



USEFUL TOOLS

0. Username and password **UPC**

1. Email **UPC**

2. Access to **UPC intranets**

3. Guide for **e-Secretaria** 

4. Guide for **Atenea**



5. Guide for **UPC app + UPC student card**

6. Guide for **services**

7. Guide to **reserve a locker**

8. Guide for **customized schedules**

0. Username and password UPC

When your admission was confirmed, you received a message to activate your UPC user account in order to access the different platforms.

Dear Sir/Madam,

Please find enclosed the account information that will enable you to access the UPC intranets:

Username: name.lastname

In order to get your password you must click this link: [Get Password](#)

For more support, contact us: <https://serveistic.upc.edu/ca/atic>

Best regards

Universitat Politècnica de Catalunya

1. Email UPC

With your user profile your UPC email is activated. You must have received another message: "Activació de bústia realitzada".

Dear Sir / Madam,

We have enabled an email account to the user **name.lastname** with the email address name.lastname@estudiantat.upc.edu. First of all, you need to [activate the two-factor authentication to the account](#).

Once you have done this, you can access through the web <https://correuv3.upc.edu> with the same user name and password of the UPC intranets adding the two-factor authentication code.

If you do not remember your username and password, you will be able to reset them on the page [recover your password](#).

You can find all the information about the email service in the following link: <https://serveistic.upc.edu/ca/correu-v3-gmail>

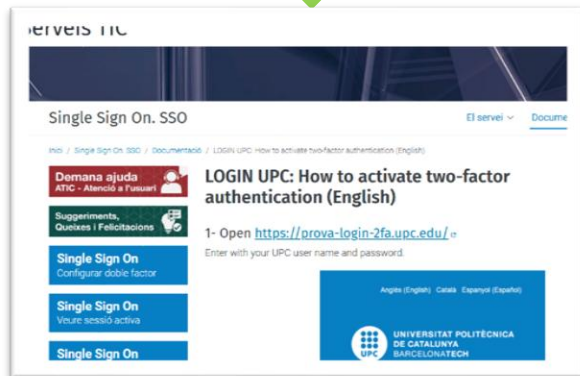
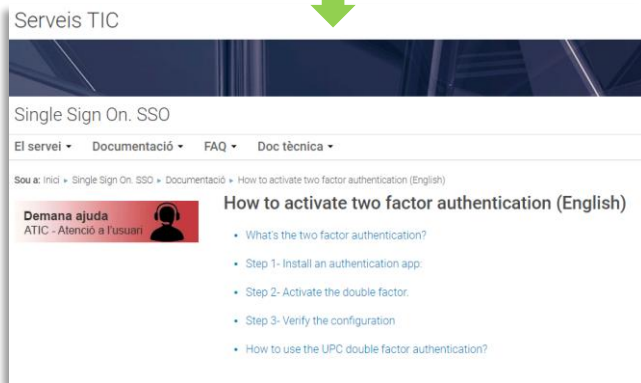
If you have any questions please contact us.

ATIC - <http://serveistic.upc.edu/ca/atic>

In case you have not activated your account when you received the messages, you have to do it now. It is very important that you log in and check this new account as all communications from the University will be made through this address.

1.1 To activate the mail and G-Workspace for education account

The double-authentication factor is an additional code that you will have to enter to access some applications of the UPC in addition to your usual username and password. It consists of two 6-digit temporary codes provided by an application that you can install on your phone or a workstation. The codes change every 30 seconds and you should check the application to know which code is valid at that time: <https://serveistic.upc.edu/ca/sso/documentacio/sso-2fa> and <https://serveistic.upc.edu/ca/sso/documentacio/login-upc-activate-english>

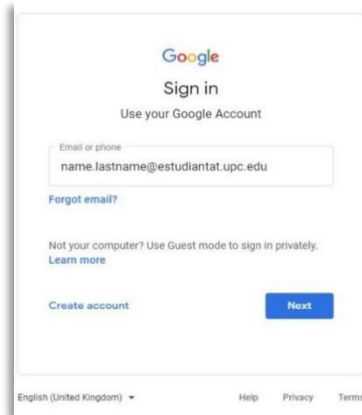
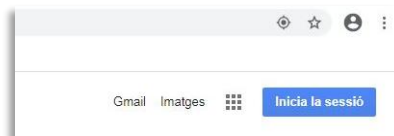


Open a browser (preferably Google Chrome) and open www.google.com

Log in clicking in the upper right button.

