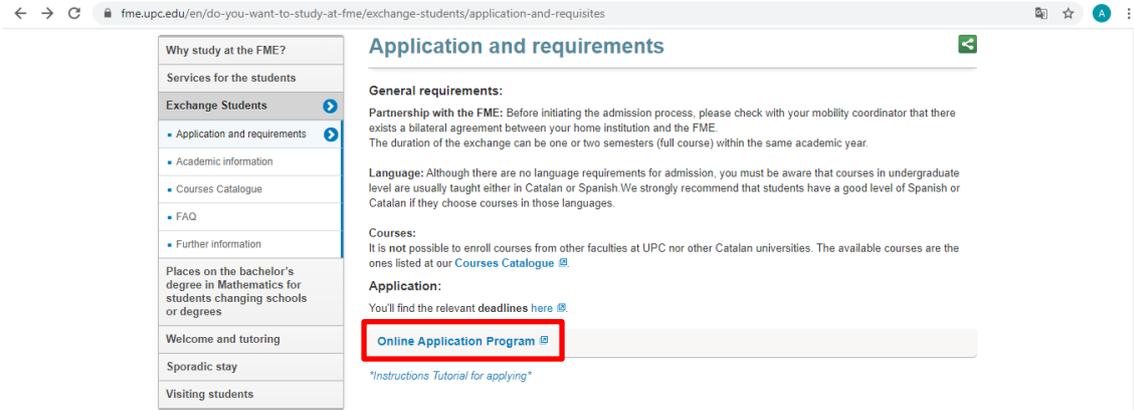


# INSTRUCTIONS FOR APPLYING AS AN EXCHANGE STUDENT AT THE FACULTY OF MATHEMATICS AND STATISTICS

1) Visit our Online Application Program from the FME Exchange students website

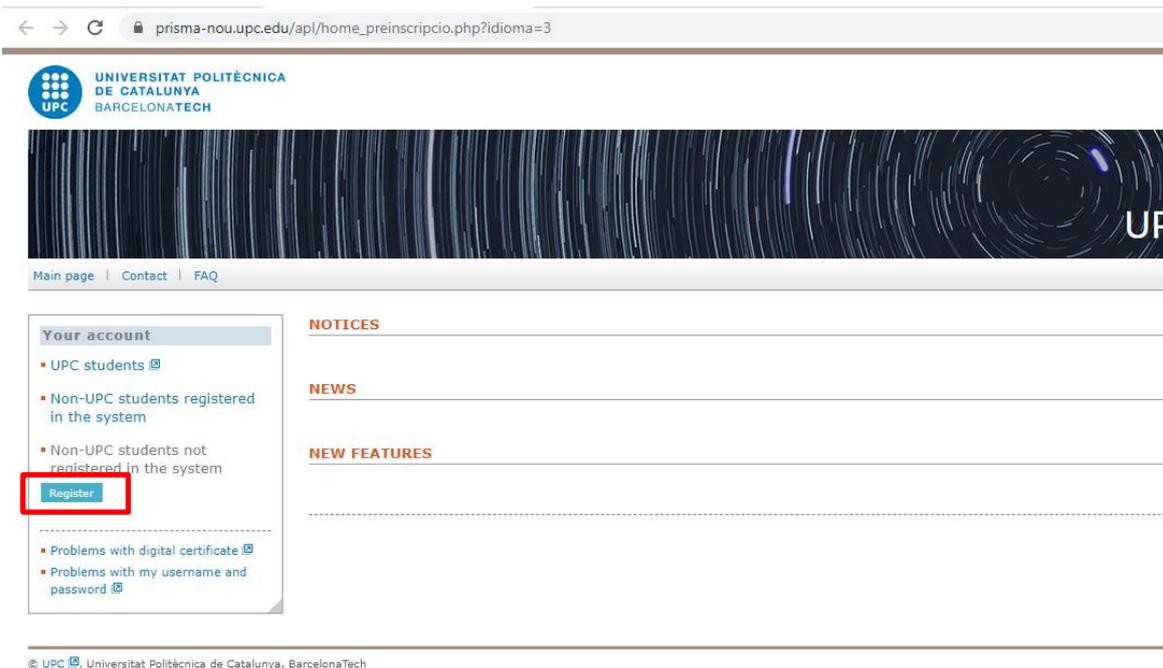


The screenshot shows a web browser window with the URL [fme.upc.edu/en/do-you-want-to-study-at-fme/exchange-students/application-and-requisites](https://fme.upc.edu/en/do-you-want-to-study-at-fme/exchange-students/application-and-requisites). The page title is "Application and requirements". On the left, there is a navigation menu with "Exchange Students" expanded to show "Application and requirements". The main content area includes sections for "General requirements", "Partnership with the FME", "Language", "Courses", and "Application". A red box highlights the "Online Application Program" link in the "Application" section.

You can also access it by using the following URL:

[https://prisma-nou.upc.edu/apl/home\\_preinscripcio.php?idioma=3](https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3)

2) Click on **Register**



The screenshot shows a web browser window with the URL [prisma-nou.upc.edu/apl/home\\_preinscripcio.php?idioma=3](https://prisma-nou.upc.edu/apl/home_preinscripcio.php?idioma=3). The page header includes the UPC logo and "UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH". Below the header is a navigation bar with "Main page", "Contact", and "FAQ". The main content area is divided into "Your account" and "NOTICES", "NEWS", and "NEW FEATURES". The "Your account" section lists several options, with the "Register" button highlighted by a red box.

### 3) Fill in with all your personal data.

Remember to accept the privacy policy by ticking the box

← → ↻ [prisma-nou.upc.edu/apl/alta\\_preinscripcio.php?idioma=3](https://prisma-nou.upc.edu/apl/alta_preinscripcio.php?idioma=3) Prisma Català | Español

**User registration**

**DATA PROTECTION INFORMATION**

Unit responsible for processing	Universitat Politècnica de Catalunya
Data of the delegate of data protection	Universitat Politècnica de Catalunya <a href="#">[i]</a>
