TELECOM BCN STUDENT MOBILITY AND INTERNATIONAL RELATIONS OFFICE
2017/2018 Academic Year
http://www.etsetb.upc.edu/

TEAM

The team of the Mobility and International Relationships Office at Telecom BCN (UPC) includes the following people:

Prof. José Antonio Lázaro: Academic Responsible and Vice Dean of International Affairs.
Cindrela Sambró: Responsible for the Students Mobility.

INFORMATION ABOUT THE PROCEDURE TO FOLLOW UPON ARRIVAL AT TELECOM BCN

1) Documents you must provide upon arrival

- Original of the learning agreement signed by you and your university. If you also need an original signed by the school, you can submit two.
- Certificate of your university confirming you are a Socrates-Erasmus program student or any accreditation letter from your home institution saying that you are an exchange student.
- Updated transcript of records
- Certificate of enrollment at your home institution
- Copy of your passport or ID Card
- Copy of your European Health Card or International Medical Insurance

You can provide these documents on the school meeting or stop by at Secretaria Academica Office (B3 building, ground level) to bring us such documents.

2) Language Courses

To easily get involved in the Catalan life, we strongly recommend you to take Catalan and Spanish courses.

- UPC offers you Catalan courses: https://www.upc.edu/slt/en/reception/catalan-beginners
- If you are interested in Spanish courses, you can contact the Language Services and Resources at UPC (SLT): 93 401 74 97, web.slt@upc.edu.
  Important: Since these courses are not taught by any institution of UPC, the credits that we will recognize for the courses will not be the same that they announce at their website.

3) Getting to know the UPC North Campus

The following is a list of useful locations to move around North Campus:

- Telecom BCN Building B3
- Classrooms Buildings A
- Image (Publication center to buy classnotes and books): Building (C3) - basement
- LIBRARY (Biblioteca Rector Gabriel Ferraté): Building B1B
- OMI (International Mobility Office –UPC-) Building (C2) - basement
- UPC Sports (Sport center and leisure activities): Poliesportiu (PO)
- The Research and Faculty Departments are in: Buildings D and C

4) UPC-wide International Mobility Office (OMI)

There is a UPC-wide office for mobility, namely the International Mobility Office (OMI). At the International Mobility Office you can find the welcoming material and you can also get information about the procedures that foreign people must comply while being in Spain, especially information about how to get your student’s stay card (for citizens who do not belong to E.U.) or about how to register at the Comunitarian citizen’s register (for students belonging to E.U. countries). You should address yourselves to the OMI during the first days of your stay at UPC.

Click here for more information http://www.upc.edu/sri/en/students/international-students/about-your-legal-status-in-spain/about-your-legal-situation-in-spain

5) Visiting hours of the Vice Dean of International Affairs

Prof. José Antonio Lázaro: Academic Responsible and Vice Dean of International Affairs (Office B3 – 202b).
You can find the updated visiting hours at the next link: http://www.etsetb.upc.edu/ca/els-serveis/secretaria-oberta/horaris-de-consultes#section-1
6) Final Thesis Registration

You must carry out a “registration” of your Master Thesis and have an advisor for it, you must follow this procedures:
http://etsetb.upc.edu/ca/international/foreign-students/application-and-procedure#section-13

Remember that all the students who will do their Master Thesis must defend it in our School (with independence if you have to defend it in your School too).

7) Course Registration

About timetables and course groups:

- You should carefully check the course timetable.
- Each compulsory course has several groups with different lecture (theory) classes (10, 20, 30, 40, etc). These groups are divided into smaller groups for laboratories (11, 12, 13, 21, 22, etc). Please pay also attention to the division into A and B weeks.
- Optional courses usually have only one group of lecture (theory) with only one timetable, except the ones that have laboratory, in which case they are split into smaller groups.
- You might want to take into account the language (Catalan/Spanish/English) used by the professor to lecture. We advise you to take a look at http://www.etsetb.upc.edu/ca/estudis/curs-actual/professorat-responsables-dassignatura-i-coordinadors-de-graus/copy_of_professorat-assignat-a-les-assignatures-i-idioma-dimparticio
- You should also take into account the exam calendar so as to avoid overlaps.
http://www.etsetb.upc.edu/ca/estudis/curs-actual/horaris-aules-i-calendaris/calendari-dexamens#section-0

7a) Registration modifications

If for some reason you request to change your group or any other modification in your enrollment, you may come to the academic office in building B3 and we will do the change in person. The period for changes ends on February 19th.

Before any request of change, we encourage you to verify the EXAM CALENDAR and the GROUP AVAILABILITY at the Academic Office.

8) Access to the computer laboratories

If you are already registered of courses in your learning agreement and everything is correct you will have available the Username and Password of your computer lab account, which will allow you to work with the computers at the School and have an e-mail. The computer rooms are placed in the B3 Building (basement) and in the computer room of A2 Building. Alternatively, after formalizing the registration, you will have your account available.

9) Telecommunications Student Association (DAT)

UPC North Campus, Omega Building. For further information: http://dat.upc.edu/

10) UPC student card

Request for your UPC card:

- Enter prisma-nou.upc.edu/estudiants, with your username and password.
- Choose my details from the left menu.
- Check that your address in Barcelona is ok.
- Upload your photograph at I want to change the photo. It must have the format detailed when clicking on the photograph link.
- For any doubt regarding the UPC card, please contact identitat.digital@upc.edu.

Welcome to Telecom BCN, to UPC and to Barcelona!

February 2018