To sign in, write your full email
name.lastname@estudiantat.upc.edu

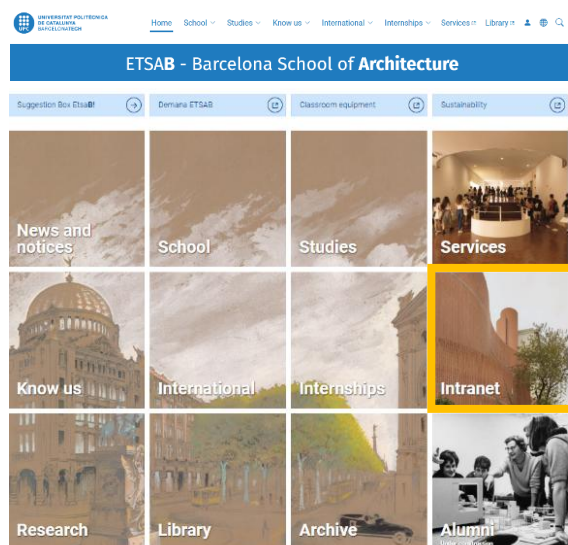
It will redirect you to the Portal of the UPC identity system where we only have to put our UPC username and password (**point 1**)



***UPC Mail and G-Workspace will expire a few months after the end of your last semester at UPC.
Do not forget to back up your messages and files at the end of your mobility!**

2. Access to UPC intranets

2.1. To access the two UPC intranets go to www.etsab.upc.edu and click on **Intranet**



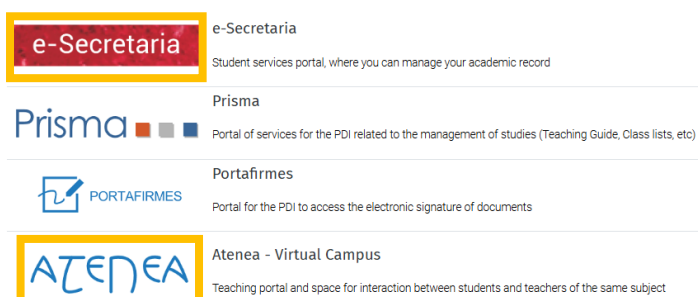
You will see the link to enter the **e-Secretaria** and **Atenea**, the two UPC intranets that you will be using this year in ETSAB.



School intranets (ETSAB)



University intranet (UPC)



3. Guide for e-Secretaria

3.1 To enter the e-Secretaria, click on **e-Secretaria**. Click on **Identificación única UPC (UPC user)** and log in with your username and pasword.



3.2. In **My details**, you MUST complete this information:

3.2.1. Personal data

- **Review** the information in 'Usual home address'
- **Complete** the information in 'Address during academic year' with your address in Barcelona

IMPORTANT!! Complete steps 3.2.1 and 3.2.2 before registration

Home

Notices

My details

Personal data

RGPD Authorisations

Personal data

Fields marked with an asterisk (*) are required.

PERSONAL DETAILS

Name and surname: _____ Sense name (1): _____ Document number: _____ Registration date: _____

Sex: _____ Gender* (1): _____ Birth date: _____ Birth country: _____ Nationality: _____

Birth province: _____ Birth city/town: _____ Birth city/town details*: _____

Birth country: _____ Mobile phone: _____ Application language* (1): _____

Upload or change the photo

If you find any incorrect information that cannot be changed at this page, contact your school to make the necessary corrections.

