

Candidates's guide

UPC studies's pre-enrolment

21/01/2013



prisma
GESTIÓ DELS ESTUDIS

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Version history

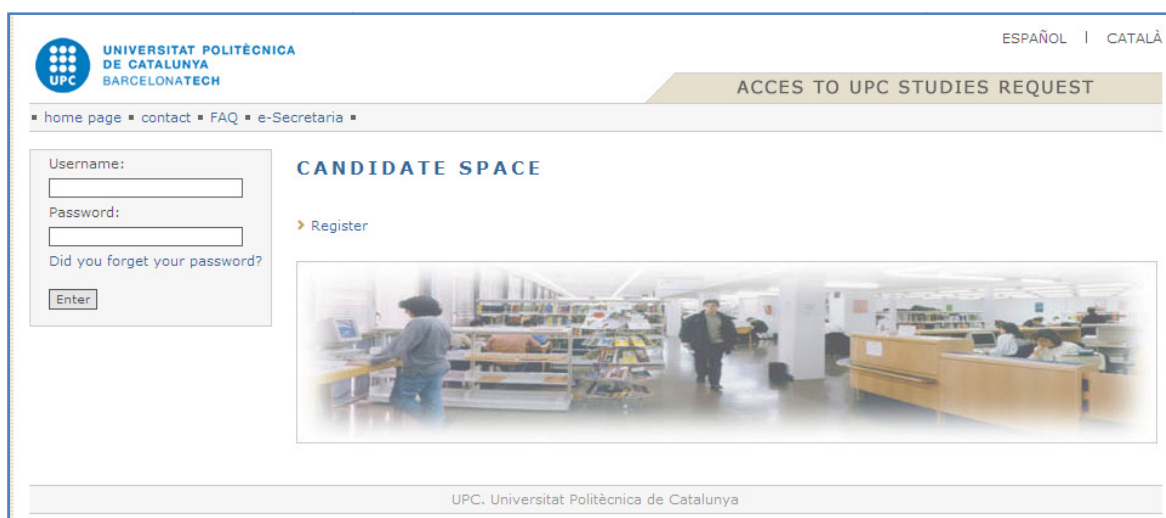
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1. INTRODUCTION

1.1. How to get into “UPC studies’s pre-enrolment” website

We can use the link placed at the UPC main page (www.upc.edu) and then start selecting the studies by area until you get into the pre-enrolment initial page. Otherwise you can use the following URL: <https://preinscripcio.upc.edu/preinscripcio>

The pre-enrolment initial page is:

