

step1. Go to the ETSAB website: <https://etsab.upc.edu/en>  
Click on **Intranet** and then on **Prisma**

# ETSAB Barcelona School of Architecture



- School
- Studies
- Know us
- International
- Internships
- Services
- Intranet**
- Library

You are here: Home - Intranet

## 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

Access to intranets

#### Academic management

##### e-Secretaria

###### e-Secretaria

Portal of services for students, where you can make arrangements related to your academic record.

##### **Prisma**

###### Prisma - Study management

Portal of services for the PDI related to the management of studies (Teaching Guide, Class lists, etc).

step2. Select **STUDENTS: Admission**

You can change the Language here

PRISMA

Català | Español



#### PDI / PAS

**e-Prisma.** Multilingual course management system that lends support to the management of academic processes at the UPC.



#### STUDENTS: e-Secretaria

**e-Secretaria.** Multilingual portal that allows students to manage their academic records.



#### STUDENTS: Admission

**UPC studies admission.** Multilingual system for admission to master's and doctoral degrees at the UPC and exchange programmes with other universities.

#### Your account

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

- Non-UPC students not registered in the system
- Register**

#### NOTICES

##### SCHOLARSHIPS

**Very important!** You must apply for the Ministry's scholarship between March 30th and May 12th. Apply even if you are not sure since you can not apply later on.

<https://youtu.be/BsQoHywri14>

More information: <https://www.upc.edu/sga/ca/beques>

#### NEWS

#### NEW FEATURES

step3. In the option 'Non-UPC students not registered in the system', click on **Register**

## User registration

### DATA PROTECTION INFORMATION

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

I have read and accepted the privacy policy.

3.2 You must accept the privacy policy

3.1 Enter your data

### PERSONAL DETAILS

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

Fields marked \* are required.

L'aplicació està disponible en 3 idiomes, si vols canviar d'idioma fes servir els enllaços que hi ha a la barra superior a la dreta. Si fas servir el traductor automàtic del navegador pots obtenir traduccions confuses. La aplicación está disponible en 3 idiomas, si quieres cambiar de idioma utiliza los enlaces que hay en la barra superior a la derecha. Si usas el traductor automático del navegador puedes obtener traducciones confusas.

The application is available in 3 languages, if you want to change the language use the links in the top right bar. Using the browser automatic translator can lead to confusing translations.

Name (e.g. Peter)*	Surname 1 (e.g. Smith) *	Surname 2 (e.g. Jones)	Document type*	Doc. number* [i]	Gender*
Nationality*	Birth country*	Birth province*	Birth date*	Communication language*	

Your document must be valid for the whole period of your stay

### E-MAIL ADDRESS

E-mail address*	Write again the email address*	Password*	Repeat password*
-----------------	--------------------------------	-----------	------------------

No soc un robot

3.4 You must solve the captcha

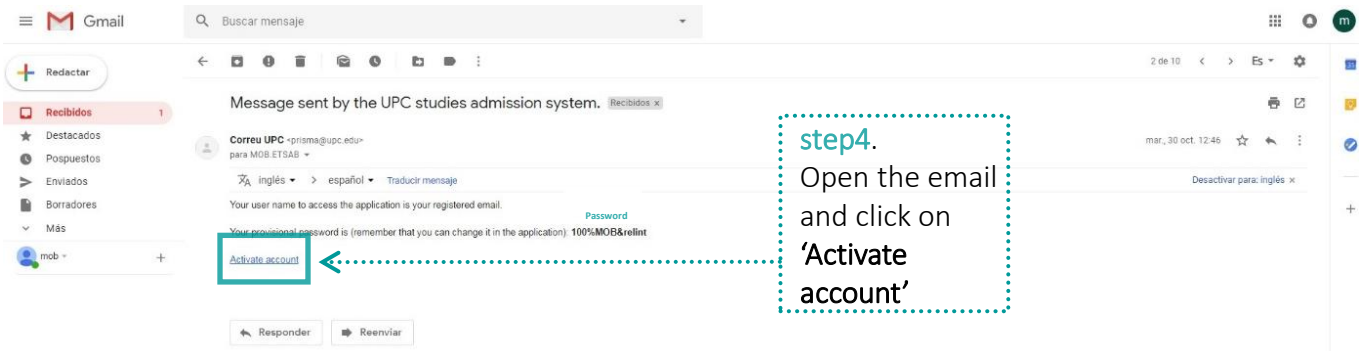
3.3 This must be the institutional mail of your home university, NOT YOUR PERSONAL MAIL.