USUAL HOME ADDRESS

Country* (1): _____ Province*: _____ City/town*: _____ Additional information: _____

County: _____ Postcode*: _____ Telephone*: _____

Sense informació: _____ Street type*: _____ Street (only the name)*: _____ Street number*: _____ Stairs, floor, door: _____

Check the list of postcodes

Copy details

ADDRESS DURING ACADEMIC YEAR

Residence type*: _____

Country* (1): _____ Province*: _____ City/town*: _____ Additional information: _____

County: _____ Postcode*: _____ Telephone*: _____

Sense informació: _____ Street type*: _____ Street (only the name)*: _____ Street number*: _____ Stairs, floor, door: _____

Cancel Save

CHANGE PERSONAL ADDRESS

UPC e-mail address

@estudiantat.upc.edu

Personal e-mail address*

@gmail.com

Change personal address

We remind you that a UPC student account will be automatically created for you (name.surname@estudiantat.upc.edu).

Communications from the university are sent to your UPC email address. Emails sent by the university will NOT be forwarded to the personal address.

3.2.2. RGPD Authorizations

- **Answer** the 'RGPD authorizations'

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RGPD Authorisations

DATA PROTECTION INFORMATION

Unit responsible for processing: Universitat Politècnica de Catalunya

Date of the data protection policy: Universitat Politècnica de Catalunya

Purpose of the treatment: F01.4 Adreçament, matrícula, avaluació i gestió de l'espai acadèmic dels estudiants. F01.6 Gestió de beques i d'ajuts a l'estudi. F01.23 Convènia de cooperació educativa. F03.22 Gestió i ús del campus virtual. F03.23 Gestió de les avaluacions i pràctiques dels estudiants. F03.3 Prèstec i consulta de documents dels fons bibliogràfics de la UPC i d'altres institucions. F04.1 Emissió del certificat digital. F04.2 Emissió del carnet de la UPC. F04.3 Gestionar la assignació de nivells d'accés als serveis de la universitat i als seus sistemes d'identificació. F04.4 Gestió del registre d'accés a la xarxa. F05.1 Gestió de la informació i atenció dels membres de la comunitat universitària i futurs estudiants que requereixen serveis o adaptacions especials.

Legislation: 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: more detailed information in the description of the purpose in the Record of Processing Activities.

Rights of people: International transfers: with the consent of the interested party, to other bodies or entities that have signed collaboration agreements with the UPC.

Term of conservation: Right of access, rectification or erasure, restriction of processing, Right to object, Right to data portability.

Claim: As needed for any of the purposes that are described in our retention policy. If you have been unable to exercise your rights to your satisfaction, you can file a complaint with the AEPD: apdcat.gencat.cat

RGPD AUTHORISATIONS

All fields on this page are required.

The University will consult the relevant data for resolving academic procedures whenever available. It will consult specifically identity details (DNI/NIE) and the documents that justify a reduction on the amount of applicable fee (large family and disability).

In the event that you do not want the University to consult such information by electronic means, you must submit a reasoned application using the form available in the e-service portal. In this case, you will have to provide all the documents required for each procedure to the secretary's office at your school.

Companies and external institutions

Do you authorise us to pass on your contact details to the corresponding professional association, if necessary, and to businesses and institutions that may be interested in your academic training?

Authorisation alumni

Do you authorise us to use the contact details included in the "Gestió d'estudiants" file to inform you of the courses that are available to you at the University?

Also, if you give us your consent, we will include your data from the file "Gestió d'estudiants" in the file "ALUMNI" to maintain a permanent link of the UPC with its former students.

University extension

If you authorize us, to give your address to companies or entities to send information on matters related to university extension: financial products and services, leisure, social services, accommodation services, sports, etc...

Cancel Save

Once the previous steps are completed, at e-Secretaria you can access your academic file, check your academic records, change your personal information, redirect your e-mail and print your enrolment.

- Change your Personal Data

- Check your records

- Check your marks (provisional and final)

- Information about your enrolled courses

- Print your enrolment

- Transcript of records

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3.3. In Forms and payments you can see, download and print your enrolment.

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Forms and payments

Before making any payment, you should check that all the information shown on the document is correct. If you find any errors, please contact the administrative staff for your programme to make the necessary changes.

