Barcelona International Summer School

Guide for EUTOPIA students
Summer 2024

EUTOPIA
European University

upf. Barcelona International Summer School

Contents

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Key dates 2024

Offer Round	Application and registration in the system	Course registration and payment
March Round	March 1st - March 15th, 2024	March 18th - March 29th, 2024
April Round	April 1st - April 12th, 2024	April 15th - April 26th, 2024
May Round	May 1st - May 17th, 2024	May 20th - May 31st, 2024
Late Admissions - June	June 3rd - June 7th, 2024	June 10th - June 14th, 2024

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STEP 1 **GET YOUR IDENTIFICATION CODES**

Visit the Student registration form

Fill in your personal data on the first screen.

(!) Please, introduce your date of birth with European format (dd/mm/yyyy)

Check that your details are correct and accept the privacy conditions on the second screen.

Once you have completed this step you will receive an auto-reply. Please, **disregard this email and continue to the next step.**

STEP 2 ACCESS THE STUDENT APPLICATION

Visit the Virtual Secretary
Your user is your **passport number**, and your password is your **date of birth (European format: ddmmyyyy)**.

The system will require you to change your default password at this point. **Remember your new password**, you will need it for your enrolment process.
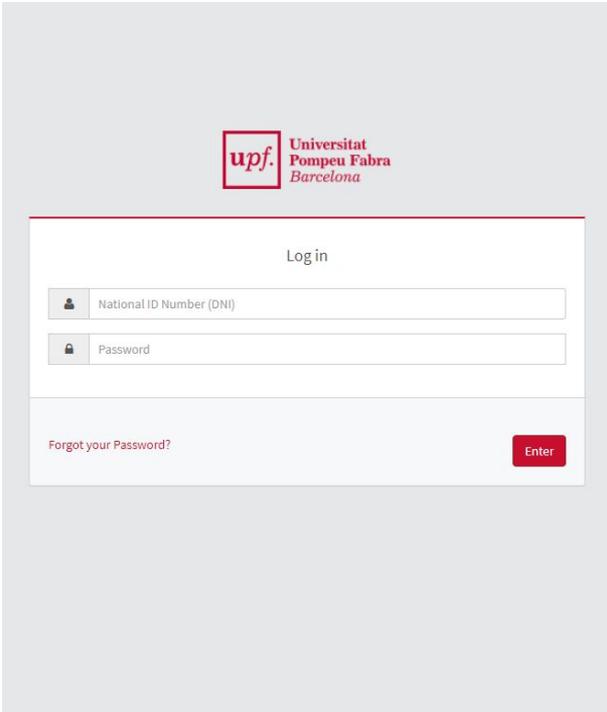
Log in

National ID Number (DNI)

Password

Forgot your Password?

Enter

STEP 2 ACCESS THE STUDENT APPLICATION

Start

Start

> By accessing this system and opening this page, you are informed of the regulations on access control to information systems [https://seuelectronica.upf.edu

Applications

Click on "**Mobility**"

Enrolment   Mobility

In the next screen, select **Barcelona International Summer School** from the dropdown menu and click on **+ Add**
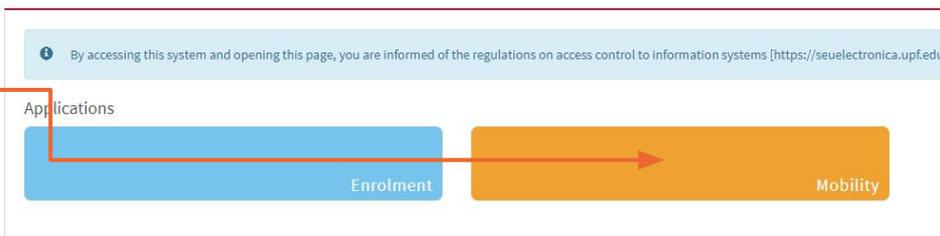
Mobility / Exchange application > Exchange application

Select the exchange program

Barcelona International Summer School ▾   ➕ Add

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STEP 3 FILL IN THE STUDENT APPLICATION

Correctly write all requested personal data.