3.5 Click on Register

Register

An email will be sent to the email address registered to activate the account

step4. Open the email and click on 'Activate account'



**step5.** Do again **steps 1 and 2** and then click on **'Non-UPC students registered in the system'** and log in with the **user name (email)** and the **password** you just created

## Your account

UPC students

Non-UPC students registered in the system

Username

Password

I'm not a robot

reCAPTCHA

[Privacy](#) - [Terms](#)

Log in

Non-UPC students not registered in the system

Register

## NOTICES

SCHOLARSHIPS 2022/2023

**Very important!** You must apply for the Ministry's scholarship between March 30th and May 12th. Apply even if you are not sure since you can not apply later on.

<https://youtu.be/BsQoHywfrI4>

More information: <https://www.upc.edu/sga/ca/beques>

## NEWS

## NEW FEATURES

## Personal data\*

Academic details\*

Application

RGPD information

**step6.** Go to **Personal data** and enter your **personal details**

## Personal data\*

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

Please enter your **FAMILY ADDRESS** as your **ADDRESS DURING THE ACADEMIC YEAR** if you do not yet know the latter. You can update it later.

### PERSONAL DETAILS

Name*	First surname*	Second surname	Document type*	Doc. number*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Passport	<input type="text"/>
Gender*	Registration date	Birth date	Nationality*	
Female		DD/MM/YYYY	British	
Birth country*	Province*	City/town*	Additional information	
Spain			<input type="text"/>	
Birth county	Mobile phone*	Comm. language*		
Baix Llobregat	<input type="text"/>	English		

### USUAL HOME ADDRESS

Country*	Province*	City/town*	Additional information	
Spain			<input type="text"/>	
County	Postcode*	Telephone*		
Baix Llobregat	<input type="text"/>	<input type="text"/>		
Street type*	Street (only the name)*	Number*	Stairs, floor, door	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Check the list of postcodes

Copy details

### ADDRESS DURING ACADEMIC YEAR

Residence type*			
<input type="text"/>			
Country*	Province*	City/town*	Additional information
Spain			<input type="text"/>
County	Postcode*	Telephone*	
Baix Llobregat	<input type="text"/>	<input type="text"/>	
Street type*	Street (only the name)*	Number*	Stairs, floor, door
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Generate academic record

Consult the information on data protection.

**IMPORTANT** don't forget to **save** the data at every step

Cancel Save

ATTENTION: unsaved changes

### CHANGE PERSONAL ADDRESS

Personal e-mail address\*

Change personal address

## Academic details\*

### PERSONAL DETAILS

Document number      Name and surname      Personal e-mail address

### UNIVERSITY DEGREES\*

University	Degree	Access	
Politecnico di Milano	Máster de Arquitectura	<input checked="" type="checkbox"/>	Delete

Add

### Máster de Arquitectura

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

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

**Access degree** <sup>[i]</sup>       **University location country**  
Italy

**University\***  
1 - Politecnico di Milano

**Degree\***  
Máster de Arquitectura

**Obtaining year\***  
2022

**Final degree grade 5 to 10** <sup>[i]</sup>  
\_ . \_

**Homologated degree**  
 Yes  No

**Name of homologated degree**  
Others

**Other homologated degree**  
\_\_\_\_\_

**Legalized degree**  
 Yes  No

**Legalization year**  
\_\_\_\_\_

**Homologation date**  
DD/MM/YYYY

**Degree level\***  
Holder of a degree in

**Language of instruction\***  
Italian

**Scholarships and aids**  
\_\_\_\_\_

Cancel Save

Step8  
Add the  
languages  
you know

### Language

Fields marked with an asterisk (\*) are required.

**Language\*** Spanish      **Learning method\*** School

**Reading level**       Very good     Good     Medium     Low     Null

**Writing level**       Very good     Good     Medium     Low     Null

**Speaking level**       Very good     Good     Medium     Low     Null

**Oral comprehension level**       Very good     Good     Medium     Low     Null

Data saved correctly

Cancel Save

### ELECTRONIC DOCUMENTATION

Add

step7. Go to Academic details and fill in the required information

7.1 Fill in the blanks with the studies you are following in your home university. Write '2026' in Obtaining year

**Step9** On file type choose 'Other documents'. Add the following documents.

- ETSAB'S Exchange Application form signed and stamped by your home university
- Passport or ID card scan (it should match the number you wrote on "Personal Data")
- Transcript of records with the number of credits achieved/ total number of credits of the degree.