If you like you can pay by credit card or Linia Oberta from this page. Choose one of the two options from the list and it will open a confirmation page to manage the payment directly with the financial institution. The payment status will be updated when a confirmation by the financial institution is received.

Select a document and language to view the form. [Hide](#)

Academic year	Form/concept	Amount	Method of payment	Date of printing	Expiry date	Status	Payment
2024-0	Enrolment	0,00 €	Financial institution	06/09/2024	11/09/2024	Pending	

Language*
English

[View form](#)

UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

APPLICATION FOR ENROLMENT ACADEMIC YEAR 2024-2025(0)

Barcelona School of Architecture
ARCHITECTURE BARCELONA, Curriculum 2023

Personal details

Student :
Ref. no. : Passport :

ACADEMIC INFORMATION							FINANCIAL INFORMATION (Amounts in euros)	
Final-year subjects: NO							TYPE OF FEE: Ordinary	
Code	Org.	Type	Val.	Credit	Group	Teaching unit	ACADEMIC FEES	
210282	Q1	P	1	4.0	1SM	ADAPTIVE ARCHITECTURE, FURNITURE AND DESIGN		
210289	Q1	P	1	4.0	1ST	DESIGNING, CALCULATING AND BUILDING IN WOOD		
210326	Q1	P	1	3.0	1SM	HOUSING AND NEIGHBORHOOD REGENERATION		
210294	Q1	P	1	3.0	1SMI	LLUM BCN FESTIVAL		
210141	Q1	P	1	5.0	1SM1	THEORY II		
210123	Q1	P	1	5.0	1ST1	URBAN DESIGN III		
							Total academic fees 0.00	
							ADMINISTRATIVE FEES	
							Total service fee 0.00	
							TOTAL ENROLMENT FEE 0.00	
							TOTAL AMOUNT DUE 0.00	

3.4. In **Course Guide** you can **download** the course description of each enrolled subject.

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ENROLLED SUBJECTS

Name	UPC Code	Acronym	Catalan	Spanish	English	Bibliography
ARCHITECTURAL REPRESENTATION III	210125	RA III				Details
ARCHITECTURAL REPRESENTATION IV	210138	RA IV				Details
BASIC TECHNIQUE	210110	BTC				Details
CONSTRUCTION III	210134	CONST III				Details
DESIGN V	210131	PRJ V				Details
DESIGN VI	210136	PRJ VI				Details
IDEATION AND DRAWING WORKSHOP: VISUAL DIARY OF A CREATIVE PROCESS	210309	TID				Details
THEORY I	210133	T I				Details
THEORY II	210141	T II				Details
URBAN DESIGN V	210132	URB V				Details

TAKEN SUBJECTS

2024-1

Name	UPC Code	Acronym	Catalan	Spanish	English	Bibliography
ARCHITECTURAL REPRESENTATION IV	210138	RA IV				Details
DESIGN V	210131	PRJ V				Details
THEORY I	210133	T I				Details
THEORY II	210141	T II				Details
URBAN DESIGN V	210132	URB V				Details

3.5. In **Evaluation** you can check the provisional and final marks obtained at the enrolled subjects.

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Provisional marks

Grades proposed by the lecturer. When the official examination results are passed, grades will become final and appear on your academic record.

Academic year	Name	UPC Code	Acronym	Cred.	Type	Exam sess.	Mark
2024-2	INTERIOR ARCHITECTURE	210280	AAII	3	Optional	1	
2024-2	CONDITIONING AND SERVICES III	210135	CIS III	6	Optional	1	
2024-2	STRUCTURES II	210121	EST II	6	Optional	1	
2024-2	DESIGN VI	210136	PRJ VI	7,5	Optional	1	
2024-2	URBAN DESIGN VI	210137	URB VI	5	Optional	1	

