

**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

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**



Main page | Contact | FAQ

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*
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No soc un robot

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 just created

UPC Admissions

Log in

Non-UPC students not registered in the system Register



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

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

### 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

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



**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 '2021' in Obtaining year

### 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](#)

**LANGUAGES**

Language	Reading	Writing	Speaking	Oral comprehension
Language				

**Add**

**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

ATTENTION: unsaved changes

**Cancel** **Save**

**ELECTRONIC DOCUMENTATION**

**Add**

**Step8**  
Add the languages you know

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

- Portrait Picture (jpg/ white background/ minimum resolution 100 dpi/ 181 pixels width x 220 pixels high)
- ETSAB'S Exchange Application form signed and stamped by your home university
- Passport or ID card scan
- Provisional Learning Agreement (optional)

**ELECTRONIC DOCUMENTATION**

Current	Name

**Add**

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

File type\*  
Curriculum vitae  
Curriculum vitae  
Diploma  
Results certificate  
**Other documents**  
Language certificate

File\*  **Select**

Current

**Cancel** **Save**

**Application**

**Application**

**PERSONAL DETAILS**

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

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

**CANDIDATE'S APPLICATIONS**

The priority assigned to the degrees can be modified.

Program type	Name

**Add**

**New application**

Choose a course and describe your personal motivation:

Program type  
Application for exchange students

Motivation: (\*)

**Additional information**

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

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

**10.2** Choose '2021-1 ETSAB – MOBILITY PROGRAM' from the list

**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**

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**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**

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**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**