(NOTE for Erasmus students: Learning Agreement will be processed online via EWP later on)

**ELECTRONIC DOCUMENTATION**

Current	Name	Delete
<input checked="" type="checkbox"/>	-	<input type="button" value="Delete"/>

Add

Fields marked with an asterisk (\*) are required. The size limit is 20 MB per file and 50 MB in total.

File type\* File\*   Current

Other documents	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div>
Curriculum vitae	
Diploma	
Results certificate	
Other documents	
Language certificate	

ATTENTION: unsaved changes

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

**Application**

**PERSONAL DETAILS**

Document number	Name and surname	Personal e-mail address
-	-	-

**CANDIDATE'S APPLICATIONS**

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

Program type	Name	Academic year	Status	Priority	
-	-	-	-	1	<input type="button" value="Delete"/>

Add

**New application**

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

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

<b>Program type</b> Application for exchange : <input type="text"/>	<b>Course and semester start of studies, programme*</b> 2022-Q1 ETSAB - MOBILITY PROGRAM (Architecture Barcelona)
<b>Motivation!</b> <div style="border: 1px solid #ccc; height: 100px;"></div>	2022-Q1 EEABB - BACHELOR'S DEGREE IN LANDSCAPE ARCHITECTURE (Castelldefels) 2022-Q1 EETAC - BACHELOR'S DEGREE IN AEROSPACE SYSTEMS ENGINEERING (Castelldefels) 2022-Q1 EETAC - BACHELOR'S DEGREE IN TELECOMMUNICATIONS SYSTEMS (Castelldefels) 2022-Q1 EETAC - BACHELOR'S DEGREE IN TELEMATICS ENGINEERING (Castelldefels) 2022-Q1 EETAC - MASTER'S DEGREE IN AEROSPACE SCIENCE AND TECHNOLOGY (Castelldefels) 2022-Q1 EETAC - MASTER'S DEGREE IN APPLICATIONS AND TECHNOLOGIES FOR UNMANNED AIRCRAFT SYSTEMS (DRONES) (Castelldefels) 2022-Q1 EETAC - MASTER'S DEGREE IN APPLIED TELECOMMUNICATIONS AND ENGINEERING MANAGEMENT (MASTEAM) (Castelldefels) 2022-Q1 ESEIATT - DT IPSA/UPC - MASTER'S DEGREE IN SPACE AND AERONAUTICAL ENGINEERING (Terrassa) 2022-Q1 ESEIATT - DT Torino/Bérgamo/UPC - MASTER'S DEGREE IN TECHNOLOGY AND ENGINEERING MANAGEMENT (Terrassa) <b>2022-Q1 ETSAB - MOBILITY PROGRAM (Architecture Barcelona)</b> 2022-Q1 ETSAB - MOBILITY PROGRAM (Architecture Barcelona) 2022-Q1 ETSAB - MOBILITY PROGRAM (Sant Cugat) 2022-Q1 ETSEIB - MOBILITY PROGRAM (Barcelona) 2022-Q1 FME - BACHELOR'S DEGREE IN MATHEMATICS (Barcelona) 2022-Q1 FME - MASTER'S DEGREE IN MATHEMATICS (Barcelona) 2022-Q1 FME - MASTER'S DEGREE IN STATISTICS (Barcelona)
<b>Additional information</b> Questions marked with an asterisk (*) are required.	

**step10**  
Create an Application. Click on Add

**10.1** Choose 'Application for Exchange students' on Program type

**10.2** Choose '2026-Q1 ETSAB – MOBILITY PROGRAM (Architecture Barcelona)' from the list

**step11.**  
Click on **save**

**11.1** You don't need to write on this box

Application data    Comments

**2022-Q1 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)**

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

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

**Program type**

Application for exchange students

**Course and semester start of studies, programme**

2022-Q1 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

**Motivation** ⓘ

<b>Code</b> 210MOB	<b>Status</b> Processing (to be sent)	<b>Registration date</b> 04/04/2022	<b>Pre-enrolment fee</b>
<b>Person in charge</b>		<b>Tutor</b>	
<b>Contact</b> Oficina Relaciones Internacionales ETSAB Av. Diagonal 649 - 08028 BARCELONA			

