

step1. Go to the **ETSAB website:** <https://etsab.upc.edu/ca>

Click on **Intranet** and then on **Prisma**

ETSAB Escola Tècnica Superior d'Arquitectura de Barcelona



Escola Estudis Internacional Pràctiques Alumni Innovació Cultura Recerca Serveis **Intranet** Biblioteca

Sou a: Inici - Intranet

Intranets

Espai reservat als membres de l'escola, estudiants, personal docent i personal de administració i serveis, on accedir a diferents serveis. Cada intranet es dirigeix a col·lectius concrets, per tant no tothom podrà entrar a totes les intranets.

Intranets de l'escola

Nom d'Usuari
Contrasenya Entrar

Per resoldre incidències relacionades amb el nom d'usuari i la contrasenya: [Professor i PAS](#) [Estudiant](#)

(Estudiants: El meu horari, Servei d'impressió DED'AB, Gestió de taquilles DED'AB, Ordre de matrícula,...)

Gestió acadèmica

e-Secretaria

e-Secretaria

e-Secretaria és un portal de serveis per l'estudiantat, on fer les gestions relacionades amb el seu expedient acadèmic.

Validació UPC (nom d'usuari en minúscules i amb punt: *nom.cognom*).

Prisma

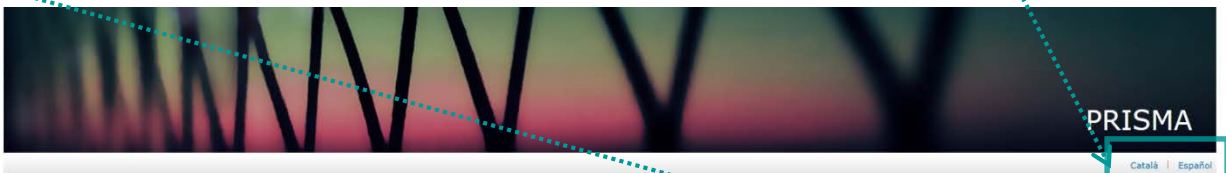
Prisma

Portal de serveis pel PDI relacionats amb la gestió dels estudis (Guia Docent, Llistes de classe, etc).

Validació UPC (nom d'usuari en minúscules i amb punt: *nom.cognom*).

step2. Select **STUDENTS: Admission**

You can change the Language here



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.

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

Your account

- UPC students
- Non-UPC students registered in the system
- Non-UPC students not registered in the system **Register**
- Problems with digital certificates
- Problems with my username and password

NEWS

NEW FEATURES

3.1 Enter your data

User registration

DATA PROTECTION INFORMATION

Unit responsible for processing	Universitat Politècnica de Catalunya Servei de Gestió Acadèmica atencio.sga@upc.edu Universitat Politècnica de Catalunya
Date of the delegate of data protection	Universitat Politècnica de Catalunya
Purposes of the treatment	FD1.1 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.
Rights of people	International transfers: Data will not be transferred to third parties unless there is a legal obligation to do so.
Terms 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 APOCAT: apocat.gencat.cat

I have read and accept the privacy policy.

3.2 You must accept the privacy policy

PERSONAL DETAILS

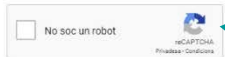
Data necessary to register in the system of preinscription of the UPC. After your login, you will receive an email with the password to activate the register. If you have any questions about signing up or application problem contact us.

Fields marked * are required.

Name*	First surname*	Second surname	Document type*	Doc. number* [1]	Gender*
Nationality*	Birth country*	Birth province*	Birth date* DD/MM/YYYY	Communication language*	

EMAIL

Email*	*Please write again your email address.*	Password*	Repeat password*
--------	--	-----------	------------------

