mobint (Agaur-Generalitat)	Call not published yet (previous years started in July) (See: Agaur web , and select “Universitats” and “mobilitat”)

Erasmus grants, in 2021-2022 are only for stays in European countries (KA103)

More grants at: [Grants and mobility scholarships](#)

Coronavirus

- Blended mobility will be allowed, generally beginning in a virtual way –whether in home or host country- and continued face-to-face, but it can be the other way round, depending on the evolution of the pandemic. **The face-to-face period is mandatory to receive the mobility grant (see minimum days at the Erasmus call).**
- In case of force majeure, the duration of the physical mobility can be reduced or be cancelled by an extension of the virtual mobility.
- **In case you have a grant, it will be only for the face-to-face period.**
- Totally virtual mobilities will not be financed.
- In all cases, the mobility student will have to sign a contingency clause.

Addresses

- International relations at UPC
<https://www.upc.edu/sri>
- Erasmus and other grants. General address of UPC.
<https://www.upc.edu/sga/ca/Beques/BequesMobilitat>
- International relations at ETSETB
https://etsetb.upc.edu/en/international/studying-abroad?set_language=en
- Link with the documents of this meeting:
<https://etsetb.upc.edu/en/international/studying-abroad/reunions-informatives-mobilitat>

Thank you very much

International Relations Office
ETSETB
Academic Office

Attending hours (by phone): Monday to Thursday 11 to 14h, Friday 11 to 13h

Telèfon: 93 401 19 87

Mail: students.mobility@etsetb.upc.edu

Face to face attention only in strictly necessary cases and with prior appointment: <https://telecos.upc.edu/ca/els-serveis/secretaria-oberta/cita-previa>