Academic info for exchange students

Enrollment

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. **Filling the learning agreement form**
   It is required to pre-select your courses in order to book a space

2. **Enrollment appointment**
   A confirmation will be sent to students by e-mail a few days before registration

3. **Documents required**
   Students need to hand in the following documents at the information desk

   - Nomination letter
   - Transcript of records
   - Curriculum vitae
   - Learning agreement signed and stamped
   - Copy of passport or ID
   - Copy of health insurance certification
   - Proof of enrollment at home institution
   - Original admission letter (just for non-EU students) -> **It’s necessary for your administrative visa process**

4. **Selection of courses/research project**
   Students will select courses and groups (at the computer lab)

When

<table>
<thead>
<tr>
<th>Documents</th>
<th>17 September · Hall ETSEIB (ground floor)</th>
</tr>
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<tbody>
<tr>
<td>Enrollment</td>
<td>17 September</td>
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<tr>
<td>Changes</td>
<td>During September · through e-Secretaria</td>
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Mandatory workload is of **15-40 ECTS** per semester.

### 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

- Selected courses must be given at the ETSEIB and should be taught in the semester of the exchange
- Exchange students can take courses listed on the "Course catalogue for exchange students"
- Selected courses must be validated by the ETSEIB and by the home university
- **DOUBLE DEGREE STUDENTS**: before the enrollment, the study programme will be defined together with the vice-director for International

### Schedule

In every timetable there is: the name of the course, the type of class, the language and the classroom.

**TYPE**
(T): Theory  
(L): Lab  
(P): Practices

**LANGUAGE**
(CAT): Catalan  
(CAST): Spanish  
(ENG): English

**CLASSROOM**: H-9.2

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- Operacions i demanda en sistemes de transport i logístic  
  **T/CAT H-9.2**
- Anàlisi i simulació de sistemes de transport i logístic  
  **T/CAT H-9.2**
- Introducció a la cadena d'apropienment (SCN)  
  **T/CAT H-9.2**
- Operacions i demanda en sistemes de transport i logístic  
  **T/CAT H-9.2**
- **Infraestructures i serveis de transport**  
  **T/CAT H-9.2**

### Research project

**Workload**
30 ECTS

**Calendar**
Between September and July

**Supervision**
It is necessary to find a professor-tutor before arriving

### Final Degree Project

**Research assignment**
15 ECTS

**Calendar**
Between September and July

**Supervision**
It is necessary to find a professor-tutor before arriving
### Local grading scale

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<tr>
<th>LOCAL GRADE</th>
<th>DEFINITION</th>
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<tr>
<td>10</td>
<td>Honors</td>
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<tr>
<td>9 to 9.9</td>
<td>Excellent</td>
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<tr>
<td>7 to 8.9</td>
<td>Very good</td>
</tr>
<tr>
<td>5 to 6.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4 to 4.9</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>0 to 3.9</td>
<td>Fail</td>
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### Transcript of records

It will be sent by the International Office to your home university at the end of your stay.

### Before leaving

- **Certificate of attendance**
  
  It is necessary to request it at International Office before leaving.

- **Learning agreement**: one copy can be requested at the International Office before leaving

- **Transcript of records**
  
  It will be sent by the International Office to your home university at the end of your stay

- **Survey**
  
  We will be glad to have your opinion to improve our work