

EETAC – Processes for MASTEAM New students

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
Pre-enrolment period	09 January	07 July	Application for admission to UPC courses	<p>■ Admission's procedures</p> <p>■ 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.</p>
Publication of the course schedule and exams calendar	03 July	03 July Afternoon	Web EETAC. Informació acadèmica	<p>■ LIST OF ADMITTED STUDENTS MASTEAM 2017-1</p> <p>■ Authorization of a third party ENROLMENT'S TIMETABLE: form 10:00h to 13:30h</p>
Publication of the list of students admitted to MASTEAM	28 July	28 July Morning	In this web from the date aforementioned	
Presential ENROLMENT new students of MASTEAM 15	05 September 10:00	05 September 13:30	<p>■ Baix Llobregat Campus LIBRARY: Enrolment's classroom</p> <p>■ Oficina Oberta</p> <p>■ Enrollment platform (English)</p>	

Extraordinary pre-enrolment period of September	06 September Morning	08 September Morning	Application for admission to UPC courses	Admission's procedures
First day of lectures for MASTEAM	08 September	08 September	EETAC	
Period to apply for DROPPING subjects (de-enrolling courses)	13 September	31 October	Portal CBL. Tràmits posteriors al procés de matrícula e-Secretaria(*)	■ No refunds will be performed in any case. ■ The requests will be resolved during the period. Check periodically the status of your request. 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.
Period for executing the DROPPING of subjects (de-enrolment) - only for those requests previously accepted	14 September	08 November	Oficina Oberta	
Publication of the list of admitted students in the extraordinary pre-enrolment period of September	18 September	18 September Morning and afternoon		
Presential ENROLMENT of students admitted in the extraordinary pre-enrolment period of September	20 September 11:00	20 September 13:00	Baix Llobregat Campus LIBRARY: Enrolment's classroom Oficina Oberta	■ Autorització a tercers