

Barcelona International Summer School

Guide for EUTOPIA students
Summer 2024

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Barcelona International
Summer School

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

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.**

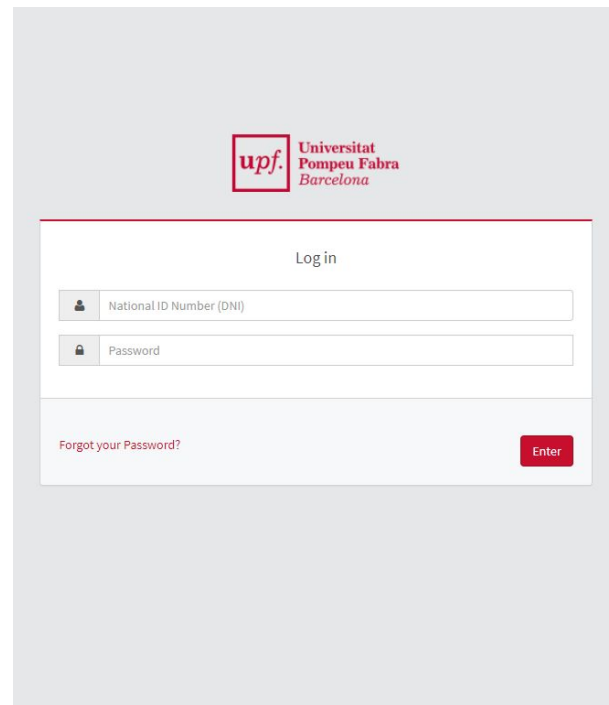
The screenshot shows the 'Student registration form for international students' on the UPF website. At the top, the UPF logo and name 'Universitat Pompeu Fabra Barcelona' are visible. Below the title, there is a progress bar with three steps: 'Student registration form' (highlighted with a red square), 'New student data validation' (grey circle), and 'Summary of the registration form' (grey circle). A 'New Registration' button is located to the right of the progress bar. Below the progress bar, there is a note: 'If you are currently studying at UPF or have ever studied at the UPF before, please apply through <https://academicportal.upf.edu/> with your user and password. *The fields marked with * are compulsory. ***You will receive a validation message.' The form is divided into two sections: 'BASIC DETAILS' and 'PERSONAL DETAILS'. The 'BASIC DETAILS' section includes a text field for 'Please introduce your ID number or passport', a dropdown menu for 'Country of origin', a dropdown menu for 'Type of Document', and a text field for 'Document number'. The 'PERSONAL DETAILS' section includes a note 'All fields are compulsory except the second family name.', text fields for 'First name', 'Family name', and 'Second family name', a text field for 'Date of Birth' with a date picker icon and the format '(dd/mm/yyyy)', and radio buttons for 'Male' and 'Female' under the 'Gender' label.

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.



The screenshot shows the login interface of the Universitat Pompeu Fabra (UPF) system. At the top right is the UPF logo and the text "Universitat Pompeu Fabra Barcelona". Below this is a "Login" section with two input fields: "National ID Number (DNI)" and "Password". Each field has a small icon (a person for DNI and a lock for password) to its left. Below the password field is a link that says "Forgot your Password?". To the right of this link is a red button labeled "Enter".

Application

Enrolment

IT account

Completed

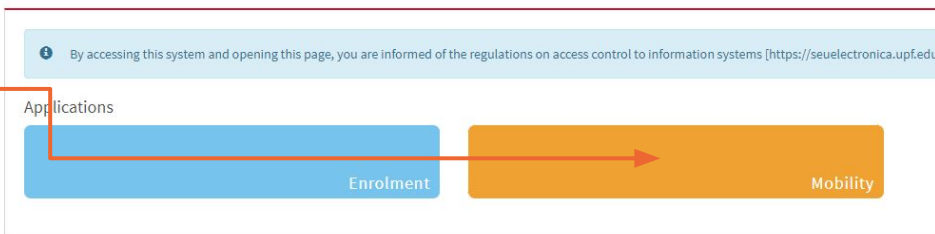
STEP 2 ACCESS THE STUDENT APPLICATION

Start

Start

Click on “**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

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



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 valid for at least 6 months after the end of your program 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

