

# Candidates's guide

## UPC studies's pre-enrolment

21/01/2013



**prisma**  
GESTIÓ DELS ESTUDIS

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## Version history

<i>Version</i>	<i>Date</i>	<i>Reason for the change</i>	<i>Written by</i>	<i>Revised by</i>
V1.5	17/05/2012	Update	N.Rodríguez	
V1.6	21/01/2013	Update	N.Rodríguez	

# 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](http://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>

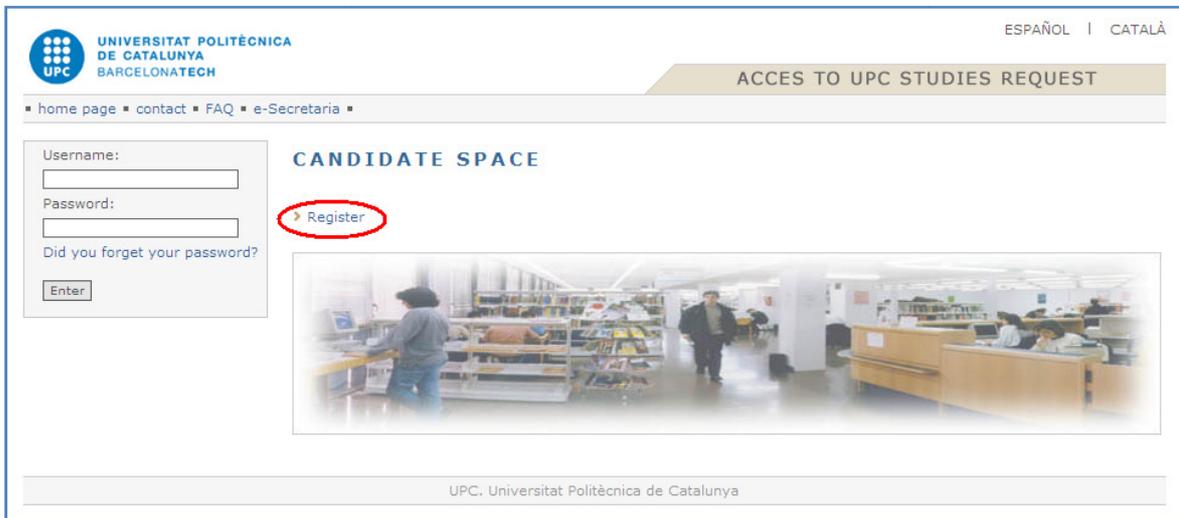
The pre-enrolment initial page is:



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.



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ESPAÑOL | CATALÀ

ACCES TO UPC STUDIES REQUEST

home page contact FAQ e-Secretaria

CANDIDATE SPACE

Register

UPC. Universitat Politècnica de Catalunya

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



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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](mailto:prisma@upc.edu).

Are you a student and you have access to UPC intranets?:\*  Yes  No

UPC Intranet user:

Password:

> Change your 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](mailto: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](mailto:acces.programes.postgrau@upc.edu) a través de [morguapu.upc.es](http://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](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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DE CATALUNYA  
BARCELONATECH

ACCES TO UPC STUDIES REQUEST

**ACCOUNT ACTIVATED SUCCESSFULLY**

➤ [Go to preinscription of the UPC home page](#)