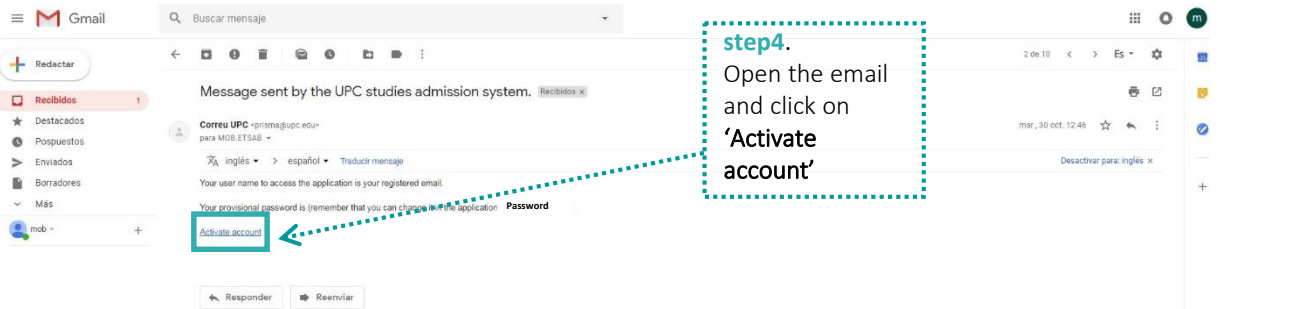


3.3 You must solve the captcha

3.4 Click on Register

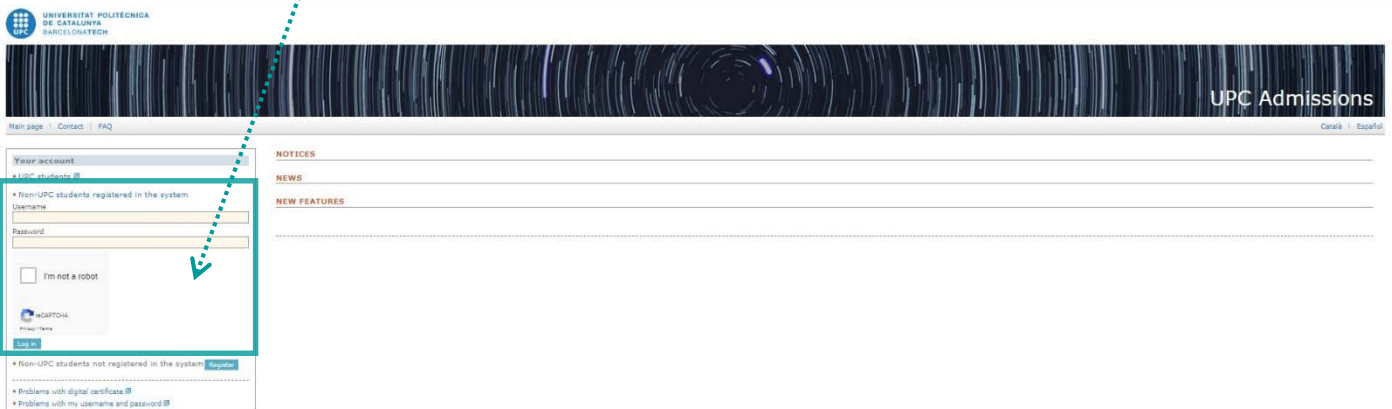
Register

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've just created





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

Personal data

PERSONAL DETAILS

Name* SARAH First surname* MARTINS Second surname Document type* Passport Doc. number* RA123456
 Gender* Female Registration date 30/10/2018 Birth date 09/04/1997 Nationality* Finnish
 Birth country* Finland Birth province Foreign Birth city/town City/town details*
 Birth county Mobile phone* Comm. language* English

USUAL HOME ADDRESS

Country* Province* City/town* City/town details*
 County Postcode Telephone*
 Street type* Street (only the name)* Number* Stairs, floor, door

Check the list of postcodes

[Copy details](#)

ADDRESS DURING ACADEMIC YEAR

Residence type*
 Country* Province* City/town* City/town details*
 County Postcode* Telephone*
 Street type* Street (only the name)* Number* Stairs, floor, door

Generate academic record

6.1 Click on **Copy details** to complete **Address during academic year.** Once you are in Barcelona, you will have to update it

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



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

Academic details

PERSONAL DETAILS

Name and surname SARAH MARTINS Personal e-mail MOB.ETSAB@GMAIL.COM

UNIVERSITY DEGREES

University	Degree	Access
SF - Aalto-yliopisto	Master's Programme in Architecture	<input checked="" type="checkbox"/>

[Add](#)

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.

Access degree Univ. location country Finland
 University* SF - Aalto-yliopisto Degree level* Holder of a degree in architecture
 Degree* Master's Programme in Architecture Degree language* English
 Obtaining year* 2018 Mark 1 to 4 Mark 5 to 10
 Homologated degree Yes No Name of homologated degree Other homologated degree Homologation date DD/MM/YYYY
 Legalized degree Yes No Legalization year
 Scholarships and aids

Data saved correctly

[Cancel](#) [Save](#)

7.1 Fill in the blanks with the studies you are following in your home university. Write '2021' in Obtaining year

LANGUAGES

Language	Reading	Writing	Speaking	Oral comprehension
Language				

Add

Language

Fields marked with an asterisk (*) are required.

