UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

Escola d'Enginyeria de Telecomunicació
i Aeroespacial de Castelldefels

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Fact Sheet 2022/23

1. Institutional Information

1.A. Institutional details

Name of the institution	Castelldefels School of Telecommunications and Aerospace Engineering (EETAC)
Erasmus Code	E BARCELO 03
EUC	28604
Website (Institution)	http://eetac.upc.edu/en/
Website (Support for Incoming Students)	https://eetac.upc.edu/en/mobility/incoming https://www.upc.edu/sri/en/students/students-mobility-office/incomings
Online course catalogue	http://eetac.upc.edu/en/study/bachelors-deegrees http://eetac.upc.edu/en/study/masters-degrees

1.B. Main contacts

Contact person	Enrica Zola
Responsibility	EETAC Academic Mobility Coordinator
Contact details	Phone: +34 93-4137030 - Fax: +34 93-4137007 Email: eetac.international@upc.edu

Contact person	Maria Jesús Melo
Responsibility	Erasmus + Officer Administrative Coordinator
Contact details	Phone:+34 93-5523570 - Fax: +34 93-4137020 Email: eetac.mobilitat.estudiants@upc.edu

2. Detailed academic requirements

2.A. Academic Calendar:

	Autumn term	Spring term
Lecture period	mid-September – mid-January	mid-February – mid-June
Exam period	mid-January	mid-June

Further details will be provided through this link:

https://eetac.upc.edu/en/study/academic-calendar-eetac

2.B. Recommended language skills

The sending institution, following the agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Spanish	B2
Staff Mobility for Teaching	Any	English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see
http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.C.   Additional requirements

For the application procedure, please consult the website:
https://eetac.upc.edu/en/mobility/incoming

Incoming students are requested to have a close look at our syllabus before their arrival to EETAC. Please, take into account that we offer courses in different Bachelor study programs (https://eetac.upc.edu/en/study/bachelors-deegrees) and different Master degrees (https://eetac.upc.edu/en/study/masters-degrees, fully taught in English). The student is requested to choose courses according to his/her level of studies and previous knowledge, also taking into account specific requirements imposed by the course itself.

UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with a prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided. Website (Catalan only):
https://inclusio.upc.edu/ca/serveis

Students who are planning to do their Bachelor or Master Thesis or an Internship in a Research Lab must find a professor working on the preferred topic and contact this professor before applying for the mobility. You can find a list of our professors here: https://mitra.upc.es/SIA/INFOWEB_DIRECTORI.TAULA
A list of the current available Thesis can be found here: https://mitra.upc.es/SIA/PFC_PUBLICA.INICI
Please, take into account that Master Thesis can be found through the folders named "MU...".

Our acceptance letter is necessary for your students to be considered as accepted. In case of applying to an internship or to a Thesis, the acceptance letter cannot be signed unless the student has already found the EETAC professor who will supervise the activity.

Student's Transcript of Records will be sent to them and in copy to you, Home university/school, by email when we have them signed by Academic Secretary.

UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH
UPC
Escola d'Enginyeria de Telecomunicació
i Aeroespacial de Castelldefels

3.   Calendar

3.A.   Nomination Deadlines

Please, send your nominations to eetac.mobilitat.estudiants@upc.edu

Autumn term	March 31 st
Spring term	September 30th

3.B.   Application Deadlines

Applications of nominated students must reach our institution:
https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure

Autumn term	From April 1st to April 30th
Spring term	From October 1st to October 31th

3.C.   Decision Response

We will send our decision within 6 weeks from the end of the period.

3.D.   Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

3.E.   Termination of the Agreement

This agreement may be terminated by:
- End of the stipulation period validity.
- Mutual agreement between parties.
- Written notice of termination, six months in advance before the expiring date.

4.   Additional information

4.A.   Grading system

Grade	Definition
MH	Honors (is given on exceptional occasions)
9 to 10.0	EXCELLENT: outstanding performance with only minor errors
7 to 8.9	VERY GOOD: above the average standard but with some errors
5 to 6.9	SATISFACTORY: generally sound work with a number of notable errors
4 to 4.9	MARGINAL FAIL: some work required before the credit can be awarded
0 to 3.9	FAIL: Considerable further work is required
NP	NOT EXAMINED
R	RECOGNITION

4.B. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution (Erasmus code)	E BARCELO 03
Contact details (email, phone)	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37
Website	https://www.upc.edu/sri/en/students/students-mobility-office/incomings/legal-issues

4.C. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact	International Students Office
Contact details	oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37
Website	https://www.upc.edu/sri/en/students/students-mobility-office/international-students/before-coming-to-upc/health-insurance

4.D. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Contact details	In Castelldefels: piusfontiquer@resa.es Telephone: (+34) 93 501 15 00
Website	https://www.resa.es/en/residences/castelldefels/residence-hall-pius-font-i-quer/residence/
Other option	https://www.upc.edu/sri/en/students/students-mobility-office/international-students/before-coming-to-upc/accommodation