Welcome guide for exchange students & MSc students

Study programmes at ETSEIB

http://www.etseib.upc.edu/en/prospective-students
Upon arrival

<table>
<thead>
<tr>
<th>Monday 2</th>
<th>Tuesday 3</th>
<th>Wednesday 4</th>
<th>Thursday 5</th>
<th>Friday 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:00h</td>
<td>Info exchange students ETSEIB (Aula Capella)</td>
<td>Tour at the UPC</td>
<td>Info exchange students ETSEIB (Aula Capella)</td>
<td>Info exchange students ETSEIB (Aula Capella)</td>
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<tr>
<td>10:00-11:00h</td>
<td></td>
<td>Immigration procedure (Aula máster, Campus Nord)</td>
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<tr>
<td>11:00-12:00h</td>
<td>BREAK</td>
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<tr>
<td>12:00-13:00h</td>
<td>ESN-Tour at the ETSEIB</td>
<td>Library ETSEIB (Aula Capella)</td>
<td>Final Degree Project/Exchange internship (Aula Capella)</td>
<td>Registratio n master (Aula 5.1 y 5.2)</td>
</tr>
<tr>
<td>13:00-14:00h</td>
<td>ESN-Looking for accommodation (Aula 1.3)</td>
<td>SIAE - Internships in companies (Aula Capella)</td>
<td>ESN - Looking for accommodation (Aula 1.3)</td>
<td>ESN-Intercultural lunch</td>
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</tbody>
</table>

Classes start on the **9th of September** (for exchange students) and on the **16th of September** (for master students)

**ATTENDANCE IS MANDATORY!!!**

Activities for ALL students
Activities for exchange students
Activities for master students
Life at ETSEIB

**Administrative service · e-Secretaria**
1. https://esecretaria.upc.edu/index.html
2. Enter the name listed on the registration document as follows: jose.garcia
   Password: date of birth + the last 2 digits of ID number
   Ex: date of birth: 8th of October, 1985 + Id number 00735596
   **08108596**

<table>
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<tr>
<th>Dades personals</th>
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<tbody>
<tr>
<td>Estudiant: GARCIA JOSE</td>
</tr>
<tr>
<td>Identificador: 00735596</td>
</tr>
<tr>
<td>Nm. Identificat U.E.: AK0735596</td>
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</tbody>
</table>

**Academic intranet · Campus virtual UPC**
2. Same username and password as e-Secretaria

**Student card · student ID**
2. Same username and password as e-Secretaria
3. Follow the instructions that students will get after the enrollment

*A copy of the registration can be used as a provisional student card

**Computer facilities**

**Computer labs**
1st and 5th floor (H building)
Free access · except during class hours
Access:
- Same username and password as e-Secretaria
- Temporary ID:
  - Username: erasmus
  - PASSWORD: 2013

**Printing docs**
Follow the instructions at the beginning of every session in computer labs

**Wifi**
There is WIFI network at ETSEIB
Access
- As a “guest”
- Same username and password as e-Secretaria
**Students associations**
Most associations are located in the H-shaped building. You can check the whole list on our website.

**Internships**
Work placements while your exchange period. Contact: practiques.etseib@upc.edu.

**Library ETSEIB**
Opening hours: normally from 8:30 to 21h
Borrow, renew and reserve documents, multimedia material and IT equipment.

**Sport facilities**
[http://www.univers.upc.edu/](http://www.univers.upc.edu/)
Sport facilities, services and clubs at:
- Gym · Building ETSEIB (basement)
- UPC Sports center · C. Jordi Girona, 3; EP Building

**Photocopy service**
Opposite the elevators (H building)
It provides full copying and stationary services.

**Bar**
1st floor (H building)
Opening hours: from Monday to Friday 7:30h to 19:30h

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**Languages at ETSEIB**

As a result of its historical and cultural heritage, Catalonia has **politically autonomous government** within Spain. Both **Spanish** and **Catalan** languages are **co-official**. Thus the UPC allows a flexible use of languages for professors and students.

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**Learn languages during your exchange!**

- **Language exchanges**
  - ESN organizes weekly language exchanges. Contact: info@esn-upc.org
  - Catalan language volunteering (Voluntariat x la llengua). Contact: cpnl@cpnl.cat

- **Catalan courses**
  - Servei de Llengües and Terminologia - [http://www.upc.edu/slt/](http://www.upc.edu/slt/)
  - C/Jordi Girona, 31, TG building. Contact: didactica.slt@upc.edu

- **Spanish courses**
  - Merit School
Other information

Accommodation
- Resa Housing Service for Students offers accommodation for students
  www.resahousing.com

Health service • CatSalut
- Catalan health service model integrates into a single network of public use all health resources. http://www10.gencat.cat/catsalut/
- Private medical insurance:
  https://www.upc.edu/sri/estudiantado/estudiantado-internacional/antes-de-venir/seguro-medico-o-de-viaje/

Emergencies
- Operates on a 24-hour immediate response regarding all kinds of emergencies

DON’T MISS!!
ESN organizes workshops to help foreign students to find a flat

Students who have a private insurance, in case of an accident, should contact directly the insurance company