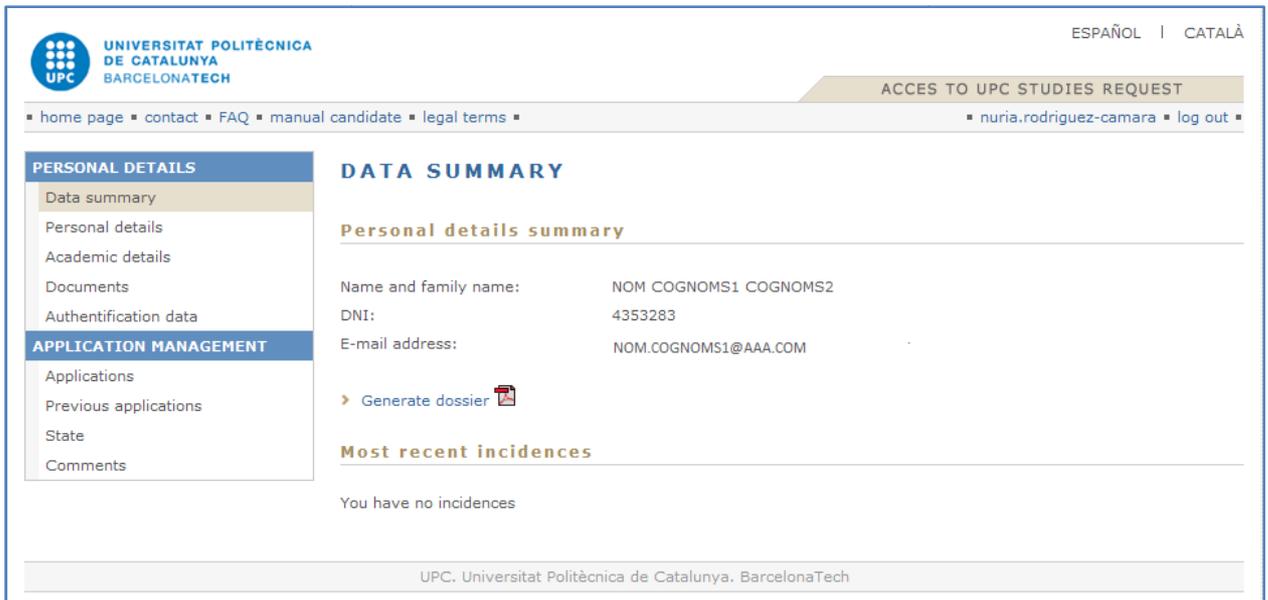
Once you have activated your account you have to sign in to complete your account details (personal details, academic details and so on) and to do the application.

## 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 page is divided into two main sections: 'PERSONAL DETAILS' and 'DATA SUMMARY'. The 'PERSONAL DETAILS' section is on the left and contains a menu with options: 'Data summary', 'Personal details', 'Academic details', 'Documents', and 'Authentication data'. Below this is the 'APPLICATION MANAGEMENT' section with options: 'Applications', 'Previous applications', 'State', and 'Comments'. The 'DATA SUMMARY' section is on the right and contains the following information:

- Personal details summary**
- Name and family name: NOM COGNOMS1 COGNOMS2
- DNI: 4353283
- E-mail address: NOM.COGNOMS1@AAA.COM
- > Generate dossier 
- Most recent incidences**
- You have no incidences

The page also features a top navigation bar with the UPC logo, 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH', language options 'ESPAÑOL | CATALÀ', and a user profile section with 'ACCES TO UPC STUDIES REQUEST', 'nuria.rodriguez-camara', and 'log out'. A footer at the bottom 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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 [log out](#)