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Marks

SUBJECTS MARKS AND OTHER CONCEPTS

2024-1

Subject name	UPC Code	Acronym	Cred.	Type	Mark type	Language	Exam sess.	Lect. mark	Final mark
CONSTRUCTION III	210134	CONST III	7	Optional			1	7,2 Very good	7,2 Very good
DESIGN V	210131	PRJ V	7,5	Optional			1	7,5 Very good	7,5 Very good
DESIGNING, CALCULATING AND BUILDING IN WOOD – VOL. I	210289	DCFI	4	Optional			1	7,0 Very good	7,0 Very good
HISTORY II	210124	H II	7	Optional			1	7,4 Very good	7,4 Very good
REHABILITATION TECHNIQUES AND APPLICATION	210242	TRPO	3	Optional			1	9,0 Excellent	9,0 Excellent
WALKING BARCELONA	210284	CBCN	5	Optional		En	1	6,5 Satisfactory	6,5 Satisfactory

3.6. In Academic Records you can download the documents with a list of enrolled subjects and your grades.

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ACADEMIC RECORDS

Student record with all examination sessions

Student record with subject name and most recent examination session

Student record by semester

Academic file ECTS

Language*

Catalan

View document

3.7. In Certificates, you can **download** your Transcript of Records.

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Certificates

This section shows the academic and personal information documents you can apply for. Please note that certain applications are subject to a fee.

MY CERTIFICATES

In any query related to a certificate you must give its register number.

Register number	Certificate	Certificate status	Date	Amount	Payment status
-	-	-	-	-	-

AVAILABLE CERTIFICATES

These are the certificates you can apply for. Click on whatever you want in order to apply. If you have more than one academic record, make sure you have selected the right one before applying.

Academic record selected: ARCHITECTURE BARCELONA

Academics certificates

Incoming mobility certificate (Digital signature)

NEW APPLICATION

Incoming mobility certificate (Digital signature)

Certificate to accredit the qualifications of INCOMING mobility students. The certificate is generated in Spanish and English in the same document.

Language*

Spanish

To complete your request, click on "Submit". Fields marked with an asterisk (*) are required.

Applying for this certificate generates the documents for the electronic signature. This may take a few seconds, please wait.

Cancel Submit

4. Guide for ATENEA

4.1. If you click on Atenea you will access the virtual campus of the university, logging in with your username and your password.

In ATENEA you can download your class files, comment on forums, contact your colleagues, upload your homework or check the grades of the enrolled subjects

UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

User

Password

Forgot your password?

Login

Other authentication methods

ATENEA

My Courses

210045 - PROJECTE DE FI DE GRAU (Curs SEM0142)

2018/20-00 / ETSAB

Grades

5. Guide for App UPC+ UPC Student Card

5.1. Once enrolled, you can generate your UPC Digital Card from the UPC App.

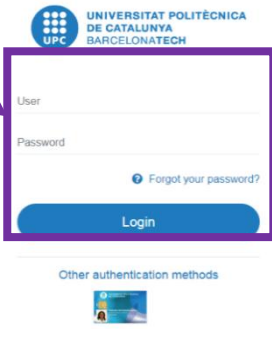
Download the App UPC in Android or IOS [available in Catalan, Spanish and English]

Android (Google Play): <https://play.google.com/store/apps/details?id=com.upc.estudiants>

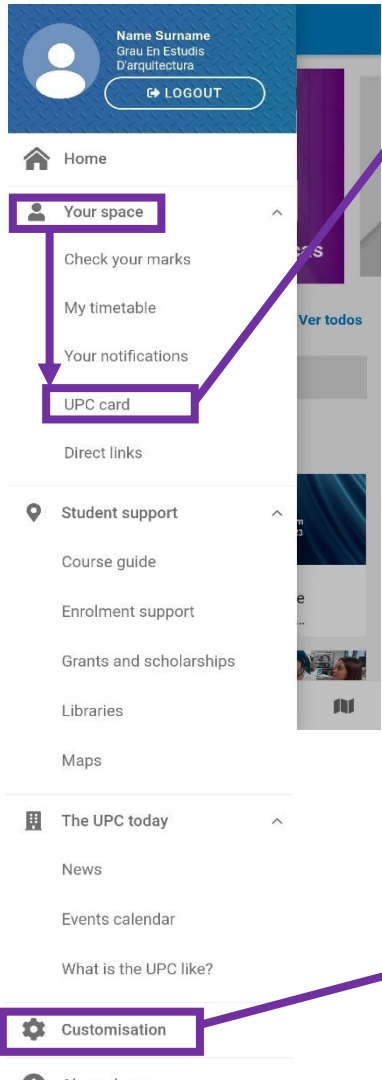
IOS (App Store): <https://apps.apple.com/es/app/upc-estudiantes/id1503347657>