Purposes of the treatment	F01.1 Access to master's and doctoral degrees
Legitimation	Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority. Organic Law 6/2001, of December 21, of Universities.
Recipients	Disclosures: At the University Admissions Office of the Generalitat de Catalunya. International transfers: Data will not be transferred to third parties unless there is a legal obligation to do so.
Rights of people	Right of access, rectification or erasure, restriction of processing, Right to object, Right to data portability. <a href="#">[i]</a>
Term of conservation	As needed for any of the purposes that are described in our retention policy. <a href="#">[i]</a>
Claim	If you have been unable to exercise your rights to your satisfaction, you can file a complaint with the APDCCAT: apdcat.gencat.cat

I have read and accepted the privacy policy.

Remember that you **must** use your **institutional email address** from your university. We will also contact you through that email, keep an eye on it.

**PERSONAL DETAILS**

Data necessary to register in the system of preinscription of the UPC. After your login, you will receive an email with the password to activate the register. If you have any questions about signing up [contact us](#).

Fields marked \* are required.

Name* NOEL	First surname* PARKER	Second surname SMITH	Document type* Identity card	Doc. number* [i] [REDACTED]	Gender* Female
Nationality* Canadian	Birth country* Luxembourg	Birth province* Foreigner	Birth date* 24/12/1999	Communication language* English	

**ELECTRONIC ADDRESS**

Electronic address* [REDACTED]	"Please write again your email address.* [REDACTED]	Password* [REDACTED]	Repeat password* [REDACTED]
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No soy un robot 

[Register](#)

Once you have completed your registration properly, you should see the following message:

**PERSONAL DETAILS**

Name* NOEL	First surname* PARKER	Second surname SMITH	Document type* Identity card	Doc. number* [i] [REDACTED]	Gender* Female
Nationality* Canadian	Birth country* Luxembourg	Birth province* Foreigner	Birth date* 24/12/1999	Communication language* English	

