



**UNIVERSITAT POLITÈCNICA DE CATALUNYA**  
**BARCELONATECH**

**Escola d'Enginyeria de Barcelona Est**

# **Regulations for access to studies, of the School of Engineering of Barcelona Est - EEBE**

**Agreement J.EEBE/2023/03/02, of June 28, 2023, of the School Board, which approves the Regulations for access to studies, of the EEBE**

**Department of Studies**



<b>1. PREAMBLE .....</b>	<b>3</b>
<b>2. ACCESS TO UNDERGRADUATE STUDIES .....</b>	<b>4</b>
2.1. ACCESS VIA UNIVERSITY CHANGE AND/OOF OFFICIAL UNIVERSITY STUDIES .....	4
2.1.1. <i>Scope of application</i> .....	4
2.1.2. <i>Publication of call and information about the process</i> .....	4
2.1.3. <i>Selection of students</i> .....	4
2.1.4. <i>Related procedures</i> .....	5
<b>3. ACCESS TO INTERNAL EEBE DOUBLE DEGREE STUDIES.....</b>	<b>5</b>
3.1. ACCESS REQUESTS .....	5
3.2. ACCESS REQUIREMENTS .....	5
3.3. SELECTION AND ADMISSION .....	5
3.4. RELATED PROCEDURES .....	6
<b>4. ACCESS TO MASTER'S STUDIES .....</b>	<b>6</b>
4.1. ACCESS REQUESTS .....	6
4.2. ACCESS REQUIREMENTS .....	6
4.3. SELECTION AND ADMISSION .....	7
4.4. RELATED PROCEDURES .....	7

## 1. PREAMBLE

Access to official undergraduate and master's degree university studies is regulated by different regulatory provisions detailed below:

[Royal Decree 412/2014](#) , of June 6, which regulates access to degree studies.

[Royal Decree 822/2021](#) , of September 28, which regulates access to master's studies and academic programs with successive paths.

[Double degree framework](#) approved by the Governing Council of the UPC (Agreement 60/2017 of the Governing Council of the UPC)

[Academic regulations for undergraduate and master's studies](#) of the UPC that is approved each academic year by the Governing Council of the UPC.

[Verification reports](#) , [reports of double degrees](#) , and other monitoring and accreditation reports for the corresponding studies that complement the regulatory framework that regulates bachelor's and master's studies.

Despite these generic regulatory provisions, the UPC empowers the Teaching Centers to detail and deploy the requirements and the access and admission processes for the degree and master's studies that it teaches and manages. So, this regulation deploys those points that the NAGRAMA empowers the Teaching Centers.

Everything not included in these regulations is governed by the regulations of a higher rank.

## 2. ACCESS TO UNDERGRADUATE STUDIES

### 2.1. ACCESS BY CHANGE OF UNIVERSITY AND/OR OFFICIAL UNIVERSITY STUDIES

#### 2.1.1. Scope of application

The access admission process for students requesting a change of University or a change of partial official Spanish university studies is done in accordance with the requirements established in section 1.1.B. of the Academic Regulations for undergraduate and master's studies, NAGRAMA.

The admission process for students with partial or full foreign university studies who have not obtained the approval of the degree in Spain is done in accordance with the requirements established in section 1.1.C. of the Academic Regulations for undergraduate and master's studies, NAGRAMA.

The procedure for obtaining a place by changing university and/or studies consists of three phases: application, admission and registration. These processes are the responsibility of the EEBE.

#### 2.1.2. Publication of call and process information

Before the start of each academic year, the EEBE will publish on its institutional website each call for admission by change of university and/or official university studies. In each call it will appear:

- number of places offered for each degree study
- deadlines for submission of access requests, requirements and documentation to be submitted
- deadlines for resolution of submitted applications
- enrollment deadlines for admitted students

#### 2.1.3. Selection of students

In the event that the number of applications is greater than the offer of places for each of the degree studies, the application prioritization process will be applied according to the following criteria:

- a. Firstly, and in compliance with [the X5 School Network Agreement](#) (student mobility agreement between UPC schools with a single degree in the field of engineering), those students who have started one of the degrees that appear in annex 1 of the agreement, have passed the phase initial and apply to move to the same grade within the EEBE.
- b. Secondly, students coming from studies that belong to the same branch of knowledge (field of industrial engineering).
- c. Thirdly, students who have passed a minimum of 60 ECTS.
- d. Fourth, the students with the best grade point average on their academic record.
- e. In fifth place, students with a greater number of passed credits.
- f. Sixth, and only in the event of a tie, an alphabetical priority will be established between the candidates in accordance with the resolution of the competent Department of the Generalitat of Catalonia to determine the order of action of the applicants in the processes current selections.

#### 2.1.4. Related procedures

The awarding of a place due to a change of university and/or official university studies results in the transfer of the corresponding academic record, which the student must process at the university and/or center of origin once they can certify your admission.