**PERSONAL DETAILS**

Data summary

**Personal details**

Academic details

Documents

Authentication data

**APPLICATION MANAGEMENT**

Applications

Previous applications

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**

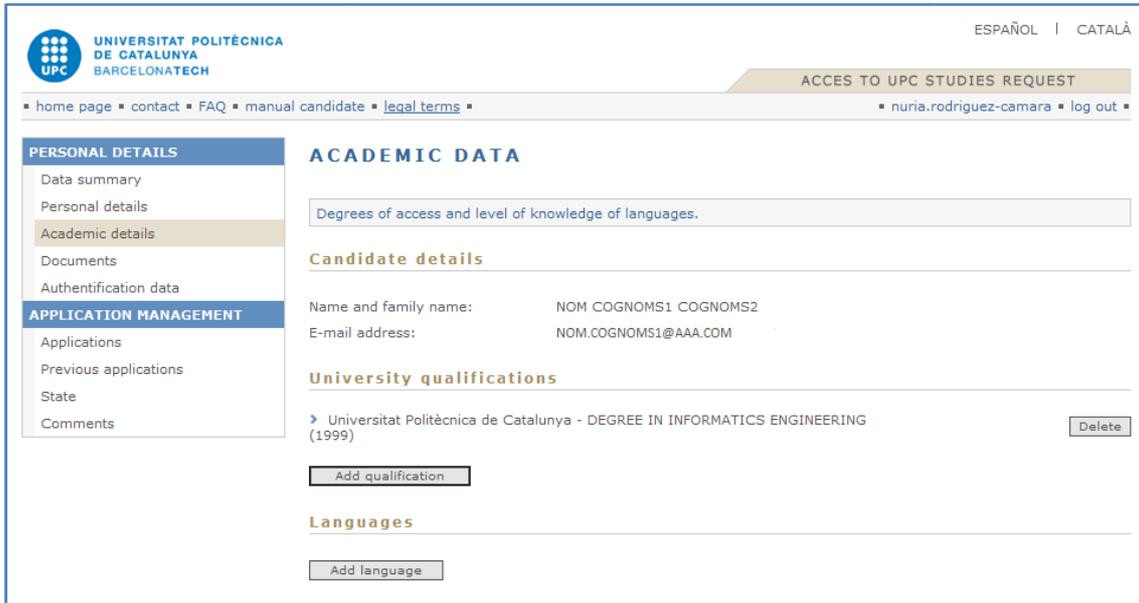
Address:	<input type="text"/>
Postcode:	<input type="text"/>
City:	<input type="text"/>
Province in which you will be living during the course :	<input type="text" value="Barcelona"/>
Country:	<input type="text" value="Spain"/>

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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

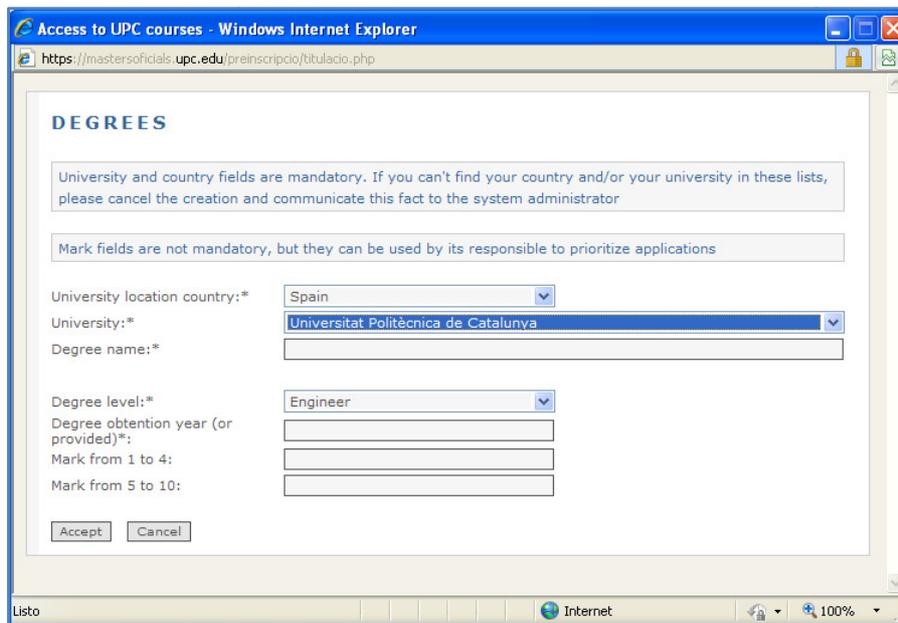
This section will help you to complete the student record details and point out your level at different languages.



