Welcome guide for exchange students

Study programmes at ETSEIB

http://www.etseib.upc.edu/en/prospective-students
### Related units

**Academic info & Welcome activities**

--> **ETSEIB International Office**
incoming.etseib@upc.edu ; +34 93 401 66 27
Av. Diagonal, 647

**Academic & administrative service**

--> **Information Service (SIAE)**
siae.etseib@upc.edu ; +34 93 401 66 09
Av. Diagonal, 647

**Immigration affairs**

--> **UPC International Students Office**
oficina.mobilitat.internacional@upc.edu;
+34 93 401 69 37
Campus Nord; BIB building (Library)

**Students helping students**

--> **Erasmus Student Network-UPC**
info@esn-upc.org

### Upon arrival

**ATTENDANCE IS MANDATORY!!!**

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<thead>
<tr>
<th>Monday 3</th>
<th>Tuesday 4</th>
<th>Wednesday 5</th>
<th>Thursday 6</th>
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</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>Break</td>
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<tr>
<td>10:00-11:00h</td>
<td>Immigration procedure (Aula máster, Campus Nord)</td>
<td>BREAK</td>
<td>Final degree project / Research assignmnet (Aula Capella)</td>
<td>Info exchange students ETSEIB (Aula Capella)</td>
</tr>
<tr>
<td>11:00-12:00h</td>
<td>BREAK</td>
<td>BREAK</td>
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<tr>
<td>12:00-13:00h</td>
<td>ESN-Tour at the ETSEIB</td>
<td>BREAK</td>
<td>Library ETSEIB (Aula Capella)</td>
<td>Break</td>
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<tr>
<td>13:00-14:00h</td>
<td>ESN-Looking for accommodation (Aula 1.3)</td>
<td>SIAE - Internships in companies (Aula 28.8)</td>
<td>ESN - Looking for accommodation (Aula 1.3)</td>
<td>ESN - Intercultural lunch</td>
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*Classes start on the **10th of February** (for exchange 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**

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

**Student card** · student ID
d_in?came_from=https://www.upc.edu/identitatdigital/identitat-la-meva-
identitat&idApp=genweb
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 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
Other services

**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**
http://bibliotecna.upc.edu/ETSEIB/es/
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/
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

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.

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/
c/Jordi Girona, 31, TG building. Contact: didactica.slt@upc.edu

**Spanish courses**
- Merit School
c/Jordi Girona, 29, building Nexus II. http://www.meritschool.com/
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-vi%C3%A9r/seguro-medico-o-de-viaje/

**Emergencies**
Operates on a 24-hour immediate response regarding all kind 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.