The admission of the students will become effective at the moment that the corresponding registration is formalized in the studies to which they have accessed through the change of university and/or official university studies within the dates that are established and publish. Otherwise, the place obtained will be lost.

### 3. ACCESS TO INTERNAL EEBE DOUBLE DEGREE STUDIES

#### 3.1. ACCESS REQUESTS

The EEBE will publish on its institutional website all the information corresponding to the access process to the double degree studies offered. This information will include:

- Number of places for each of the double degree itineraries
- Calendar and procedure for requesting access
- Calendar of resolution and publication of the same

#### 3.2. ACCESS REQUIREMENTS

- a. Students must first access one of the degrees (called the degree of origin) they wish to obtain through university pre-registration or through any of the other routes provided for in Royal Decree 412/2014.
- b. Access to the second degree (which is called the destination degree) can be done:
  - Once you have passed the Initial Phase in your original qualification (60 ECTS corresponding to Q1+Q2)
  - The entry grade of the original qualification is equal to or higher than the cut-off grade of the destination qualification in the course in which the original qualification was obtained.

In the case of students who have gained access to the degree of origin through a change of studies and/or university, the course and the entrance grade to the University that the student has will be considered (in their previous university studies) and this must be equal to or higher than the cut-off grade of the destination qualification.
  - The student must have a maximum of 180 ECTS among those passed and enrolled at the time they make their application for access

#### 3.3. SELECTION AND ADMISSION

In the event that the number of applications for an itinerary exceeds the number of places offered, the order of allocation of places will be based on the weighted average between the entrance mark (40%) and the average mark of the Initial Phase (60%) obtained by the student in the degree of origin.

In the event of a tie, they will be ordered from highest to lowest according to the average grade obtained in the Initial Phase of the studies of origin.

### 3.4. RELATED PROCEDURES

Students admitted to double degree studies will have the corresponding academic file opened in which they will be enrolled and evaluated.

Enrollment dates will be published in the calendar of procedures corresponding to the institutional website of the EEBE and students will be able to consult them through the e-Secretariat.

## 4. ACCESS TO MASTER'S STUDIES

### 4.1. ACCESS REQUESTS

The request for access to master's studies will be made through the pre-registration process ([UPC pre-registration website](#)).

The EEBE will publish on its institutional website:

- Number of places for each of the master's degrees
- Calendar and procedure for requesting access
- Calendar of resolution and publication of the same

At the time of pre-registration, it will be necessary to attach in electronic format all the documentation that justifies compliance with the academic requirements specified in the following section. This pre-registration will involve the payment of the study fee for documentation and academic record for selection and assignment.

### 4.2. ACCESS REQUIREMENTS

The conditions for access to master's studies are set out in section 1.2.3 of the UPC's Academic Regulations for undergraduate and master's studies ([NAGRAMA](#)).

Regarding the specific admission requirements that are the responsibility of the center, the following are established:

- a. Those degree students at the UPC who, despite not having obtained the degree, will only be able to access the master's courses managed by the EEBE.  
In these cases, access will be conditional on having the TFG enrolled at the time of access to the master's and having achieved the generic competence corresponding to the third language.
- b. Degree students from other Spanish Universities who have not been able to access a master's degree because they have not completed their studies because they are waiting to defend their final degree thesis, may be admitted conditionally. Definitive admission cannot be given beyond October 31, when they must have obtained their degree. Until the moment of definitive admission, they will not be able to formalize the corresponding registration in the master's studies.

- c. Those students of the Academic Programs with successive routes corresponding to those who have a maximum of 30 ECTS remaining including the TFG of the degree study and optional credits will be able to access the master's courses.

#### 4.3. SELECTION AND ADMISSION

In the event that the number of applications is greater than the offer of places for each of the master's studies, the application prioritization process will be applied according to the following criteria:

- a. First, priority will be given to those students who have fully completed the official university studies that give them access, that is, degree students.
- b. Secondly, priority will be given to those students without completed degree studies who are taking academic programs with successive courses in which the master's studies taught at the EEBE are included.
- c. Thirdly, priority will be given to those students who have not completed degree studies taught at the UPC.
- d. Finally, the order of place allocation will be based on the weighted average between the average mark of the academic record of the degree that gives you access (60%) and the correspondence of the access skills of the student with the master's skills in question (40%).

#### 4.4. RELATED PROCEDURES

Once the submitted documentation has been analyzed and the selection and admission criteria have been applied, students admitted according to the corresponding resolution must accept their admission with the payment of this. At this point the student is considered admitted to the master's studies and is allowed to obtain the corresponding certification of admission for a given course and term.

The admitted student must start his studies in the period for which he has been admitted; therefore, you must formalize your registration within the period established by the calendar or request the reservation of a place by means of a formal request.