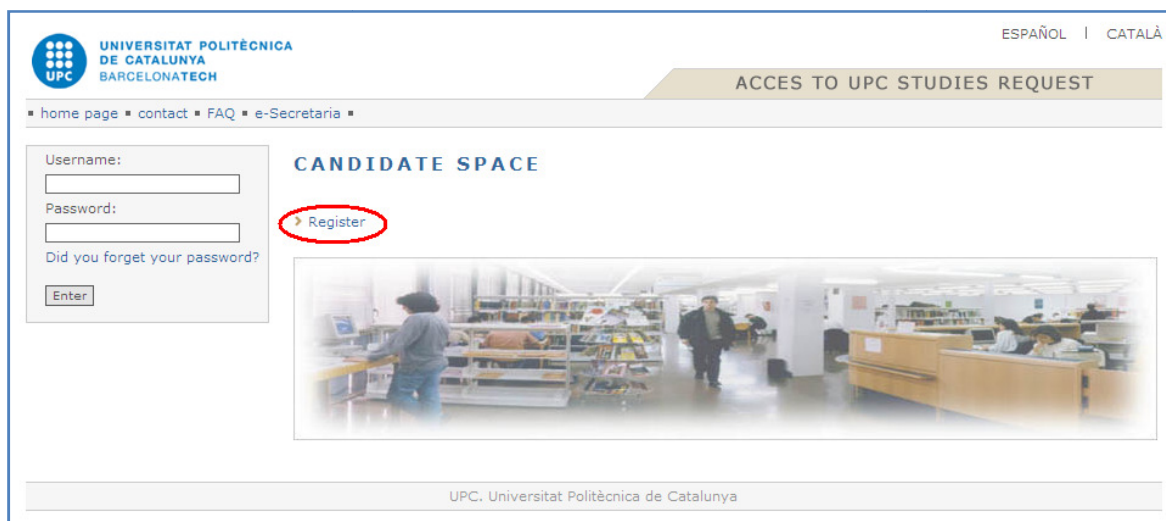


The screenshot shows the 'CANDIDATE SPACE' page of the UPC pre-enrolment system. At the top left is the UPC logo and the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH'. At the top right are language links 'ESPAÑOL | CATALÀ'. Below the logo is a navigation bar with links: 'home page', 'contact', 'FAQ', and 'e-Secretaria'. The main content area is titled 'CANDIDATE SPACE' and features a login form on the left with fields for 'Username:' and 'Password:', a 'Did you forget your password?' link, and an 'Enter' button. To the right of the login form is a 'Register' link. Below the login form is a large banner image showing a library interior with bookshelves and people. At the bottom of the page is a footer with the text 'UPC. Universitat Politècnica de Catalunya'.

At this page we can choose the language we want to use, we can sign in or register, if it is the first time that we enter the system.


1.2. Registration

In order to do pre-enrolments, you must be registered with the system. Consequently, the first time you get into the website you must register.



The screenshot shows the 'CANDIDATE SPACE' registration page of the Universitat Politècnica de Catalunya (UPC). The page header includes the UPC logo, the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH', and language options 'ESPAÑOL | CATALÀ'. A navigation bar contains links: 'home page', 'contact', 'FAQ', and 'e-Secretaria'. The main content area features a login form on the left with fields for 'Username:' and 'Password:', a link 'Did you forget your password?', and an 'Enter' button. To the right of the login form is a 'Register' link, which is circled in red. Below the login form is a large image of a library interior. The footer of the page reads 'UPC. Universitat Politècnica de Catalunya'.

When clicking into **'Register'** the registration form will appear.


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[home page](#)
[contact](#)
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ACCES TO UPC STUDIES REQUEST

Username:

 Password:

 Did you forget your password?

USER REGISTRATION

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. Pursuant to Article 5 of the Organic Law 15/1999 of 13 December on the Protection of Personal Data we wish to inform you that:

The personal data taken from this form will be added to an automated file entitled "GESTIÓ D'ESTUDIANTS".

The file is property of the Universitat Politècnica de Catalunya, whose registered address is c/ Jordi Girona, 1-3, 08034 Barcelona.

The data are collected for the purposes of processing admissions, enrolment and academic records, processing your preregistration for UPC studies.

You may exercise your right to access, rectify, cancel or contest the data under the terms laid down under prevailing legislation, by writing to Unitat Prisma, edifici VX, Pl. Eusebi Güell, 6, 08034 Barcelona. Email address: prisma@upc.edu.

Are you a student and you have access to UPC intranets?:* ☐ Yes ☒ No
 UPC Intranet user:
 Password:

Name:*
 Family name:*
 Second family name (if applicable):
 Document type:*
 Document number:*
 NIF letter:*
 E-mail address:*
 Retype the email:*
 Communication language:*

- If you are a UPC student and you have access to any of its learning intranets, you can use your username and password to do so.
- If you are not a UPC student, you will have to supply a valid e-mail address.

Once you have confirmed your details with the link, Non-UPC students must follow this step to obtain their passwords. Remember that in such cases your username will be the e-mail address you used to register.

The e-mail that you receive will have the following format:

UPC students:

Activation of your account for the UPC Studies Preinscription application

acces.programes.postgrau@upc.edu

Para:

Message sent by the UPC Studies Preinscription system.