0. Download the App UPC
1. Select Language.
2. Log in with your UPC Password



3. Check the drop-down menu on the top left corner.



4. Your space:

- **UPC Card:** Upload your photo to generate **Your Digital Student ID**

In addition...

- Direct links to ATENEA, e-Secretaria and other services.
- Check your marks (Mid-semester and final marks published in your ATENEA will also appear here).
- Check your timetables and class schedules.
- In "Your notifications" you will receive additional information regarding school events and updates.

Student Support:

- Check the course guide and syllabus.
- "Enrolment support" will not be instrumental to your stay since your enrolment process is different to the one regular students go through.
- "Grants and scholarships" will not be instrumental to your stay since these are usually only available to Spanish students.
- In "Libraries" you will find information on opening hours, location and occupancy of all UPC libraries.
- Campus maps will help you find your way around campus.

UPC day by day:

- News and information on activities and events along with a calendar.

Customizing:

- You can change your **Language** settings and home page displays here.

Keep in mind some features won't be unlocked until you formalize your enrolment and complete your information in e-Secretaria.



6. Guide for services

UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

Home School Studies Know us International Internships Services **Library**

ETSAB - Barcelona School of Architecture

<https://biblioteca.upc.edu/etsab>

Bibliotècnica
The digital library of the UPC

STUDENTS PROFESSORS RESEARCHERS LIBRARIES ETSAB

ORIOl BOHIGAS LIBRARY OF THE BARCELONA SCHOOL OF ARCHITECTURE ETSAB

Avda. Diagonal 649, 08028 Barcelona • biblioteca.ETSAB@upc.edu | +34 93 401 74 71

Search Books, magazines, articles...

Opening hours Check the schedule of ETSAB

Sales Book work rooms at ETSAB

Equipment Consult the equipment of ETSAB

Type into the search bar: **Servicios TIC (informatic services)**

Portal de Serveis d'Arquitectura de Barcelona

Presentació Organització i contacte Demana ETSAB

servis[tic] Cerca

Resultats:

- Aules: Recursos i equipament TIC
- Directorio
- Portals d'aplicacions
- Programari
- Serveis TIC**

Serveis TIC

Connexió a Internet, correu UPC, equipament TIC

A l'usuari (EST/PDI/PTGAS)

- Carnet UPC
- Certificat digital
- Connexió a Internet
- Connexió segura VPN (UPClink)
- Correu UPC
- Doble factor d'autenticació
- Identitat Digital
- Portals d'aplicacions
- Programari - acords
- Sala informàtica
- Treball al núvol
- Google Workspace
- Microsoft Office 365

Type into the search bar: labmaq (model-making laboratory)

Portal de Serveis d'Arquitectura de Barcelona

Presentació Organització i contacte Demana ETSAB

labmaq Cerca

Resultats:

- Laboratori de Maquetes (LabMaq)**
- Portals d'aplicacions
- Prèstec d'equips

Laboratori de Maquetes (LabMaq)

Normativa Documentació

Contacte

Horari d'atenció i avisos

LabMaq (EN)