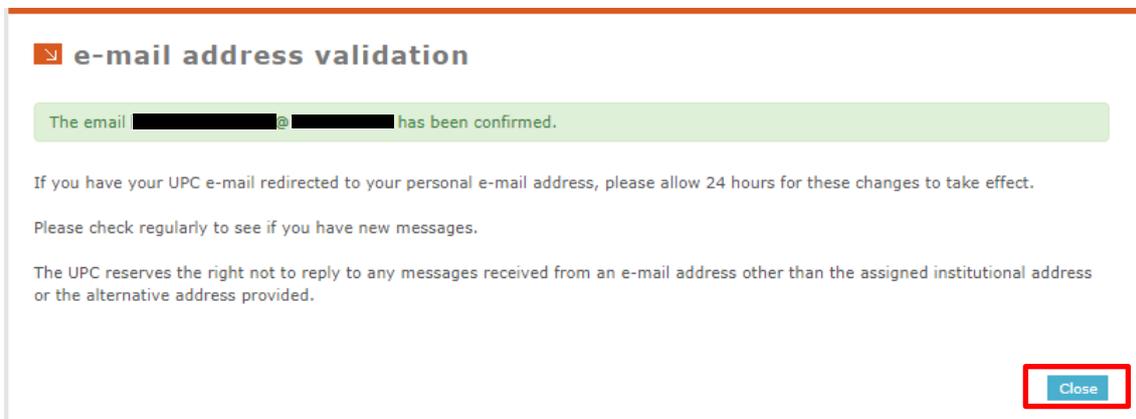
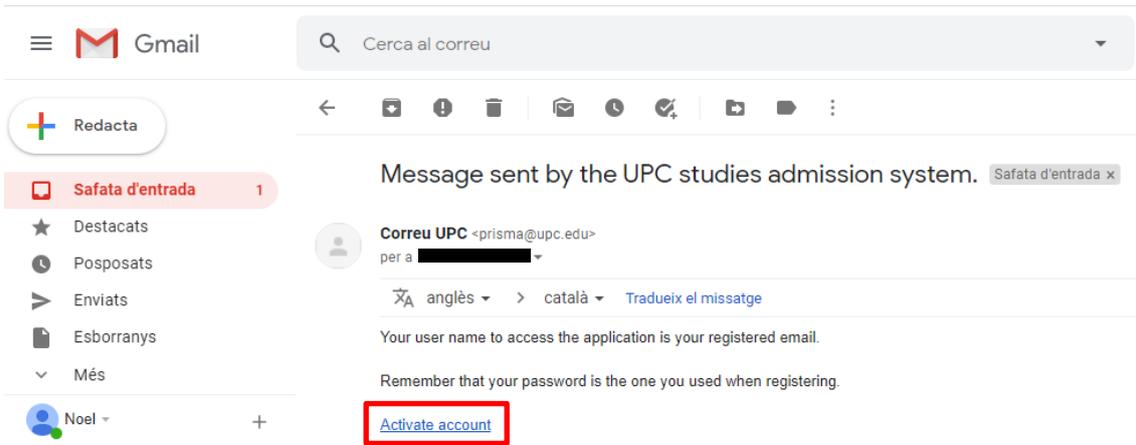
**ELECTRONIC ADDRESS**

Electronic address* [REDACTED]	"Please write again your email address.* [REDACTED]	Password* [REDACTED]	Repeat password* [REDACTED]
-----------------------------------	--	-------------------------	--------------------------------

[Register](#)

