Welcome Guide for master’s students

Registration

There are two enrollment periods: in September (for autumn semester) and in February (for spring semester).

The 1st enrollment is in person; subsequent enrollments will be done online. On our website, you can check the specific info for each enrollment period.
http://www.etseib.upc.edu/en/component/content/article/2805-tramit-matricula-i-tramits-relacionats

How

1. Required documents
It is necessary to hand in the following documents depending on where the student earned their degree or completed the courses that qualifies him/her to enrol in the master's degree course.

Graduated at UPC schools
- Curriculum vitae

Graduate at any other public university in Spain
- Previous documents and:
  - Photocopy of the applicant's Spanish ID card (DNI), foreigner ID card (NIE) or passport.
  - Original and photocopy (or certified photocopy) of the qualification entitling the student to enroll in the master's degree or proof of payment of the issuing fee for it
  - Original and photocopy (or certified photocopy) of an academic certificate listing the subjects completed, the marks received and the number of credits/hours of each one. This certificate must also show the overall average mark obtained by the applicant.
  - 2 ID photos

Graduated at foreign universities and higher education institutions
- Previous documents and:
  - If the applicant holds any additional qualifications in the field of the master's degree other than the one that qualifies him or her to enrol, he or she must provide documentary evidence thereof (original and a photocopy or a certified photocopy)
  - If the qualification is not homologated, the original certificate and a photocopy (or a certified photocopy) of the document issued by the awarding university or institution or by the competent authority for such matters in the issuing country. This document 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.

All documents issued in non-EU countries must be legalised and bear the corresponding apostille. More info: http://www.upc.edu/sga/expedientes/legalizacion-de-documentos/legalizacion-de-documentos-expedidos-en-el-extranjero?set_language=es

2. Course selection
Students will select courses and groups

3. Registration payment
By Spanish bank account or directly at any bank office
What

All master’s programs are regulated by Academic regulations. They are available on the Servei de Gestió Acadèmica web (http://www.upc.edu/sga > Recursos > Normatives i Legislació)

Courses

Info

Objectives, content, methodology, evaluation and references

Schedule

Many courses have different groups, professors and schedules. Check our web for more info!

Lang

It may vary depending on the chosen group

Exams

The exact date and time of exams (partial or final) are set before the start of each semester

Schedule

In every timetable, the course name, the type of course, the language and the room.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LANGUAGE</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>(T): Theory</td>
<td>(CAT): Catalán</td>
<td>H-9.2</td>
</tr>
<tr>
<td>(L): Laboratory</td>
<td>(CAST): Castellano</td>
<td></td>
</tr>
<tr>
<td>(P): Practices</td>
<td>(ENG): Inglés</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Horar</th>
<th>Dilluns</th>
<th>Dimarts</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00</td>
<td>Operacions i demanda en sistemes de transport i logí</td>
<td>Anàlisi i simulació de sistemes de transport i logí</td>
</tr>
<tr>
<td>16:30</td>
<td>T/CAT H-9.2</td>
<td>T/CAT H-9.2</td>
</tr>
<tr>
<td>17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19:30</td>
<td>Introducció a la cadena d’aprovacionament (SCM)</td>
<td>Operacions i demanda en sistemes de transport i logí</td>
</tr>
<tr>
<td>20:00</td>
<td>T/CAT H-9.2</td>
<td>T/CAT H-9.2</td>
</tr>
<tr>
<td>20:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Portal de asignaturas: http://www.etseib.upc.edu/ca/portal-dassignatures

When

Documents

5 September
13 September
19 September

11:30h · Hall ETSEIB (Ground floor)

Registration

5 September
13 September
19 September

12h · Computer rooms 5.1 y 5.2

Changes

Until 27 September · through e-Secretaria

1st registration is face to face; subsequent enrollments will be done online
Changes in the study plan depending on the student profile

**Introductory courses**
- Depending on the student profile -> It will be published on the official admission list.
- They are courses of 3 ECTS performed during the autumn semester and they can match with regular courses.
- Student needs to get registered in September.

**Validation of credits**
- Depending on the student profile -> Some of them are standardized (it will be published on the official admission list). Other validations need to be analyzed by the academic coordinator individually.
- Student needs to ask for an exam for recognition of foreign studies.
- FOR Courses that can be recognized registration WILL BE after the validation is confirmed.
- The maximum of credits that can be validated are: 60 ECTS in masters of 120 ECTS and 30 ECTS in masters of 90 ECTS.
- Further info: http://www.etseib.upc.edu/en/component/content/article/302/2943-tramit-reconeixement-de-credits-en-els-masters-universitaris

**Research project**
- Workload: Between 12 or 30 ECTS depending on the master.
- Calendar: Between September and July.
- Supervision: It can be done at the ETSEIB, in a company or as an Exchange student.
- Further info: http://www.etseib.upc.edu/es/proyecto-de-fin-de-carrera-y-trabajo-de-fin-de-master

**Assessment**

**LOCAL GRADE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Honors</td>
</tr>
<tr>
<td>9 a 9.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>7 a 8.9</td>
<td>Very good</td>
</tr>
<tr>
<td>5 a 6.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4 a 4.9</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>0 a 3.9</td>
<td>Fail</td>
</tr>
</tbody>
</table>

There are **NO** retake exams.

Exam dates can **NOT** be modified.
### Degree's request
When finishing the master's program, the student needs to ask for the certification degree and pay the required tax at SIAE. Further info: [http://www.etseib.upc.edu/ca/component/content/article/302/2955-tramit-sollicitud-del-titol](http://www.etseib.upc.edu/ca/component/content/article/302/2955-tramit-sollicitud-del-titol)

### Certification request
Students can request for academic certifications and other documents through e-Secretaria o personally at SIAE AFTER paying the public taxes.
[siae.etseib@upc.edu](mailto:siae.etseib@upc.edu)

### Survey
We will be glad to have your opinion to improve our work!