Offered services

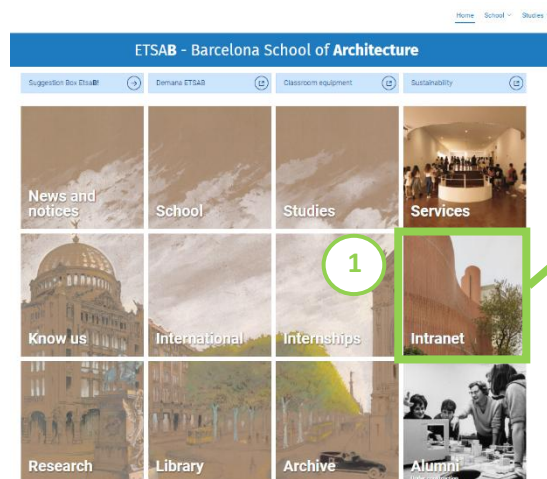
- Milling machine
- 3D printer
- Laser cutting
- Loan tools
- Available materials

LabMaq Projects
LabMaq Maker

ServeisPDI

7. Guide to reserve a locker

1. Click on **Intranet**
2. Then click on **Access to intranets**
3. In **Gestió d'armariets** (Locker Management), click on **Entrar** (Enter)
4. Click on **Gestió d'armariets** (Locker Management), in this section, you can view: the floor where the locker is located, the locker number, and status (available = green / unavailable = red)
5. Click on **Armariet Personal** (Personal Locker)
6. Read the **regulations** of the locker service
7. Select the floor and the locker number you want to borrow, and click **Send**



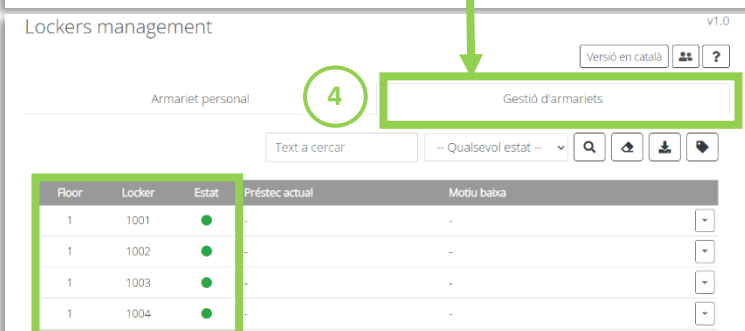
Intranets

Space reserved for members of the school, students, teaching staff and administration and services staff, to access different services.

Each intranet is aimed at specific groups; therefore, a community member may not have access to some intranets.

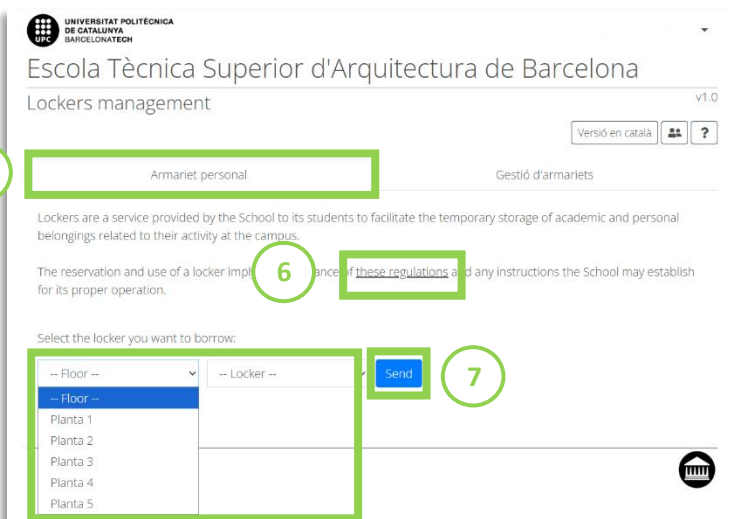
School intranets (ETSAB)

Access to intranets (2) In **Applications ETSAB** (2)
Set of management applications and own services.



NOTE

ETSAB has less lockers than students!
The number of lockers is limited.
The assignment is made in order of request



8. Guide for customized schedules

This is the best tool for creating your own schedule with the courses you want to enroll.