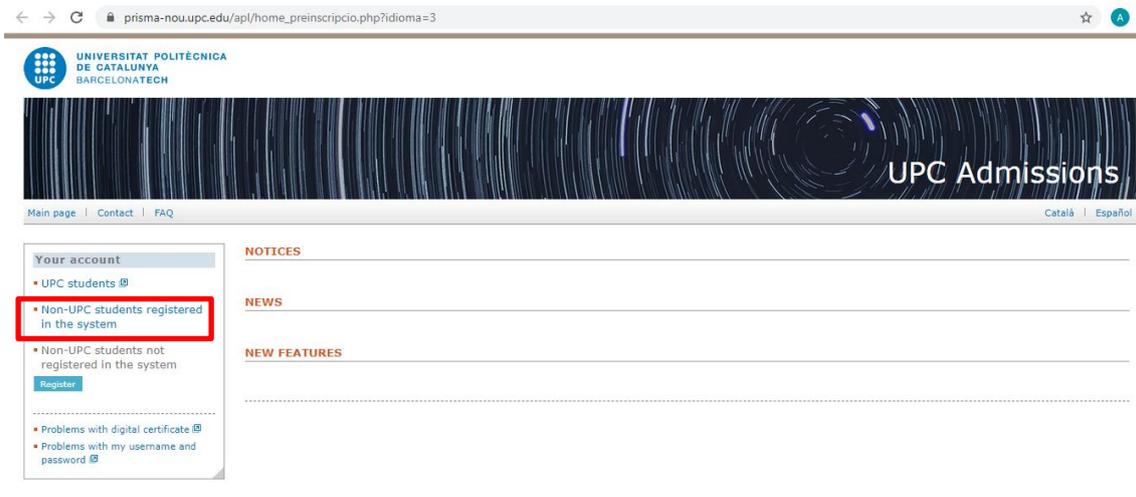
**Registration completed correctly. You will receive an email to validate your account.**

4) You will receive a confirmation email to your personal student email address.



5) Once your email address has been validated, you must log on to the Application portal with your registration data.

Instead of Register, you must choose **Non-UPC students registered in the system**



The Username corresponds to your institutional email address and your Password is the one that you entered during the registration.

Your account

- UPC students
- Non-UPC students registered in the system

Username: [redacted]

Password: [redacted]

I'm not a robot

reCAPTCHA

Privacy Terms

**Log in**

Non-UPC students not registered in the system

Register

NOTICES

NEWS

NEW FEATURES

6) Complete the required fields and review the information to ensure that it is correct.

Remember to add your home city/town and your personal phone in your **Personal details**. Moreover, you must fill the **Usual Home Address** and **Address during the academic year** fields with the required information.

prisma-nou.upc.edu/apl/

Main page | Contact | FAQ

Username: noelparkersm@gmail.com | Profile: Estudiant PREIN

Personal data\*

Academic details\*

RGPD information

**PERSONAL data\***

IMPORTANT: Please complete all required fields (marked with an asterisk) in the sections "Personal data" and "Academic details" in order to start the pre-enrolment process. Then select your course of study and make the payment, if necessary. After completing or editing "Personal data" and "Academic details", please save the information by clicking on "Save" in the lower right-hand corner on both forms.

**PERSONAL DETAILS**

Name\* NOEL  
First surname\* PARKER  
Second surname SMITH  
Document type\* Identity card  
Doc. number\* [redacted]  
Gender\* Female  
Registration date 27/04/2020  
Birth date 24/12/1999  
Nationality\* Canadian  
Birth country\* Luxembourg  
Province Foreign  
City/town Foreign  
City/town details\* [redacted]  
Birth county Foreign  
Mobile phone\* [redacted]  
Comm. language\* English

**USUAL HOME ADDRESS**

Country\* Canada  
Province Foreign  
City/town Foreign  
City/town details\* Mont-real  
County Foreign  
Postcode 99999  
Telephone\* [redacted]  
Street type\* Avenue  
Street (only the name)\* Christophe-Colomb  
Number\* 21  
Stairs, floor, door

Activar Windows  
Ve a Configuración para activar Windows.

Copy details

If you yet don't know the address where you will live, you can put the faculty's address: Pau Gargallo Street 14, 08028 Barcelona. You will have to update it as soon as you know.

**ADDRESS DURING ACADEMIC YEAR**

Residence type\* Residence

Country\* Spain  
Province\* Barcelona  
City/town\* Barcelona  
Additional information

County Barcelonès  
Postcode\* [redacted]  
Telephone\* [redacted]

Street type\* Street  
Street (only the name)\* [redacted]  
Number\* [redacted]  
Stairs, floor, door

Generate academic record

Consult the information on data protection.