To complete your registration, upload **all** the requested compulsory documents:

- A **photo of yourself** for your Student Record and Student ID Card and must be a **.jpg file** no more than **72KB**. What constitutes a suitable image:
  - has not been edited or filtered.
  - has been taken in the last month
  - contain no other objects or people
  - has a plain white background
  - is facing forwards and looking straight at the camera

✅ Plain light-coloured background
❌ Textured background
❌ Object in background
✅ Religious headwear
❌ Fashion hair accessories
❌ Fashion headwear

✅ Even lighting and no shadow
❌ Shadow on face
❌ Shadow behind head
✅ Eyes fully visible
❌ Glasses covering eyes
❌ Hair covering eyes

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STEP 3 FILL IN THE STUDENT APPLICATION

- Your **EU ID card or passport.** Upload one flat, scanned copy of your EU ID card or signed and valid passport in **.pdf format.**

Your passport should be <u>valid for at least 6 months after the end of your program</u> abroad.

- **Your transcript of records**. Upload your most recent unofficial transcript in **.pdf format**.
  - GPA is minimum 3.0 or global grade is minimum 7 out of 10 in a 0-10 scale.
- **Health insurance** document in **.pdf format**.

DOCUMENT CHECKLIST

- ❏ Photo of yourself (.jpg, 72kb)
- ❏ EU ID card or Passport (.pdf)
- ❏ Transcript of records (.pdf)
- ❏ Health insurance document (.pdf)
  - ❏ **(!) Specific coverages required:**

Any accident which may occur during the exchange period & Repatriation services

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STEP 3 FILL IN THE STUDENT APPLICATION

When selecting your home university's country, you will see UPF's partner universities. You must select the following:

Home university: (your home university)

Exchange program type UPF: Barcelona International Summer School

Faculty/School: 550 -Education Abroad Program

Plan: 665 - Barcelona International Summer School

HOME UNIVERSITY

| Country | United States of America |
| Home university | UNIVERSITY OF CALIFORNIA |

EXCHANGE DATA

| Exchange program type UPF | Barcelona International Summer School |

STUDY AREA AT THE UPF

Level of studies	● Undergraduate ○ Graduate
Faculty/School	550 - Education Abroad Program
Plan	665 - Barcelona International Summer School
Studies to be undertaken	

STEP 3 FILL IN THE STUDENT APPLICATION

In the section "STUDY PERIOD AT THE UPF":

Check the option "**Other**".

Introduce the dates of the program as follows:

Expected start date: 01/07/2024

Expected end date: 26/07/2024

If you are staying for less than 4 weeks, please adjust the dates to your stay at the UPF

STUDY PERIOD AT THE UPF		
Academic year	2023/24 ● Other	
Expected start date	01/07/2024 📅 (dd/mm/yyyy)	Expected end date 26/07/2024 📅 (dd/mm/yyyy)

STEP 3 FILL IN THE STUDENT APPLICATION

To complete your application, read the following statements and **tick the box** at the bottom to confirm you accept them.

Then click on **Save**

Your application is now complete.

ⓘ Your application form has been correctly submitted. Thank you

⏻ Exit

Basic Information on Data Protection

Controller: Universitat Pompeu Fabra.

Purpose: to manage the admission procedures prior to course enrolment, and upon prior consent, to send information about the courses and activities taking place at the University, based on the student's profile.

Legal basis: to enter into a contract or apply pre-contractual measures at the request of the interested party. Recipients: Universitat Pompeu Fabra and SIGMA AIE group, which provides the software platform commissioned by UPF. In the case of foreign students, upon prior consent, data may be forwarded to the Ministry of Foreign Affairs and to the corresponding consulate office to expedite the process of getting a visa. The University may forward and transfer data internationally to other higher education institutions which share an agreement with UPF to offer interuniversity courses or international mobility programmes, and to other third parties involved (representatives, agencies) at the request of the interested party. In addition, data will also be transferred if there is legal obligation to do so.