Click the next link to activate your account:

[Activate account](#)

As you are a LDAP system user, your user and password are your usual ones in this system.

Non-UPC Students:

Activation of your account for the UPC Studies Preinscription application Recibidos | X


 **acces.programes.postgrau@upc.edu** a través de **morguapu.upc.es** para usuario

Message sent by the UPC Studies Preinscription system.
Click the next link to activate your account:
[Activate account](#)

You user name to access the application is you registered email.
Your provisional password is (remember that you can change it in the application):531908740.
If the link above doesn't work, copy and paste the next address in your internet browser:
https://officialmastersdegrees.upc.edu/preregistration/activar_compte.php?codi_validacio=1312608089&idioma=3

Remember to use the “Activate account” link. If you fail to do so, you will not be able to continue with the pre-enrolment.

When using the “Activate account” link the screen will show the following:



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ACCES TO UPC STUDIES REQUEST

ACCOUNT ACTIVATED SUCCESSFULLY

➤ Go to preinscription of the UPC home page

Once you have activated your account you have to sign in to complete your account details (personal details, academic details and so on) and to do the application.

2. PERSONAL DETAILS

This section includes all the features to manage candidate's personal information, such as personal details, academic details, documents and so on.

2.1. Data summary

When you enter the system, after having activated your account, the following screen will appear:




The screenshot shows the 'Data Summary' page of the UPC PRISMA system. The header includes the UPC logo and 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH' on the left, and language options 'ESPAÑOL | CATALÀ' on the right. A navigation bar contains links: 'home page', 'contact', 'FAQ', 'manual candidate', 'legal terms', and a user profile 'nuria.rodriguez-camara' with a 'log out' button. The main content area is divided into two columns. The left column has a sidebar menu with 'PERSONAL DETAILS' (containing 'Data summary', 'Personal details', 'Academic details', 'Documents', and 'Authentication data') and 'APPLICATION MANAGEMENT' (containing 'Applications', 'Previous applications', 'State', and 'Comments'). The right column is titled 'DATA SUMMARY' and contains a 'Personal details summary' section with the following information: 'Name and family name: NOM COGNOMS1 COGNOMS2', 'DNI: 4353283', and 'E-mail address: NOM.COGNOMS1@AAA.COM'. Below this is a 'Generate dossier' button with a document icon. The next section is 'Most recent incidences', which states 'You have no incidences'. The footer of the page reads 'UPC. Universitat Politècnica de Catalunya. BarcelonaTech'.

On the left hand side of the screen you will see the options menu whereas on the right hand side you will see a summary of your details and the latest events produced on your account.

2.2. Personal details

This section will allow you to complete your 'Personal Details'. The following form will be shown, but you must be aware that the complete form cannot be shown at the same screen. Consequently, you have to use the scrolls in order to complete and validate all the personal details.



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[nuria.rodriguez-camara](#) | [log out](#)

PERSONAL DETAILS

Data summary

Personal details

Academic details

Documents

Authentication data

APPLICATION MANAGEMENT

Applications

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State

Comments

PERSONAL DETAILS

The fields with * are mandatory.

General information

Given name:*	<input type="text" value="NOM"/>
Family name:*	<input type="text" value="COGNOMS1"/>
Second family name (if applicable):	<input type="text" value="COGNOMS2"/>
Document type:*	<input type="text" value="DNI/NIF"/>
Document number:*	<input type="text" value="43532830"/>
NIF letter:*	<input type="text" value="V"/>
E-mail address:	<input type="text" value="NOM.COGNOMS1@AAA.COM"/>
Telephone no. :*	<input type="text" value="989786574"/>
Mobile tel. no.:	<input type="text"/>
Fax no.:	<input type="text"/>
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Date of birth:*	<input type="text" value="03"/> <input type="text" value="January"/> <input type="text" value="1980"/>
City of birth :*	<input type="text" value="BARCELONA"/>
Province of birth:*	<input type="text" value="Barcelona"/>
Country of birth :*	<input type="text" value="Spain"/>
Nationality:*	<input type="text" value="spanish"/>
Communication language:*	<input type="text" value="Catalan"/>