Cancel Save

7) Then, change the information in **Academic details**.

The screenshot shows a web browser at the URL `prisma-nou.upcc.edu/apl/`. The page header includes the UPCC logo and navigation links for 'Main page', 'Contact', and 'FAQ'. The user is logged in as 'noelparkersm@gmail.com'. The main content area is titled 'Personal data\*' and contains a sidebar with links to 'Academic details\*', 'Application', and 'RGPD information'. A red box highlights 'Academic details\*' with an arrow pointing to the right. The main section is titled 'PERSONAL DETAILS' and contains a blue informational box and a form with the following fields:

Name*	First surname*	Second surname
NOEL	PARKER	SMITH
Gender*	Registration date	Birth date
Female	27/04/2020	24/12/1999

You will not be able to see the option **Send the application** until you complete the **University Degrees** section with the information from your home university.

The screenshot shows the 'Academic details\*' section of the application form. The user is logged in as 'noelparkersm@gmail.com' with a profile of 'Estudiant PREIN'. The sidebar shows 'Academic details\*' as the active section. The main content area is titled 'PERSONAL DETAILS' and contains a table with the following information:

Document number	Name and surname	Personal e-mail address
56447031	NOEL PARKER SMITH	NOELPARKERSM@GMAIL.COM

Below the table, there is a red box highlighting the 'UNIVERSITY DEGREES\*' section, which includes an 'Add' button. Further down, there are sections for 'LANGUAGES' and 'ELECTRONIC DOCUMENTATION', each with an 'Add' button.

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Activar Windows  
Ve a Configuración para activar Wind

Note that the required fields marked with an asterisk (\*) are mandatory.

### Degree

Fields marked with an asterisk (\*) are required. In case you can't find your country and/or university in the list below, please cancel the process and inform the administrator of the application about this fact.

If you started studying from 2009 onwards, your degree will be a bachelor's or master's degree.

Access degree [i]

University location country: [dropdown]

University\*: [dropdown]

Degree\*: [dropdown]

Obtaining year\*: [dropdown]

Final degree grade 5 to 10 [i]: [dropdown]

Degree level\*: [dropdown]

Language of instruction\*: [dropdown]

Homologated degree:  Yes  No

Name of homologated degree\*: [dropdown]

Other homologated degree: [text]

Homologation date\*: [dropdown]

Legalized degree:  Yes  No

Legalization year\*: [dropdown]

Scholarships and aids: [text area]

ATENTION: unsaved changes

Activar Windows  
Ve a Configuración para activar Windows

Cancel Save

8) Complete the **Application** section by adding your application as a candidate.

← → ↻ 🔒 prisma-nou.upc.edu/apl/

 **UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH**

Main page | Contact | FAQ

Personal data\*  
Academic details\*  
**Application**  
RGPD information

**Academic details\***

**PERSONAL DETAILS**

Document number	Name and surname
56417021	NOEL PARKER SMITH

**UNIVERSITY DEGREES\***

University

[dropdown]

Add

Personal data\*

Academic details\*

Application

RGPD information

## Application

### PERSONAL DETAILS

Document number

56417021

Name and surname

NOEL PARKER SMITH

### CANDIDATE'S APPLICATIONS

Add

9) Select the **Program type** *Application for exchange students* as a candidate in one of our FME programs

### CANDIDATE'S APPLICATIONS

The priority assigned to the degrees can be modified by dragging and dropping the selected degree.

