

The academic management in the Campus Baix Llobregat

If you are consulting this presentation online you could access to the links just clicking on them.

[https://esab.upc.edu/ca/CursActual/Informació i tràmits estudiants ESAB/ Informació general/The Academic Management in the Campus](https://esab.upc.edu/ca/CursActual/Informació%20i%20tràmits%20estudiants%20ESAB/Informació%20general/The%20Academic%20Management%20in%20the%20Campus)



What is the Teaching Support Office?

Belongs to the administrative organisation of the Campus and is the office that is **in charge of the academic management** of the two schools of the Campus



What is the “Oficina Oberta”?

The “Oficina Oberta” is part of the Teaching Support Office and is responsible for the direct addressment to the user.

This addressment can be:

- ✓ Online (Tiquet Demana)
demana.upc.edu/osdcbl/login.php
- ✓ Face to face , in the office in the ground floor of the Campus building
- ✓ By telephone, from the number 93 552 35 02



Where to consult all the academic information?

- E-SECRETARIA <https://prisma-nou.upc.edu/>
- Biosystems Engineering students:
 - ESAB website - <http://esab.upc.edu/>
- SIA / NETAREA
<https://mitra.upc.es/SIA/NETAREA.INICI>



How will I know the assessment days and enrolment days?

Check the section of “Matrícula” in your website school.

- In June you will be able to consult the updated calendar for the assessment and enrolment in July.
- In January you will be able to consult the updated calendar for the assessment and enrolment in February.

Before finishing your final exams (either in January as in June) **you will receive an e-mail** with all the information related to the process of assessment and enrolment, also the links you will need to do all the procedures.

Please read it carefully and check your spam folder.



“e-secretaria”

<https://prisma-nou.upc.edu/>

Important information that you can check from this website:

- Student academic records
- E-mail address → You can consult your assigned upc address, and be able to change to your personal one. Also you can forward the upc address so that all the university information are received in your personal e-mail.
- You can consult the subjects syllabus coursed and enrolled
- You can consult your enrollment receipt
- You can do procedures related to the enrollment (change of group, enrollment modification, additional terms, change from full time to part time or otherwise) according to the dates established in the academic calendar
- You can ask for academic certificates



“School website”

<http://esab.upc.edu/>

Noted that you should visit the website often so that you can access to any kind of information

<https://mitra.upc.es/SIA/NETAREA.INICI>

If you would like to know your tutor’s name or to obtain your timetable in PDF format or import the calendar to your Google calendar, or any personal online calendar. To do so you need to access to your Netarea and identify yourself with the username and password from the Intranet.



If I have any doubts...who can help me?

Academic doubts:

- ✓ Online, open a ticket DEMANA <https://demana.upc.edu/osdcbl/login.php>
- ✓ Face to face in the “Oficina Oberta” in our timetable of attention that can be consulted on <https://esab.upc.edu/ca/CursActual/Informació> i tràmits acadèmics [Oficina de Suport a la Docència \(On trobar-nos\)](#)
- ✓ By telephone from the number 93 552 35 02

We strongly recommend that you contact us by e-mail

IT doubts :

- If you have any IT trouble, please contact with [ICT Services for UPC](http://www.upcnet.es/atic) (<http://www.upcnet.es/atic>)
- ✓ By phone: +34 93 401 62 13
 - ✓ By e-mail: atic@upcnet.es