Family address

Address:*	<input type="text"/>
Postcode:	<input type="text"/>
City:*	<input type="text"/>
Province in which your family lives:*	<input type="text" value="Barcelona"/>
Country:*	<input type="text" value="Spain"/>

Address during the course

Address:	<input type="text"/>
Postcode:	<input type="text"/>
City:	<input type="text"/>
Province in which you will be living during the course :	<input type="text" value="Barcelona"/>
Country:	<input type="text" value="Spain"/>

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Within the forms you will find either the fields you have to fill or a pull-down menu where you can choose one of the items.

2.3. Academic details

This section will help you to complete the student record details and point out your level at different languages.

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PERSONAL DETAILS

- Data summary
- Personal details
- Academic details**
- Documents
- Authentication data

APPLICATION MANAGEMENT

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ACADEMIC DATA

Degrees of access and level of knowledge of languages.

Candidate details

Name and family name: NOM COGNOMS1 COGNOMS2
E-mail address: NOM.COGNOMS1@AAA.COM

University qualifications

Universitat Politècnica de Catalunya - DEGREE IN INFORMATICS ENGINEERING (1999) Delete

Add qualification

Languages

Add language

If you click into **'Add qualification'** the following window will appear:

Access to UPC courses - Windows Internet Explorer

https://mastersoficials.upc.edu/preinscripcio/titulacio.php

DEGREES

University and country fields are mandatory. If you can't find your country and/or your university in these lists, please cancel the creation and communicate this fact to the system administrator

Mark fields are not mandatory, but they can be used by its responsible to prioritize applications

University location country:* Spain

University:* Universitat Politècnica de Catalunya

Degree name:*

Degree level:* Engineer

Degree obtention year (or provided):*

Mark from 1 to 4:

Mark from 5 to 10:

Accept Cancel

Listo

Internet

100%

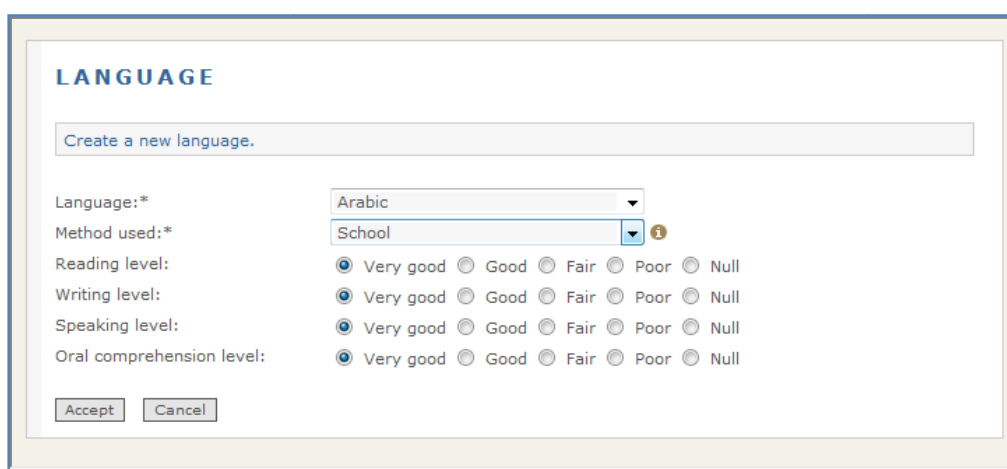
It is very important to complete the details correctly. In case you do not find the name of your University of precedence, from "Contact"

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send an e-mail with your university's details (name and country).

In the subject field write 'problems with the application' so that the system administrator can include the name of your University into the database and, then, you could choose it.

When clicking into the button '**Add language**' the following window will open, which will allow you to give details of your knowledge in languages and how did you get it.