Program type	Name
	2020-1 EETAC - BACHELOR'S DEGREE INTELECOMMUNICATIONS SYSTEMS (Castelldefels)
	2020-1 EETAC - BACHELOR'S DEGREE INTELEMATICS ENGINEERING (Castelldefels)
	2020-1 EETAC - MASTER'S DEGREE IN AEROSPACE SCIENCE AND TECHNOLOGY (Castelldefels)
	2020-1 EETAC - MASTER'S DEGREE IN APPLICATIONS AND TECHNOLOGIES FOR UNMANNED AIRCRAFT SYSTEMS (DRONES) (Castelldefels)
	2020-1 EETAC - MASTER'S DEGREE IN APPLIED TELECOMMUNICATIONS AND ENGINEERING MANAGEMENT (MASTEAM) (Castelldefels)
	2020-1 EPSEVG - MOBILITY INCOMMITING (Vilanova i la Geltrú)
	2020-1 ESAB - BACHELOR'S DEGREE IN AGRONOMIC SCIENCE ENGINEERING (Castelldefels)
	2020-1 ESAB - BACHELOR'S DEGREE IN BIOSYSTEMS ENGINEERING (Castelldefels)
	2020-1 ESAB - BACHELOR'S DEGREE IN FOOD ENGINEERING (Castelldefels)
	2020-1 ESEIAAT - MOBILITY PROGRAM (Terrassa)
	2020-1 ETSAB - MOBILITY PROGRAM (Architecture Barcelona)
	2020-1 ETSECCPB - MOBILITY PROGRAM (Barcelona)
	2020-1 ETSEIB - MOBILITY PROGRAM (Barcelona)
	2020-1 ETSETB - DEGREE MOBILITY PROGRAM (Barcelona)
	2020-1 ETSETB - MASTER'S DEGREE IN PHOTONICS (Barcelona)
	2020-1 ETSETB - MASTER'S DEGREE IN TELECOMMUNICATIONS ENGINEERING (Barcelona)
	2020-1 ETSETB - MASTER'S DEGREE IN ELECTRONIC ENGINEERING (Barcelona)
	2020-1 FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)
	2020-1 FME - MASTER'S DEGREE IN STATISTICS (Barcelona)
	2020-1 FME - MASTER'S DEGREE IN MATHEMATICS (Barcelona)
	2020-1 FME - MASTER'S DEGREE IN MATHEMATICS (Barcelona)

**New application**

Choose a course and describe your motivation

The application process will not be completed until the status "In process (pending signature)" is reached.

**Program type**  
Application for exchange students

Motivation (\*)

**It is mandatory to fill all the Academic information**

## 10) Remember to submit your motivation letter.

### New application

Choose a course and describe your personal motivation about this course.

The application process will not begin until you submit your application for verification or you have paid the fees, if applicable. Once the deadline has passed the status "In process (pending submission)" will not qualify for a place.

<b>Program type</b>	<b>Name*</b>
Application for exchange stu ▼	2020-1 FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)
<b>Motivation!</b>	
Your motivation letter goes here.	

## 11) Read carefully the additional information about the documentation you must attach in the next step of the application process.

**Additional information**

Questions marked with an asterisk (\*) are compulsory.

Documents that you'll be asked to attach:\*

- Learning Agreement for Erasmus students (signed by the student and home university). Please check there is no overlapping between courses and also language courses.
- Transcript of records (signed and stamped by home university)\*
- Identity Card or passport
- Id Photo: it must be a good quality photograph of the face taken against a uniform white background in which the eyes are clearly visible. The aspect ratio (width/length) must 0.82, the size, at least 180 pixels wide and 220 pixels long, and the minimum resolution, 100 dpi. You will need to upload the photo as a JPG.\*

Please answer next questions:

Do you have knowledge of CATALAN language equivalent to B1 (Common European Framework of Reference-CEFR)? You must have this level if you want to enrol courses in Catalan.\*  
 Yes  No

Do you have knowledge of SPANISH language equivalent to B1 (Common European Framework of Reference-CEFR)? You must have this level if you want to enrol courses in Spanish.\*  
 Yes  No

Activar Windows

Ve a Configuración para activar Windows.

Before clicking on **Save**, you must answer the two questions with regard to your skills in the local languages.

12) Then, you must submit ALL your electronic documentation.