Rights: you can access your data, request their amendment, erasure and, in some cases, portability. You can object to their processing and request their limitation.

Additional information

☐ Basic information on data protection

☐ I give my consent to receive information about UPF courses and activities, based on my profile.

Only if you are a foreign student and you require a visa:

☐ I give my consent to for my personal details (full name, passport number, nationality, country and birth place) to be forwarded to the Ministry of Foreign Affairs and the corresponding consulate office to expedite the process of getting a visa.

◀ Previous   💾 Save

Wait for confirmation

Applications that arrive complete and with the correct supporting documents will usually be processed **within 5 working days**.

If we require further information as part of your application we will email you. Incomplete applications will take longer to process as you will need to provide further information.

We will **notify you via email** as soon as a decision has been reached.

Once you receive confirmation of your admission via email, get ready for your enrolment process. Make sure you complete your course registration **before the deadline**.

Start ENROLMENT

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Before your start

Please review our course offerings in our website and check for any cancellations or full courses. If you select more than one course, make sure are **not scheduled on the same time**, as our system does not detect overlaps.

STEP 1 LOGGING IN TO THE SYSTEM

Visit **https://secretariavirtual.upf.edu/**

DNI: Passport number.

PASSWORD: type in the password you now use.
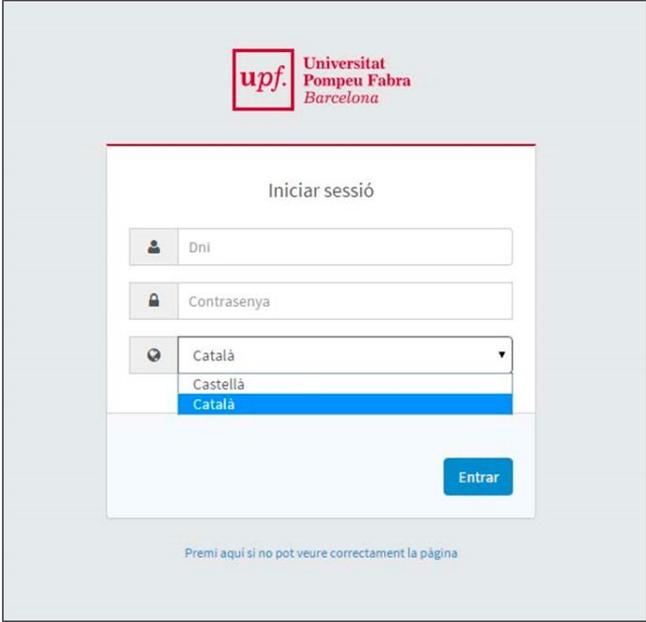
STEP 1 LOGGING IN TO THE SYSTEM

Click on **Enrolment**

Next, click twice on **ENROLMENT** on the left side menu

Start

By accessing this system and opening this page, you are informed of the regulations on access control to information systems [https://seuelectronica.upf.edu...]

Applications

Enrolment

Mobility

Home

Enrolment

Enrolment query

Home

Enrolment

Enrolment

Enrolment modification (undergraduate studies)

Enrolment query
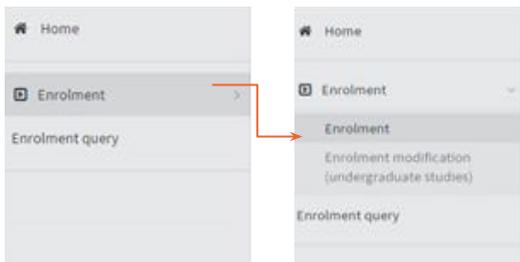
Please, review your personal information (My personal details screen) and **confirm** you have read the basic information on **data protection**.

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STEP 2 COURSE SELECTION

Courses can be added in two different ways:

1) By clicking on the "+" button

2) By typing the code in the "Global Search" and adding the course:

STEP 2 COURSE SELECTION

Your course selection will be displayed as follows.