The screenshot shows a web form titled "LANGUAGE". At the top, there is a button labeled "Create a new language.". Below this, the form contains several fields and radio button options:

- Language:***: A dropdown menu with "Arabic" selected.
- Method used:***: A dropdown menu with "School" selected, accompanied by an information icon (i).
- Reading level:**: Radio buttons for "Very good" (selected), "Good", "Fair", "Poor", and "Null".
- Writing level:**: Radio buttons for "Very good" (selected), "Good", "Fair", "Poor", and "Null".
- Speaking level:**: Radio buttons for "Very good" (selected), "Good", "Fair", "Poor", and "Null".
- Oral comprehension level:**: Radio buttons for "Very good" (selected), "Good", "Fair", "Poor", and "Null".

At the bottom of the form, there are two buttons: "Accept" and "Cancel".

You will have to repeat this process as many times as languages you want to introduce.

2.4. Documents


That option menu allows you to introduce your academic and professional curriculum. Besides, you will be able to include documents that credit it in electronic format, such as scanned certificates.

The following window will open when you click into the link 'Add files':

Here you can include the information in electronic format that you consider necessary.

You can select the file type and you can add any comments you consider.

This documentation can be marked as NOT CURRENT (by unchecking the box CURRENT) and will be available in the system, although the head of studies will not be able to see it.


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DOCUMENTS

Professional and academic curriculum, and documentation that credits it in electronic format.

Candidate details

Name and family name: NOM COGNOMS1 COGNOMS2
 E-mail address: NOM.COGNOMS1@AAA.COM

Electronic files


CURRENT	NAME	
<input type="checkbox"/>	 carta de motivacion 2012.pdf -	Delete
<input checked="" type="checkbox"/>	 Curriculum_vitae.docx -	Delete

[Add files](#)

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2.5. Authentication details

This option will allow you to change the password to enter the system and the email address.



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ATHENTICATION DATA

Change of access password.

Change of password

➤ Use this link if you use LDAP to authenticate

Email:

NOM.COGNOMS1@AAA.COM

Password:

New password:

Retype the password:

Save data

Change of email address

Current email:

NOM.COGNOMS1@AAA.COM

New email:

Retype the email:

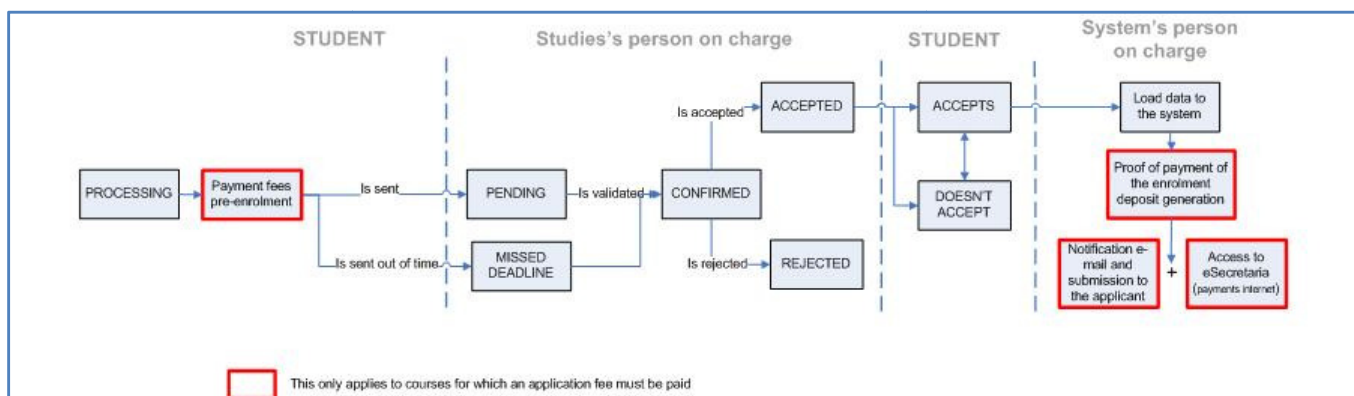
Password:

Save data

3. APPLICATION'S MANAGEMENT

This section includes the application's management regarding entrance to the different studies. Applications will not be received by its responsible until the applicant clicks the button 'Send request'.