The screenshot shows the top part of the 'ELECTRONIC DOCUMENTATION' interface. At the top right, there are 'Cancel' and 'Save' buttons. Below them is a green notification bar that says 'Data saved correctly'. Underneath the notification bar is the section title 'ELECTRONIC DOCUMENTATION' with an upward-pointing arrow. A red box highlights the 'Add' button, and a red arrow points to it from the left. At the bottom right of the interface, the text 'Activar Windows' is visible.

For example, if you want to submit the Learning Agreement, you must select the **File type** (*Other documents*), upload it and comment any information that should be taken into account. Then, click on **Save**. (Only necessary if home uni not on EWP program)

This screenshot shows the form for adding a new document. At the top, there is a table with columns 'Current' and 'Name'. Below the table is an 'Add' button. A blue information bar states: 'Fields marked with an asterisk (\*) are required. The size limit is 20 MB per file and 50 MB in total.' The form fields are: 'File type\*' (dropdown menu with 'Other documents' selected), 'File\*' (text input with 'Learning Agreement.pdf' and a 'Select' button), and 'Comment\*' (text area). A 'Current' checkbox is checked. A yellow warning bar at the bottom says 'ATTENTION: unsaved changes'. At the bottom right, there are 'Cancel' and 'Save' buttons. Red boxes highlight the 'File type\*', 'File\*', and 'Comment\*' fields, and the 'Save' button.

You should see the uploaded documents in the **Electronic Documentation** section. In order to add new documents, click on **Add**.

This screenshot shows the 'ELECTRONIC DOCUMENTATION' section with a list of uploaded documents. The table has columns 'Current' and 'Name'. The first row shows a checked 'Current' box and the name 'Learning Agreement.pdf - LA'. The second row shows a checked 'Current' box and a dash '-'. Below the table is an 'Add' button. A blue information bar states: 'Fields marked with an asterisk (\*) are required. The size limit is 20 MB per file and 50 MB in total.' The form fields are: 'File type\*' (dropdown menu with 'Diploma' selected), 'File\*' (text input), and 'Comment\*' (text area). A 'Current' checkbox is checked. A yellow warning bar at the bottom says 'ATTENTION: unsaved changes'. At the bottom right, there are 'Cancel' and 'Save' buttons. A red box highlights the 'Add' button.

13) Once all the information and documentation has been properly revised and submitted, you can finally send your application.

The screenshot shows the 'UPC Admissions' web interface. At the top left is the UPC logo and 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH'. The header includes 'UPC Admissions', 'Main page | Contact | FAQ', and user information: 'Username: noelparkersm@gmail.com', 'Profile: Estudiant PREIN', and 'Log off'. A sidebar on the left lists 'Personal data\*', 'Academic details\*', 'Application', and 'RGPD information'. The main content area is titled 'Application' and 'PERSONAL DETAILS', showing fields for 'Document number' (56417021), 'Name and surname' (NOEL PARKER SMITH), and 'Personal e-mail address'. Below this is a section for 'CANDIDATE'S APPLICATIONS' with a table of applications. The table has columns for 'Program type', 'Name', 'Academic year', 'Status', and 'Priority'. One application is listed: 'Application for exchange students' with program type '200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)', academic year '2020-1', status 'Processing (to be sent)', and priority '1'. A green 'Add' button is below the table. The application details section shows 'Application data' and 'Comments' tabs. The 'Application data' tab is active, displaying a title '2020-1 - Application for exchange students - 200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)'. Below the title is a text area for motivation, followed by a form with fields for 'Code', 'Status', 'Registration date', 'Pre-enrolment fee', 'Person in charge', and 'Tutor'. The 'Send application' button is highlighted with a red box. At the bottom, an 'Application-tracking information' table shows a log entry: '27/04/2020 10:48:36 Request created'.

Program type	Name	Academic year	Status	Priority
Application for exchange students	200 PM MAT - FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona)	2020-1	Processing (to be sent)	1

Date	Action
27/04/2020 10:48:36	Request created

Your application and the submitted documents will be then revised and validated.

If everything is in order and within the established deadlines, which are specified in the calendar at the FME Exchange students website, your application will be resolved and accepted in the **Application Program**.