The screenshot shows the 'ACADEMIC DATA' section of the application portal. On the left is a navigation menu with 'PERSONAL DETAILS' and 'APPLICATION MANAGEMENT'. The main content area includes:

- PERSONAL DETAILS:** Data summary, Personal details, Academic details (highlighted), Documents, Authentication data.
- 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:** A list with one entry: 'Universitat Politècnica de Catalunya - DEGREE IN INFORMATICS ENGINEERING (1999)' with a 'Delete' button and an 'Add qualification' button below.
  - Languages:** An 'Add language' button.

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



The screenshot shows a 'DEGREES' form in a Windows Internet Explorer browser window. The form contains the following fields:

- University location country:\* (Dropdown menu: Spain)
- University:\* (Dropdown menu: Universitat Politècnica de Catalunya)
- Degree name:\* (Text input field)
- Degree level:\* (Dropdown menu: Engineer)
- Degree obtention year (or provided)\*: (Text input field)
- Mark from 1 to 4: (Text input field)
- Mark from 5 to 10: (Text input field)

At the bottom of the form are 'Accept' and 'Cancel' buttons. The browser's address bar shows the URL: https://mastersoficials.upc.edu/preinscripcio/titulacio.php.

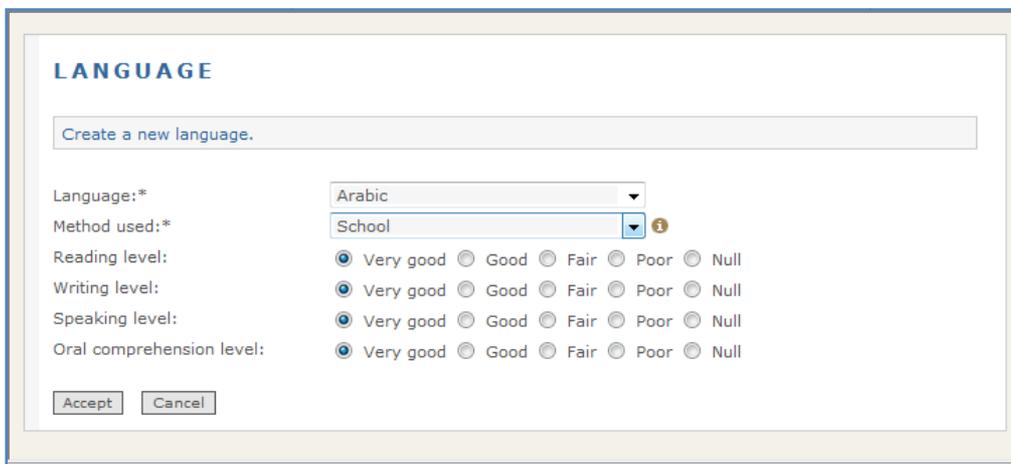
It is very important to complete the details correctly. In case you do not find the name of your University of precedence, from "Contact"

▪ [home page](#) ▪ [contact](#) ▪ [FAQ](#) ▪ [manual candidate](#) ▪ [legal terms](#) ▪

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.