You can delete a course from your selection by clicking the **X** icon.

Once your choices are made, Click on "**NEXT**" (at the bottom of the page) and the screen PAYMENT INFORMATION will be displayed.

Information about the selected amount of courses and ECTS credits will show up on the top

STEP 3 SELECT PAYMENT WAIVER

As a EUTOPIA student, the section **Scholarship type** will show "**EXEMPT AS PER AGREEMENT**".
Do not click on any box.

Please, ignore all fees displayed. **Do not tick any of the boxes.**

Click on **"Next"**.

PAYMENT INFORMATION

Apply discount	☐
Scholarship type	Exempt as per agreement ▾
Payment method	🔘 Credit card payment

OTHER AMOUNTS

	Description
☐	Contribution to UPF community grants
☐	Contribution to the UPF refuge fund
☐	Contribution to solidarity projects
☐	1 course 45h BISS
☐	2 course package BISS
☐	3 course package BISS
☐	1 course 30h BISS
☐	1 course 15h BISS
☐	Registration fee BISS

↩ Back   ↪ Next

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STEP 4 CONFIRM YOUR COURSE SELECTION

After reviewing the enrolment summary information, click on the **Confirm** button on the bottom of the screen.

(!) After this confirmation you **won't be able to make any changes to your enrolment**.

Changes to your course selection after the end of the enrolment period can be requested **only for exceptional reasons**. If that is your case, please contact the BISS Admissions team and if it matches the criteria, we will send you an Exceptional Amendment form subject to approval by the program Academic Director.

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STEP 5 PROOF OF ENROLMENT

Your enrolment is confirmed on the following screen and you can download a copy by selecting the **"Download"** icon ⬇

Finally, select the **CONTINUE** button at the bottom of the screen.

Please remember your enrolment will be complete after making the payment. The BISS team will contact you shortly with detailed instructions on how to make the fee payment via wire transfer.

Please keep an eye on your email inbox for this important message.

Enrolment documentation

ℹ The registration has been confirmed properly.
This screen is available on the registration forms.
It also has at its disposal the relevant payment documents depending on the form of payment. Additionally other relevant documents may have been generated.
Remember to print, download, or e-mailed these documents for future reference.

Document	↕	Options
Enrolment form 📄		🔍 🖨 ⬇ ✉

Continue

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Your registration is complete.

When you complete your online enrolment, you will be able to set up your IT account.

You can complete this final step from June onwards. It is advisable to complete this step before your arrival.

Set up your IT Account

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STEP 1 ACCESS UPF CAMPUS GLOBAL

You will need your **Campus Global username/code and password** in order to:
- Enter Aula Global (to see course materials, submit assignments and check your grades)
- Access UPF email
- Set up your Wi-Fi (Eduroam)

For this process to work you must have completed your BISS registration and have a password reset email address pre-assigned (the one you provided during the Application).

CAMPUS GLOBAL *upf.*

Visit this website:
https://www.upf.edu/intranet/campus-global

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STEP 2 FIND YOUR UPF USERNAME (u_____)

Click on *You don't know or can't remember your code?*

You will need to enter your **year of birth** and **last name(s)**

Universitat Pompeu Fabra Barcelona

Consulta el teu codi d'accés

Any de naixement

2003 → year of birth (i.e. 2003)
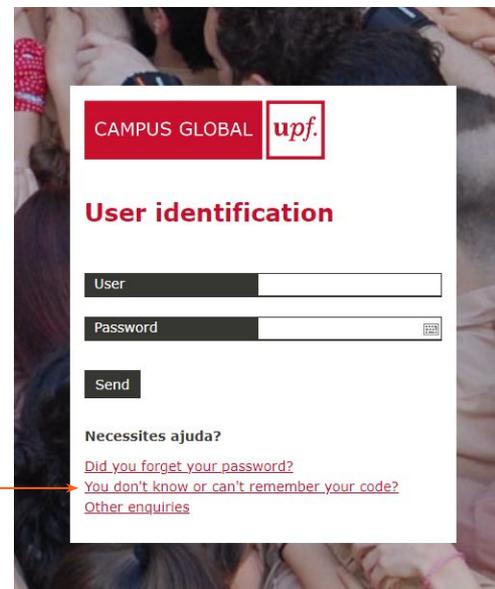
Cognoms

King → last name(s)

✓ No soc un robot
reCAPTCHA
Privadesa - Condicions

🔍 Cercar

CAMPUS GLOBAL upf.

