

# FAQ'S

## About agreements

### 1. My university has no agreement with EEBE. Could I make the application as an exchange student?

No, you can't. If there is no a bilateral agreement with our School EEBE (although your institution has a student collaboration with another UPC School) you cannot make our application as an exchange student.

However, if you keep interested in study at EEBE you can do it as a **visiting student**. This figure does not gives an enrolment free of charge as it happens in a mobility program or under an agreement. The economic conditions are established by the UPC's Board of Trustees each academic year and represents 150€ per ECTS credit). Visiting students can take a maximum of 60 ECTS (bachelor's degree) and 30 ECTS (master's degree). They are neither considered UPC students not get UPC degree under this modality.

## About academic offer

### 2. Can I mix subjects from different fields of study?

Yes, you can. Choose any subject from our international [study offer](#) as long as you have previous knowledge of the field and meet the requirements for each subject.

On the other hand, it is not possible to take Master subjects if you are a Bachelor's degree student (except those specifically open to any degree level).

### 3. How I must proceed if I want to take a project?

First check the project proposals and contact the professor of the project that most suits you. If he/she accepts to be your advisor then make our electronic application within the deadline and write the name of the EEBE advisor on your learning agreement to be uploaded.

#### 4. I want to come to EEBE for the full academic year and carry out the project in the 2nd semester. May I have an advisor before applying?

It is not necessary. You can take subjects in the first semester and find a project before starting the second one.

#### 5. How to fill in the Learning Agreement?

Before uploading your L.A., it must be validated and signed by your home coordinator according to the subjects you will find on the [international study offer list](#).

#### 6. When I will know the subjects schedule?

The schedule will be published on our website in July (autumn semester) and in February (spring semester).

### About the online application

#### 7. I am trying to make your electronic application but I don't see EEBE?

Firstly, pay attention on the list and choose the School you wish to apply.

If you cannot see **EEBE-mobility incoming** is because is not the application period. Please check deadlines for applying [here](#).

#### 8. I have selected another UPC School when I made the application. Can you see it?

No. UPC is very decentralized and each School manage the admission issues (documents, requirements, deadlines...).

#### 9. I do not see the button to send the request on you application electronic system.

Please be sure that you have uploaded all the required documents. Until you do not upload them, you will not be able to send the electronic application.

## About the required documents

### 10. I am currently taking English/Spanish preparatory course but I won't get the corresponding certificate of language before your deadline. What can I do?

If you will get the English/Spanish certificate after our deadline, you are allowed to upload the course registration. Once you get the certificate, please send it to us as soon as possible.

### 11. Do I need an official certificate of language?

It is not necessary an official one. We will also validate a document signed by your university certifying your language level (minimum B1).

### 12. Do I need a Spanish language although I just want to take English courses?

No. If you want to take subjects taught in English, you need an English certificate. If you want to take subjects taught in Spanish, you need an Spanish certificate. In case that you mix subjects in both languages, then you would need to provide us with both certificates.

### 13. What happens if I do not upload the responsible statement signed?

Your application won't be processed by our International Office.

## Status of the application

### 14. What are the different status?

- ✓ **“Processing (to be sent)”**: you are applying and your application (or request) has not finished yet. Please, submit all the required documents to be able to find the button to “send request”.
- ✓ **“Sent”**: your application has been sent and it has not been considered by our International Office yet.
- ✓ **“Confirmed (to be resolved)”**: your application has been reviewed but it is not resolved yet.

- ✓ **“Rejected”**: sorry your exchange has not been accepted. Check the reasons.
- ✓ **“Accepted”**: congratulations you have been accepted for an exchange program at EEBE.

<b>After application</b>
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**15. I have not received any communication since I sent my application.  
When I will get the acceptance?**

Confirmation of admission will be sent after the application period, NEVER BEFORE.

Firstly, your status application will change from CONFIRMED to REJECTED/ACCEPTED.

**16. What happens if I want to change my Learning Agreement after my acceptance?**

You will be able to change your L.A. if your university validates your new proposal. Please send it to us as soon as possible.