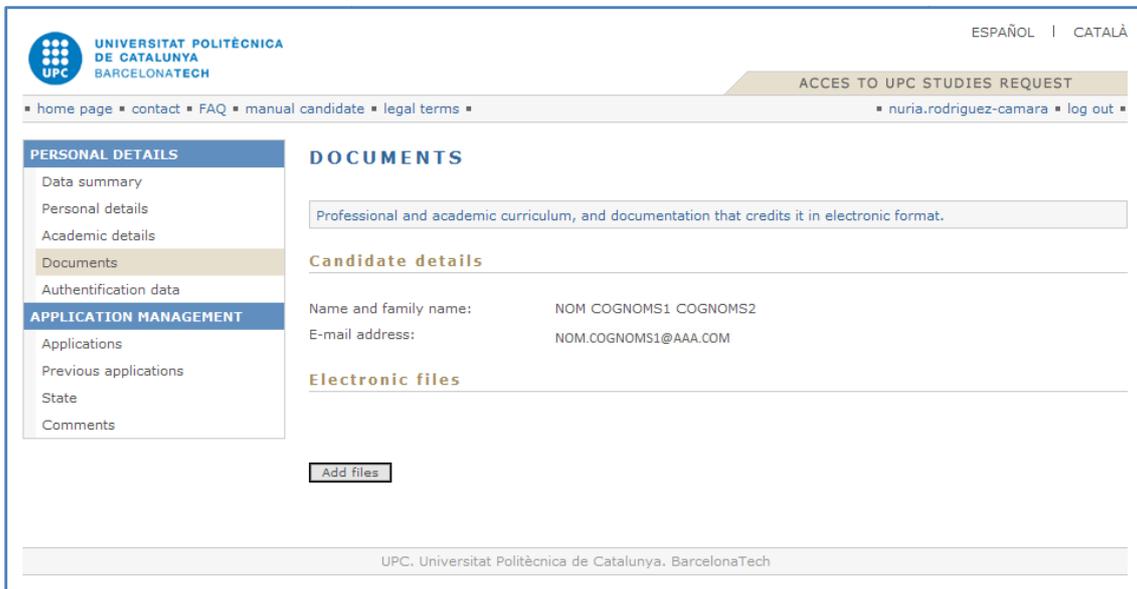
When clicking into the button '**Add language**' the following window will open, which will allow you to give details of your knowledge in languages and how did you get it.



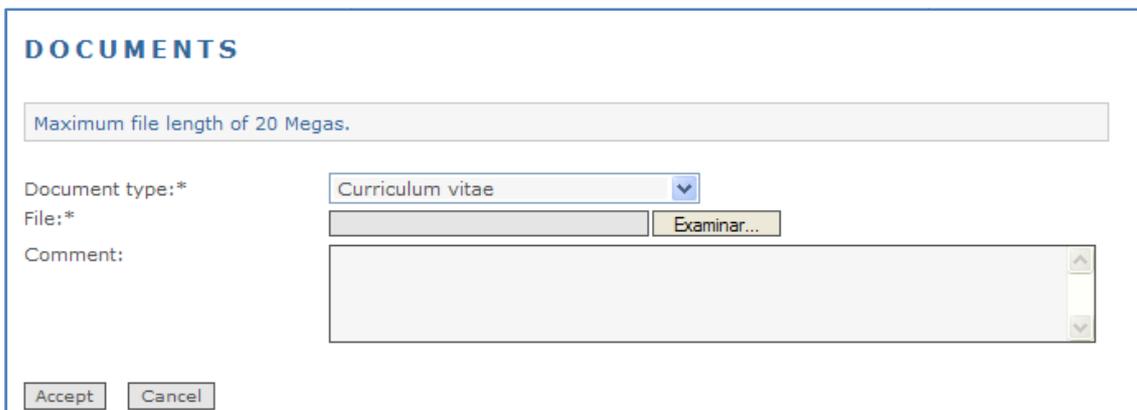
You will have to repeat this process as many times as languages you want to introduce.