User identification

User

Password

Send

Necessites ajuda?
Did you forget your password?
You don't know or can't remember your code?
Other enquiries

Remember the **access code/username** that is shown on the next screen.

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STEP 3 FIND YOUR UPF PASSWORD

Now click on *Did you forget your password?*

CAMPUS GLOBAL *upf.*

User identification

User

Password

Send

Necessites ajuda?

Did you forget your password?
You don't know or can't remember your code?
Other enquiries
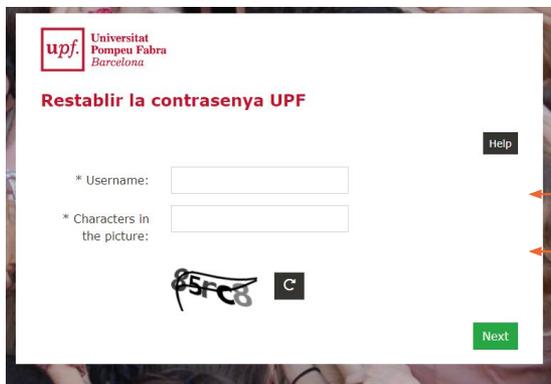
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Restablir la contrasenya UPF

Help

* Username:

* Characters in the picture:

25FC8

Next

enter you access code/username
confirm the CAPTCHA code
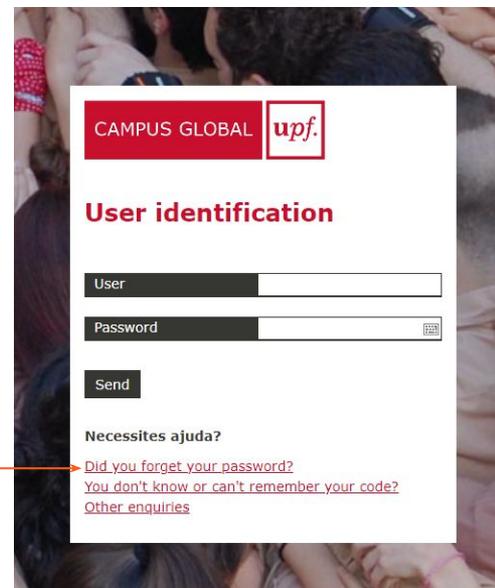
You will get a link to your **personal email** to reset your UPF Campus Global password.

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STEP 4 SETTING UP A DEVICE FOR TWO-FACTOR AUTHENTICATION

Once you know your username and password, you are ready to follow the next steps.
Enable the two-factor authentication (2FA) by associating a mobile device to your account:

1 Download the **Google Authenticator app** to your mobile device

Android
(phones and tablets)

iOS
(iPhone/iPad)

2 Follow the step-by step guide from this link:
Enable the two-factor authentication (2FA)

For more information, visit our Essential digital toolkit.

Essential digital kit for new UPF students
Here are a set of services and digital channels that will help you throughout your stay at the University

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You're all set to go!

Find out more

- Check our social activities program
- Read stories from our former students
- Follow our Instagram account

You may also find our frequently asked questions helpful.

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Need Help?

If you have a problem logging in to the system, or enrolling on courses using the online enrolment webpages, email **Barcelona International Summer School Admissions Team.**

For any other queries such as academic advice on module choice, change of programme etc., please contact your **home university advisors.**

Barcelona International Summer School Admissions Team
Aitor Albarracín & Ainhoa Urmeneta
barcelonasummerschool@upf.edu