Application

Enrolment

IT account

Completed

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:



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)

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

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

Application

Enrolment

IT account

Completed

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

Before your start

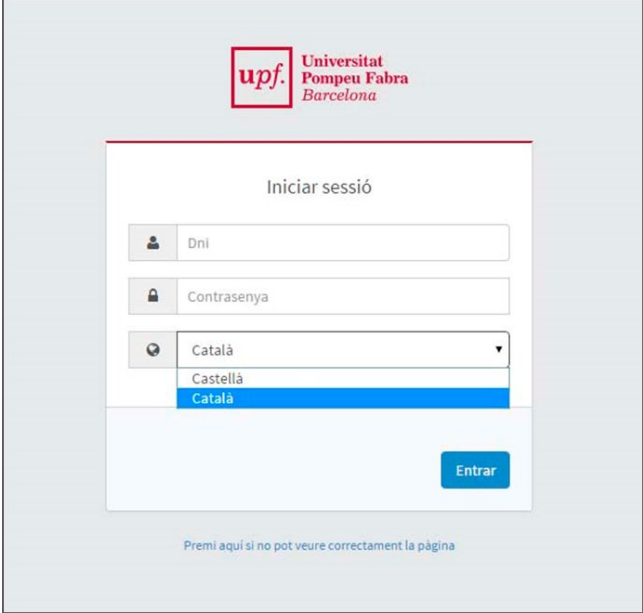
Please review our course offerings in our website and check for any cancellations or full courses. If you select more than one course, make sure are **not scheduled on the same time**, as our system does not detect overlaps.

STEP 1 LOGGING IN TO THE SYSTEM

Visit <https://secretariavirtual.upf.edu/>

DNI: Passport number.

PASSWORD: type in the password you now use.



The screenshot shows the login interface of the Universitat Pompeu Fabra (UPF) Barcelona. At the top right is the UPF logo with the text "Universitat Pompeu Fabra Barcelona". The main heading is "Iniciar sessió". Below it are three input fields: "Dni" (with a person icon), "Contrasenya" (with a lock icon), and a language dropdown menu currently set to "Català" (with a globe icon). The dropdown menu is open, showing "Català" as the selected option, with "Castellà" as an alternative. A blue "Entrar" button is at the bottom right. At the very bottom, there is a link: "Premi aquí si no pot veure correctament la pàgina".

Application

Enrolment

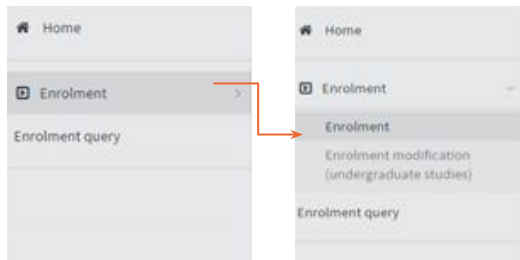
IT account

Completed

STEP 1 LOGGING IN TO THE SYSTEM

Click on **Enrolment**

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



Start



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

STEP 2 COURSE SELECTION

Courses can be added in two different ways:

1) By clicking on the “+” button

SUBJECTS TO BE ENROLLED

Options

Specialisation: 0 - No Speciality

Continuous enrolment requirement: 0 - Full Time

Grouping code: No grouping

Select subjects with the button +

Plan Outside the plan

Add subject by code

Showing 25 records per page

Global search

	Subject	Centre	Plan	Class	Credits	Cycle	Course	Module	Period	Group	Status	Comments	Period Consult.
+	59022 - Workshop: Transmedia Narrative Design (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0
+	59024 - Social Network Analysts (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0
+	59025 - Branding Global Cities: Barcelona Case Study (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0
+	59026 - Social Marketing and Ethics in Marketing (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	2.0	X	1st	XX	Quar.		Changeable		0

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

Application

Enrolment

IT account

Completed

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.