## 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.



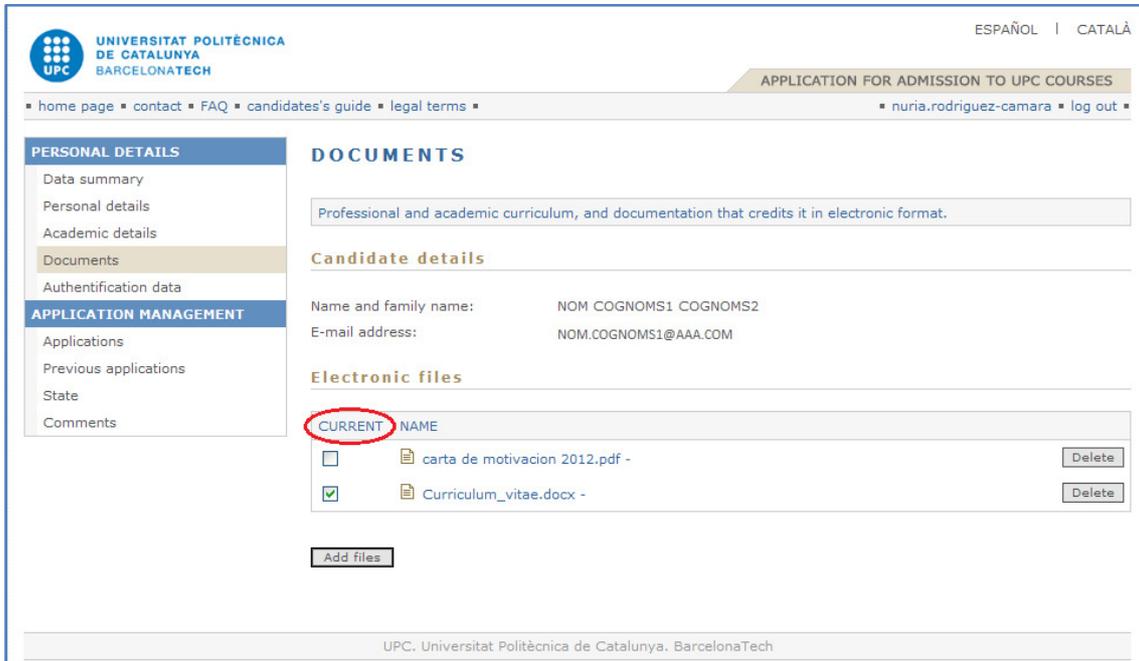
The following window will open when you click into the link 'Add files':



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.