Send application

**step12.**  
DON'T FORGET TO  
CLICK ON SEND  
APPLICATION

The SEND APPLICATION  
button will only appear once  
you have completed all the  
data (personal, academic and  
application)

**Application-tracking information**

Date	Action
04/04/2022 12:00:10	Request created

**Additional information**

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

**IMPORTANT INFORMATION:**

- | \_ EXCHANGE students admitted at ETSAB will enroll ONLY courses of GArqEtsab-GRADO EN ESTUDIOS DE ARQUITECTURA (Degree in Architecture Studies).
- | + INFO: <https://etsab.upc.edu/en/international/incoming/exchange-students>
- | \_ NOTE: The conditions of the stay at the ETSAB are subject to possible variations due to COVID. In addition, the university may modify the initially planned teaching method (online, face-to-face or hybrid) depending on the sanitary situation evolution.

**BEFORE JUNE 10th, FILL IN THE REQUIRED DATA + UPLOAD THE FOLLOWING FILES:**

- | 1\_ ETSAB Exchange Application Form duly filled in, signed by your mobility coordinator. [https://etsab.upc.edu/en/shared/c-internacional/r\\_incoming/exchangeapplicationform.pdf](https://etsab.upc.edu/en/shared/c-internacional/r_incoming/exchangeapplicationform.pdf)
- | 2\_ Copy of a valid passport or ID card.
- | 3\_ Portrait picture for the UPC Student Card: JPG format file / white background / dimensions: 181 pixel width x 220 pixel height / minimum resolution 100 dpi.
- | \_(OPTIONAL)\_ Provisional Learning Agreement

Ignore this  
section

Cancel    Save

**ELECTRONIC DOCUMENTATION**

Add

Personal data\*

Academic details\*

Application

RGPD information

**Application**

**PERSONAL DETAILS**

Document number	Name and surname	Personal e-mail address
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**CANDIDATE'S APPLICATIONS**

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

Program type	Name	Academic year	Status	Priority	
Application for exchange students	210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)	2022-Q1	Processing (to be sent)	1	Delete

Add

**step13** To check the evolution of your admission you can go to **Applications** and select yours

2022-Q1 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

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

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

Program type

Application for exchange :

Course and semester start of studies, programme

2022-Q1 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

Motivation [i]

[Empty text area for motivation]

Code

210MOB

Status

Processing (to be sent)

Registration date

04/04/2022

Pre-enrolment fee

[Empty field]

Person in charge

[Empty field]

Tutor

[Empty field]

Contact

Oficina Relaciones Internacionales ETSAB Av. Diagonal 649 - 08028 BARCELONA

Application-tracking information

Date	Action
04/04/2022 11:01:17	Request created

Additional information

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

IMPORTANT INFORMATION:

| \_ EXCHANGE students admitted at ETSAB will enroll ONLY courses of GArqEtsab-GRADO EN ESTUDIOS DE ARQUITECTURA (Degree in Architecture Studies).  
 | + INFO: <https://etsab.upc.edu/en/international/incoming/exchange-students>  
 | \_ NOTE: The conditions of the stay at the ETSAB are subject to possible variations due to COVID. In addition, the university may modify the initially planned teaching method (online, face-to-face or hybrid) depending on the sanitary situation evolution.

BEFORE JUNE 10th, FILL IN THE REQUIRED DATA + UPLOAD THE FOLLOWING FILES:

- | 1\_ ETSAB Exchange Application Form dully filled in, signed by your mobility coordinator. [https://etsab.upc.edu/en/shared/c-internacional/r\\_incoming/exchangeapplicationform.pdf](https://etsab.upc.edu/en/shared/c-internacional/r_incoming/exchangeapplicationform.pdf)
- | 2\_ Copy of a valid passport or ID card.
- | 3\_ Portrait picture for the UPC Student Card: JPG format file / white background / dimensions: 181 pixel width x 220 pixel height / minimum resolution 100 dpi.
- | \_(OPTIONAL)\_ Provisional Learning Agreement

Cancel Save

ELECTRONIC DOCUMENTATION

Add

If you need a Letter of Admission you can request it in the "Comments" tab

\*remember that your passport must be valid for the whole period of your stay

Sent and received comments about the application

Select the comment to view its detail.

Person in charge	Title	Date
ALICIA GARCÍA DEL BLANCO	Letter of Admission	04/04/2022 11:12:17

Add

On the box that will appear you will be able to track the details of your application

If you click on the Comments tab you will be able to add a comment for queries related to your admission and the conversation will be registered