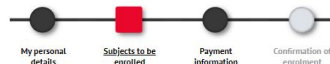
Once your choices are made, Click on “**NEXT**” (at the bottom of the page) and the screen PAYMENT INFORMATION will be displayed.

Name and surname(s)	JOHN BROWN	National ID (DNI)	AA123456
Year	2023/24-0	NIA	288053
Centre	550 - Education Abroad Program	Programme Type	11- BISS
Programme	5505 - Barcelona International Summer School	Specialisation	0- No Speciality
Curriculum	665 - Barcelona International Summer School		
Regime	0- Full Time		

My enrolment

SUBJECTS	Credits
0	0

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



After filling in and reviewing the Subjects for enrolment, click on the Payment Information button to continue

SUBJECTS TO BE ENROLLED

☐ OPTIONS

Specialisation
 Continuous enrolment requirement

0- No Speciality
 0- Full Time

Grouping code
 No grouping

☐ MY SELECTION

	Subject	Centre	Plan	Class	Credits	Cycle	Course	Module	Period	Group	Status	Comments	Period	Tab
✖	59038 - Gender Power and Violence (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	4.0	X	1st	XX	4th Quat.	1	Changeable		0	Plan
✖	59039 - Brexit, EU and Global World: Current Challenges in European Politics and Society (BISS)	550 - Education Abroad Program	665 - Barcelona International Summer School	Optional	6.0	X	1st	XX	4th Quat.	1	Changeable		0	Plan
59044 -														

Application

Enrolment

IT account

Completed

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.

PAYMENT INFORMATION

Apply discount

Scholarship type

Payment method

☐

Exempt as per agreement

☒

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

Click on **“Next”**.

Back

Next

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.

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

Application

Enrolment

IT account

Completed

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

Application

Enrolment

IT account

Completed

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>

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)**



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

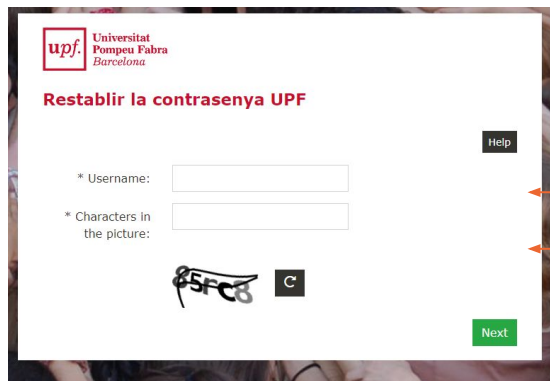


Cercar

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

STEP 3 FIND YOUR UPF PASSWORD

Now click on *Did you forget your password?*



upf. Universitat Pompeu Fabra Barcelona

Restablir la contrasenya UPF

* Username:

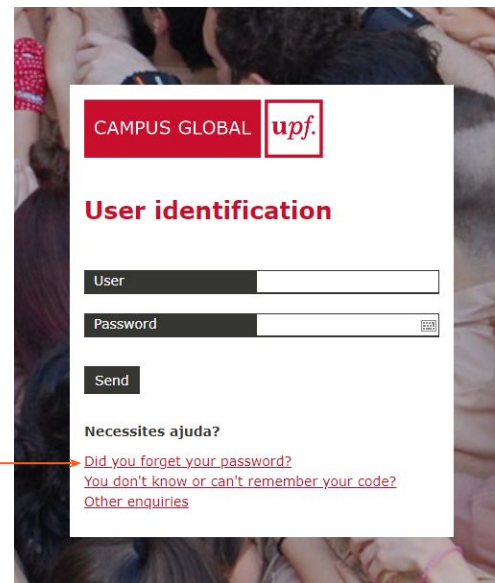
* Characters in the picture:



Help

Next

enter you access
code/username
confirm the
CAPTCHA code



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](#)

You will get a link to your **personal email** to reset your UPF Campus Global password.

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](#).



Application

Enrolment

IT account

Completed

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.

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