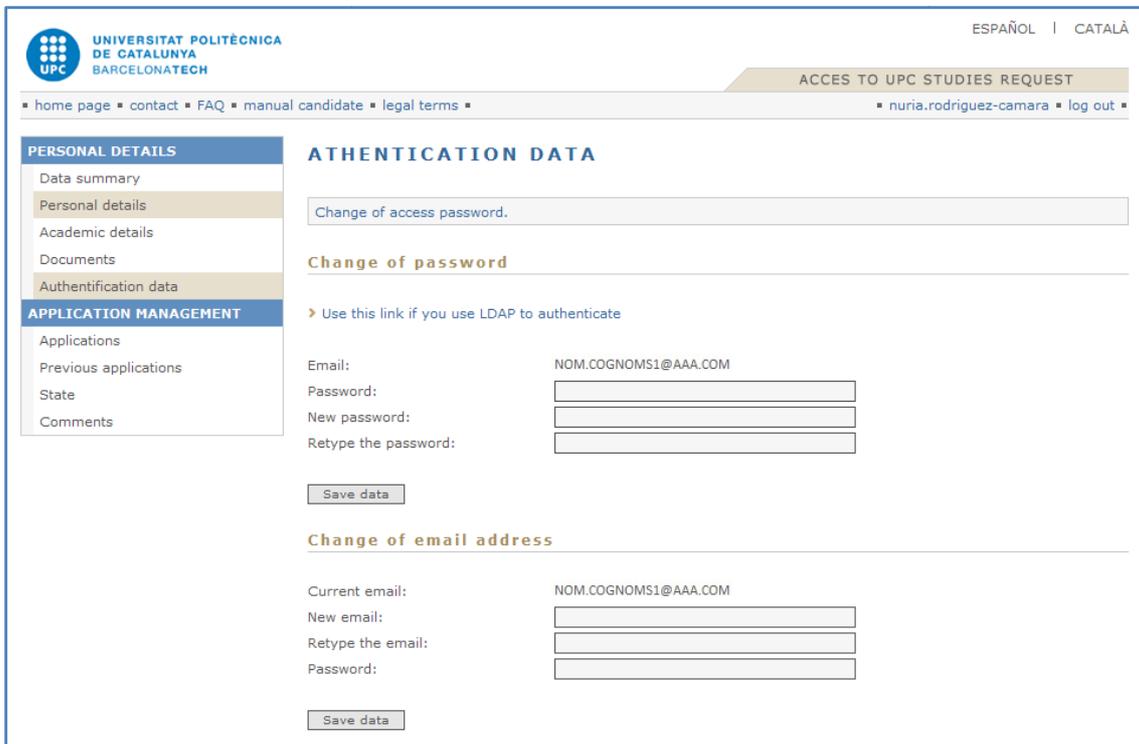


The screenshot shows the 'APPLICATION FOR ADMISSION TO UPC COURSES' interface. The left sidebar contains navigation menus for 'PERSONAL DETAILS' and 'APPLICATION MANAGEMENT'. The main content area is titled 'DOCUMENTS' and includes a description of the required documents, 'Candidate details' (Name and family name, E-mail address), and 'Electronic files'. The 'Electronic files' section has a table with columns 'CURRENT' and 'NAME'. The 'CURRENT' column has a red circle around it. Two files are listed: 'carta de motivacion 2012.pdf -' and 'Curriculum\_vitae.docx -'. Each file has a checkbox and a 'Delete' button. An 'Add files' button is located below the table. The footer of the page reads 'UPC. Universitat Politècnica de Catalunya. BarcelonaTech'.

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

## 2.5. Authentication details

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

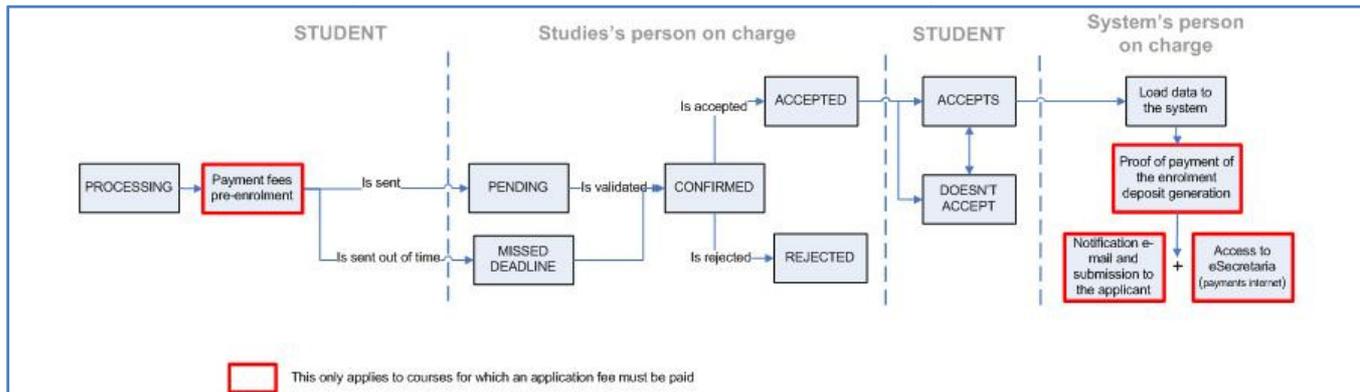


The screenshot displays the 'Authentication Data' section of the Prisma system. On the left, there is a navigation menu with 'PERSONAL DETAILS' and 'APPLICATION MANAGEMENT' sections. The 'PERSONAL DETAILS' section includes 'Data summary', 'Personal details', 'Academic details', 'Documents', and 'Authentication data'. The 'APPLICATION MANAGEMENT' section includes 'Applications', 'Previous applications', 'State', and 'Comments'. The main content area is titled 'ATHENTICATION DATA' and contains two main sections: 'Change of access password' and 'Change of password'. The 'Change of password' section includes a link for LDAP authentication and input fields for 'Email', 'Password', 'New password', and 'Retype the password'. Below these fields is a 'Save data' button. The 'Change of email address' section includes input fields for 'Current email', 'New email', 'Retype the email', and 'Password', followed by a 'Save data' button. The top of the page shows the UPC logo, the text 'UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH', and language options 'ESPAÑOL | CATALÀ'. A navigation bar includes links for 'home page', 'contact', 'FAQ', 'manual candidate', 'legal terms', and a user profile 'nuria.rodriguez-camara | log out'.

