

EETAC – Processes for MASTER students who have already started their studies

2016-2 to 2017-1

e-Secretaria(*): The schedule of procedures that can be done by e-Secretaria, start at 00:01h the first day of term and end at 23:59h on the last day.

Process	Start date and hour	End date and hour	Place	Observations / Documents
Period to apply for the adaptation of the new master	01 May	30 June	e-Secretaria(*)	ONLY for students of the old programs (MASTEAM 06, MASTEAM 09)
Publication of marks at e-secretaria	22 June	26 June	e-Secretaria(*)	Any student who wants to apply for the revision of specific evaluation acts (exam, questionnaire, etc) or that would like to ask for the revision of the global evaluation of the course should contact directly with the teacher(s) of the course.
Period for extraordinary revision of qualifications with the course teachers	23 June	23 June 12:00	To be arranged with the teachers	
Publication of the changes in the qualification (if any)	26 June	26 June 14:00	e-Secretaria(*)	
Period to apply for a grace semester to continue his/her studies	30 June	04 July	PORTAL CBL.Sol·licitud de continuïtat d'estudis (EETAC) e-Secretaria(*)	<input type="checkbox"/> ONLY for those students declared as unfit to continue their studies due to low academic performance in their first year at the master
Period to apply for an exception in the enrolment	30 June	03 July	Portal CBL. Estudiants NO NOUS; Com planificar la meua matrícula EETAC e-Secretaria(*)	ONLY to request the enrolment in courses that are not present in your potential enrolment list
Publication of the potential enrolment list of each student	03 July Morning and afternoon	12 September Morning and afternoon	e-Secretaria(*)	List of courses that the student will be able to enrol
Publication of the course schedule and exams calendar	03 July	03 July Afternoon	Web EETAC. Informació acadèmica	<input type="checkbox"/> IMPORTANT ACLARIMENT sobre horaris de classe i exàmens: L'EETAC es compromet a establir horaris de classe i calendaris d'examen perfectament compatibles per a l'alumnat que faci qualsevol de les seves titulacions o la doble titulació amb accés per preinscripció. En el cas d'haver de matricular assignatures per segona vegada o fora de les seqüències previstes, l'Escola farà un esforç per

				evitar incompatibilitats però ja no pot garantir-ho. Dins d'aquests esforços l'Escola intenta oferir grups de matins i de tardes però les places estan limitades i trobareu cursos amb un únic grup, ja sigui de matí (la majoria de les vegades) o de tarda. Recordeu que cada quadrimestre es publiquen amb antel·lació els horaris disponibles (de classes i d'exàmens) i podeu decidir si us convé matricular-los o no. Després de la matrícula no teniu dret legal a modificacions encara que l'Escola i el professorat intentaran ajudar-vos dintre d'un marge raonable.
Publication of the Order of Enrolment	04 July	04 July Morning	NetÀrea e-Secretaria(*)	Enrolment time slot for each student Students are prioritized in terms of number of credits to finish their studies, priorities assigned for work reasons (or other activities), and in case of draw, by the average qualification obtained till now. Check your NetArea
Publication of the resolutions of the revisions of the Curricular Evaluation	06 July	06 July 14:30	e-Secretaria(*)	
Publication of the resolutions regarding the adaptation to the new master	07 July	07 July 00:00	e-Secretaria(*)	
Publication of the resolutions regarding exceptions in the enrolment	07 July	07 July Morning	e-Secretaria(*)	To enrol in courses that are not present in your potential enrolment list
Final resolution about those students declared as unfit to continue their studies due to low academic performance in their first year at the master	07 July	07 July Morning	NetÀrea Portal CBL.Tauler d'informació de l'Oficina de Suport a la Docència e-Secretaria(*)	
Online ENROLMENT for not new students (Degrees and MASTERS)	10 July	11 July	e-Secretaria(*) Enrollment platform (English)	The registration will NOT be done face-to-face, you have to do it through e-secretaria. You have computers available in the 234 classroom of the School. If you have any doubt during the enrolment you can call to this telephone number 935523555 from 10:00h to 14:00h.
Period to apply for MODIFICATION of the enrolment	28 July	31 August	Portal CBL. Tràmits posteriors al procés de matrícula (EETAC) e-Secretaria(*)	All requests due to job reasons must be accompanied by the appropriate documents
First day of lectures for MASTEAM	08 September	08 September	EETAC	
First day of lectures for MAST	13 September	13 September	EETAC	
Period to apply for DROPPING subjects (de-enrolling courses)	13 September	31 October	Portal CBL. Tràmits posteriors al	No refunds will be performed in any case.

procés de matrícula

e-Secretaria(*)

■ The requests will be resolved during the period. Check periodically the status of your request.

Publication of the resolutions regarding MODIFICATIONS in the enrolment

13
September

13
September
Morning

e-Secretaria(*)

No refunds will be performed in any case.

Period for executing the DROPPING of subjects (de-enrolment) - only for those requests previously accepted

14
September

08
November

Oficina Oberta

If your request has been accepted, pass by "Oficina Oberta" in order to formalize the modification. In this step the student must present himself/herself.

If you don't pass by "Oficina Oberta", the modification will NOT be executed.

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If you don't pass by "Oficina Oberta", the modification will NOT be executed.

Period for executing the MODIFICATIONS in the enrolment – only for those requests pending

14
September

15
September

Oficina Oberta