Language* Learning method*

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

ATTENTION: unsaved changes

Cancel **Save**

ELECTRONIC DOCUMENTATION

Add

Step8
Add the languages you know

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

- 1_ ETSAB Visiting student 2Q Application Form
- 2_ Passport or ID card.
- 3_ CV Résumé
- 4_ Portfolio (PDF format maximum size 20Mb)
- 5_ Support letter from the home university allowing the application as visiting student at ETSAB
- 6_ Transcript of records of the Architecture studies carried out at the home university
- 7_ Architecture Degree study programme at the home and its qualifying grade scale
- 8_ Tentative list of GARqEtsaB courses to take at ETSAB if admitted

ELECTRONIC DOCUMENTATION

Current	Name

Add

Fields marked with an asterisk (*) are required. The maximum file size for the documentation is 20 Mb.

File type* Current

- Curriculum vitae
- Curriculum vitae
- Diploma
- Results certificate
- Other documents**
- Language certificate

Cancel **Save**

Personal data

Academic details

Application

RGPD information

Application

PERSONAL DETAILS

Name and surname: SARAH MARTINS Personal e-mail: MOB.ETSAB@GMAIL.COM

CANDIDATE'S APPLICATIONS

Add

step10
Create an Application. Click on 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.

Program type **Name***

Motivation(1)

10.1 Choose 'Application for Visiting students' on Program type

10.2 Choose from the list '2021-2 ETSAB – VISITING Degree in Architecture Studies (Barcelona)

step11.
Click on **save**

11.1 You don't need to write on this box

step12.
DON'T FORGET TO CLICK ON SEND APPLICATION

2018-2 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

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

Program type: Application for exchange students | Name: 2018-2 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

Motivation (1)

Code: 210MOB | Status: Processing (to be sent) | Registration date: 07/11/2018 | Pre-enrolment fee:

Person in charge: | Contact: Oficina Relaciones Internacionales ETSAB Av. Diagonal 649 - 08028 BARCELONA

Send application

Application tracking information

Date	Action
07/11/2018 12:56:52	Request created

Additional information

Questions marked with an asterisk (*) are compulsory.

Fill in the required data • Upload the following files: - ETSAB Exchange Application Form duly filled in, signed by your mobility coordinator - Copy of passport or ID card - Portrait picture for the UPC Student Card. JPG format / white background / dimensions: 191 pixel width x 220 pixel height / minimum resolution 100 dpi - (OPTIONAL) Provisional Learning Agreement**

Data saved correctly

Cancel Save

Ignore this section

ELECTRONIC DOCUMENTATION

- Candidate data
- Academic details
- Applications**
- RGPD information

Applications

PERSONAL DETAILS

Name and surname: SARAH MARTINS | Personal e-mail address: MOB.ETSAB@GMAIL.COM

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)	2018-2	Request sent	1

Add

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

Application data | **Comments**

2018-2 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

Program type
Application for exchange students

Name
2018-2 - Application for exchange students - 210MOB - ETSAB - MOBILITY PROGRAM (Architecture Barcelona)

Motivation

Code	Status	Registration date	Pre-enrolment fee
210MOB	Request sent	07/11/2018	

Person in charge

Contact
Oficina Relaciones Internacionales ETSAB Av. Diagonal 649 - 08028 BARCELONA

Application-tracking information

Date	Action
07/11/2018 12:56:52	Request created
07/11/2018 13:14:14	Request sent

Additional information

Questions marked with an asterisk (*) are compulsory.

Fill in the required data * Upload the following files: - ETSAB Exchange Application Form duly filled in, signed by your mobility coordinator - Copy of passport or ID card - 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*

Electronic documentation

ETSAB_MOB instrucciones ADMISION ONLINE.pdf - ahí va

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

If you need a Letter of Admission you can request it the next this step

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

Application data | **Comments**

Sent and received comments about the application

Select the comment to view its detail.

Person in charge	Title	Date
ALICIA GARCÍA DEL BLANCO	Re: Carta de Aceptación	29/11/2018 12:49:37
ALICIA GARCÍA DEL BLANCO	Carta de Aceptación	29/11/2018 12:44:54

Add