### 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.

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**PERSONAL DETAILS**

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

**APPLICATION MANAGEMENT**

- Applications
- Previous applications
- State
- Comments

**APPLICATIONS**

Studies you want to accede and order of preference.

**Candidate details**

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

**Create application**

Course type: Official master's degree

Create application

**Course applied for**

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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](#)

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€
<input type="button" value="Pay"/> <input type="button" value="Add files"/> <input type="button" value="Modify"/> <input type="button" value="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
<input type="button" value="Send request"/> <input type="button" value="Add files"/> <input type="button" value="Modify"/> <input type="button" value="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 for payment. At the top, there is a navigation bar with 'Atenció al client - Mapa de la web' and a search box. Below this is a breadcrumb trail: 'Particulars > Pagaments > Dades del pagament'. The main heading is 'Pagament d'impostos, rebuts, matrícules i multes'. There are three numbered steps: 1. Identificació del pagament, 2. Dades del pagament (highlighted), and 3. Confirmació. Under 'Dades de la targeta', there are input fields for 'Número de targeta:', 'Data de caducitat:' with dropdowns for 'Mes: 01' and 'Any: 2012'. Under 'Dades del rebut', there is a list of payment details: 'Clau cobrament: 00818003031-0000000007059-121000', 'Concepte: REBUT DE U.P.C.', 'Emissora: 00818003031 - U.P.C. TAXES - PREINSCRIPCIO MASTER', 'Referència: 0000000007059', 'Identificació: 121000', and 'Import: 30,00'. A 'Continuar' button is located at the bottom of the form. At the very bottom, there is a footer with '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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**PERSONAL DETAILS**

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

**APPLICATION MANAGEMENT**

- Applications
- Previous applications
- State
- Comments

### 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**

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

**APPLICATION MANAGEMENT**

- Applications
- Previous applications
- State
- Comments

#### STATE

State of the applications and contact data.

---

**Candidate details**

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

---

**State of the applications**

➤ URBAN MANAGEMENT AND VALUATION (February 2012)

Code: ARQM02  
 Course type: Official master's degree  
 Person in charge: Josep Roca  
 JACOBO

Tutor:  
 Contact:  
 Registration date: 06/02/2012  
 State: PAYMENT TO BE CONFIRMED Details

There aren't comments

➤ ARCHITECTURE, ENERGY AND ENVIRONMENT (September 2012)

Code: ARQM07  
 Course type: Official master's degree  
 Person in charge: Rafael  
 JACOBO  
 HELENA

Tutor:  
 Contact:  
 Registration date: 20/04/2012  
 State: PROCESSING (TO BE SENDED) Details

There aren't comments

➤ DEGREE IN MATHEMATICS (September 2012)

Code: 200LM 5  
 Course type: Second cycle

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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**PERSONAL DETAILS**

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

**APPLICATION MANAGEMENT**

- Applications
- Previous applications
- State
- Comments

### 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
<input type="button" value="Send comment"/>			

**ARCHITECTURE, ENERGY AND ENVIRONMENT: 2012-1**

TYPE	DATE	FROM / TO	QUALIFICATION
<input type="button" value="Send comment"/>			

**URBAN MANAGEMENT AND VALUATION: 2011-2**

TYPE	DATE	FROM / TO	QUALIFICATION
<input type="button" value="Send comment"/>			

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