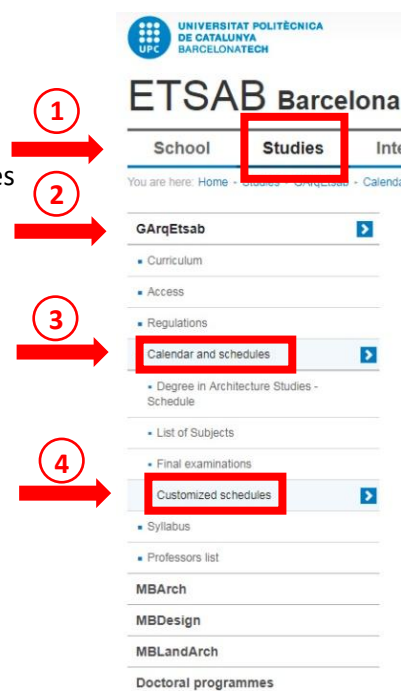
1. Click on **Studies**
2. Just below click on the left column **GArcEtsaB**
3. Then click **Calendar and schedules**
4. Finally click **Customized schedules**
5. To obtain the schedule, click on the **term** you prefer and choose the courses you would like to take (scroll down to see elective subjects)
6. Then click on the top of the right corner the button **Schedule >>**

Customized schedules

Degree **Degree in Architecture** **Degree in Architecture Studies** Term **1** 2 **Schedule >>**

Term 1: Obligatory subjects

Year 1		Morning	Afternoon	Others
210101	DRAWING I	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
210102	MATHEMATICS I	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
210103	PHYSICS I	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
210104	BASIS FOR DESIGN I	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
210105	BASIS FOR THEORY	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
210106	DRAWING II	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
210110	BASIS FOR TECHNIQUE	☐ 11 ☐ 12 ☐ 13 ☐ 14	☐ 21 ☐ 22	☐ all
Year 2		Morning	Afternoon	Others
210111	CONDITIONING AND SERVICES I	☐ 11	☐ 21	☐ all
210112	DESIGN I	☐ 11 ☐ 12	☐ 21 ☐ 22	☐ all
210113	URBAN DESIGN I	☒ 11 ☐ 12	☐ 21 ☐ 22	☐ all
210114	HISTORY I	☐ 11	☐ 21	☐ all
210115	ARCHITECTURAL REPRESENTATION I	☐ 11 ☐ 12	☐ 21 ☐ 22	☐ all
210116	CONSTRUCTION I	☐ 12	☐ 22	☐ all
210117	STRUCTURES I	☐ 12	☐ 22	☐ all
210120	ARCHITECTURAL REPRESENTATION II	☐ 11 ☒ 12	☐ 21 ☐ 22	☐ all
Year 3		Morning	Afternoon	Others
210121	STRUCTURES II	☐ 11 ☒ 11A	☐ 21	☐ all
210122	DESIGN III	☐ 11 ☐ 11A ☐ 12	☐ 21 ☐ 22	☐ all
210123	URBAN DESIGN III	☐ 11 ☐ 11A ☐ 12	☐ 21 ☐ 22	☐ all
210124	HISTORY II	☐ 11 ☐ 11A	☐ 21	☐ all
210125	ARCHITECTURAL REPRESENTATION III	☐ 11 ☐ 11A	☐ 21	☐ all
210126	CONSTRUCTION II	☐ 12		☐ all
210127	CONDITIONING AND SERVICES II	☐ 12	☐ 22	☐ all
Year 4		Morning	Afternoon	Others



7. You can see your own personal schedule. If you notice some courses in **red colour**, it means they overlap at the same time. Go back and try another option. Once you have the right schedule, click on **Definitive schedule**.

Degree in Architecture Studies - Year 2017-2018 - Term 1

<< Return to List Definitive schedule Summary of subjects Create iCal1 Legend

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30					
9:00	ARCHITECTURAL REPRESENTATION II (12) STRUCTURES II (11A)				HISTORY OF WESTERN ART I (13)
9:30					
10:00		STRUCTURES II (11A)			
10:30	DESIGN V (12)		DESIGN V (12)		URBAN DESIGN I (11)
11:00					
11:30					
12:00		HISTORY OF WESTERN ART I (13)			
12:30					
13:00				URBAN DESIGN I (11)	
13:30					
14:00					
14:30					