The application will go through the following statuses:



3.1. Applications

This menu option allows you to choose the type of studies where you want to pre-enrol as well as select one of the studies the University offers and, subsequently, enrol.

The screenshot shows the 'ACCES TO UPC STUDIES REQUEST' page. The header includes the UPC logo, 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARGELONATECH', and language options 'ESPAÑOL | CATALÀ'. A navigation bar contains links: 'home page', 'contact', 'FAQ', 'manual candidate', 'legal terms', and a user profile 'nuria.rodriguez-camara' with a 'log out' button.

The left sidebar has two main sections: 'PERSONAL DETAILS' (Data summary, Personal details, Academic details, Documents, Authentication data) and 'APPLICATION MANAGEMENT' (Applications, Previous applications, State, Comments). The 'Applications' option is highlighted.

The main content area is titled 'APPLICATIONS' and contains the instruction: 'Studies you want to accede and order of preference.' Below this is a 'Candidate details' section with the following information:

- Name and family name: NOM COGNOMS1 COGNOMS2
- E-mail address: NOM.COGNOMS1@AAA.COM

 The 'Create application' section includes a 'Course type' dropdown menu set to 'Official master's degree' and a 'Create application' button.

At the bottom, there is a section titled 'Course applied for' which is currently empty.

The footer of the page reads: 'UPC. Universitat Politècnica de Catalunya. BarcelonaTech'.

Once you have selected the type of studies, you will have to select the concrete studies where you want to pre-enrol. If you click into the button 'Create application' the following window will appear:

STUDIES REQUEST

You have to choose a course and describe your personal motivation about this course.

Name:

(September 2012) BUILDING CONSTRUCTION

Motivation:

Additional information

This programme has a pre-enrolment fee of 30.00 euros that covers the review of your application and supporting documents. Your application will not be processed until payment has been made by credit card. The fee is non-refundable and its payment does not guarantee admission to the desired programme. [+info]

[Go to website](#)

Accept

Close

You have to choose the studies you want to accede within this page, including a brief description about the reasons why you want to enrol.

You can find more detailed information about the studies using the link to its website and also select the language in which you want to get the reply.

Once you have completed this step, you have to click into 'Accept' so that the selected studies will be added to your application.

The selected studies will be shown at 'Course applied for'. You can add, modify and delete documentation.

If the study has an associated selected pre-enrolment fee, the system does not "send request" until payment has been effective.

You can pay by clicking the “Pay” button as shown in the picture below:

Course applied for

> ARCHITECTURE, ENERGY AND ENVIRONMENT (September 2012)

Course type:	Official master's degree
Research areas:	Architecture, Urbanism and Building Construction
Motivation:	
Priority level assigned :	1 ▲ ▼
Request status:	PROCESSING (TO BE PAID)
Registration date:	23/04/2012
Pre-enrolment fee:	30.00€

Pay Add files Modify Delete

> MASTER IN RENEWABLE ENERGY (September 2012)

Course type:	Own studies
Research areas:	The Environment, Sustainability and Natural Resources
Motivation:	
Priority level assigned :	2 ▲ ▼
Request status:	PROCESSING (TO BE SENDED)
Registration date:	23/04/2012

Send request Add files Modify Delete

then you will see a confirmation page to manage the payment directly (by credit card) with the financial institution:



The screenshot shows the 'la Caixa' website interface. At the top, there is a navigation bar with the logo and the text 'UPC prisma GESTIÓ DELS ESTUDIS'. On the right, there are links for 'Atenció al client' and 'Mapa de la web', and a search bar labeled 'Cercar'. Below the navigation bar, there is a breadcrumb trail: 'Particulars > Pagaments > Dades del pagament'. The main heading is 'Pagament d'impostos, rebuts, matrícules i multes'. Below this, there are three steps: 1. Identificació del pagament, 2. Dades del pagament, and 3. Confirmació. Step 2 is currently active. Under step 2, there is a section titled 'Dades de la targeta' with fields for 'Número de targeta:' (a text input) and 'Data de caducitat:' (with dropdowns for 'Mes:' and 'Any:'). Below this is a section titled 'Dades del rebut' with a list of payment details: 'Clau cobrament:', 'Concepte:', 'Emissora:', 'Referència:', 'Identificació:', and 'Import:'. At the bottom of this section is a 'Continuar' button. The footer contains legal information: 'Avis legal · Recomanacions de seguretat' and '© "la Caixa", Barcelona 2010. Tots els drets reservats.'



Once you have clicked the '**Pay**' button, the system will not allow you to modify or delete the application. You can only pay (in case of errors) or add documentation.

3.2. Previous applications

In this section you will see the previous finished applications.



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APPLICATION MANAGEMENT

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PREVIOUS APPLICATIONS

Previous finished studies.

Candidate details

Name and family name:	NOM COGNOMS1 COGNOMS2
E-mail address:	NOM.COGNOMS1@AAA.COM

Course applied for

► URBAN MANAGEMENT AND VALUATION (February 2012)

Course type:	Official master's degree
Research areas:	Architecture, Urbanism and Building Construction
Motivation:	
Priority level assigned :	1
Request status:	PAYMENT TO BE CONFIRMED (TO BE CONFIRMED IN 48H.)
Registration date:	06/02/2012

3.3. Status

In this section you will see all the applications you have done and its status


PERSONAL DETAILS	STATE
<ul style="list-style-type: none"> Data summary Personal details Academic details Documents Authentication data 	<p>State of the applications and contact data.</p> <p>Candidate details</p> <p>Name and family name: NOM COGNOMS1 COGNOMS2 E-mail address: NOM.COGNOMS1@AAA.COM</p> <p>State of the applications</p> <p>> URBAN MANAGEMENT AND VALUATION (February 2012)</p> <p>Code: ARQM02 Course type: Official master's degree Person in charge: Josep Roca JACOBO</p> <p>Tutor: Contact: Registration date: 06/02/2012 State: PAYMENT TO BE CONFIRMED Details</p> <p>There aren't comments</p> <p>> ARCHITECTURE, ENERGY AND ENVIRONMENT (September 2012)</p> <p>Code: ARQM07 Course type: Official master's degree Person in charge: Rafael JACOBO HELENA</p> <p>Tutor: Contact: Registration date: 20/04/2012 State: PROCESSING (TO BE SENDED) Details</p> <p>There aren't comments</p> <p>> DEGREE IN MATHEMATICS (September 2012)</p> <p>Code: 200LM 5 Course type: Second cycle</p>

It is very important to remember that the application status will be 'PROCESSING' until you send the application and that the person responsible for the studies will not be able to see the application until you send it to validate, which means it will remain in 'PENDING' status as we have already said in previous sections.

From 'Details' you can check all the comments that have been received and sent about the application.

3.4. Comments

In this section you will find all the comments that have been send and received related to your applications.


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APPLICATION MANAGEMENT

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COMMENTS

Comments saved.

Candidate details

Name and family name: NOM COGNOMS1 COGNOMS2
E-mail address: NOM.COGNOMS1@AAA.COM

Comments archive

-  New comment
-  Comment sent
-  Comment received

DEGREE IN MATHEMATICS: 2012-1

TYPE	DATE	FROM / TO	QUALIFICATION
Send comment			

ARCHITECTURE, ENERGY AND ENVIRONMENT: 2012-1

TYPE	DATE	FROM / TO	QUALIFICATION
Send comment			

URBAN MANAGEMENT AND VALUATION: 2011-2

TYPE	DATE	FROM / TO	QUALIFICATION
Send comment			

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