

## HOW TO APPLY TO A MASTER'S DEGREE

First, you need to check the pre-enrolment dates of the master you want to apply. You can do it here:

<https://telecos.upc.edu/ca/els-serveis/secretaria-oberta/acces/acces-a-masters#section-0>

If the pre-enrolment has not started yet, you will have to wait for the corresponding dates.

We recommend you to watch the [Preenrolment video tutorial: Everything you need to know about admission and enrolment](#)

### 1. WHERE TO APPLY:

1.1. You need to go to the following link:

[https://prisma-nou.upc.edu/index\\_en.php](https://prisma-nou.upc.edu/index_en.php)

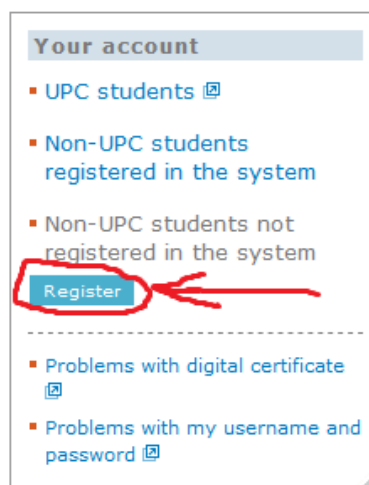
1.2. Then, click where it says "students: admission":



#### STUDENTS: Admission

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

1.3. If you have never been an UPC student, you will need to register in our system. Click where it says, "Register":



1.4. After creating your account, you can now access the pre-enrolment of the master's degree you want to course. You can log out and log in through "Non-UPC students registered in the system" whenever you want. Anything you do while registering will be automatically saved.

## 2. INFORMATION TO SUBMIT BEFORE APPLYING:

Before applying to any master, you will need to fill some fields.

2.1. Go to personal details.

2.2. Read the IMPORTANT box and fill the information required.

2.3. Go to academic details.

2.4. Add your university degree (and click on "Acces").

2.5. Choose the country where you did your bachelor degree and then, select from the drop-down your university where says "University".

If you do not find your university, please request through <https://demana.upc.edu/sga/> service to upload your university in the system (please inform them the exact university details)

ATENCIÓ ON LINE

**Demana SGA**  
Atenció on-line

<https://demana.upc.edu/sga/>

ATENCIÓ TELEFÒNICA

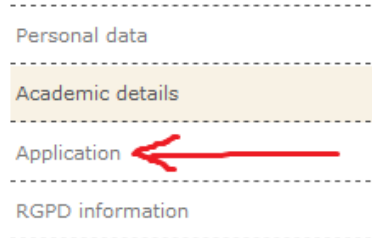
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2.6. Save all the information and then take a look at "ELECTRONIC DOCUMENTATION" in the same page. There, you will need to add the required documents.

### 3. APPLYING FOR THE MASTER:

After filling your personal data and academic details, you can now proceed to the application of a master.

#### 3.1. Go to "Application":



#### 3.2. Add a "CANDIDATE'S APPLICATION".

**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	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.

Program type:  Name\*:

Motivation [i]

Additional information

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

3.3. Choose "Master" in "Program type" and then search the master you want

3.4. Before saving your choice, READ THE ADDITIONAL INFORMATION.

3.5. Click the save button at the bottom of the page.

3.6. Click the "SEND REQUEST" in blue just under contact:

Program type:  Course:

Motivation [i]

I particularly feel motivated to pursue this course. Being trained exclusively in chemistry during the Master is an opportunity to expand my research.

Codi:  State:

Responsible:

Contact:

**Send request**

You have now applied for the master. However, if you have not submitted all the information requested in "ELECTRONIC DOCUMENTATION" (It's mandatory that you upload the CERTIFIED DIGITAL ACADEMIC DOCUMENTS that include a verification code or link to be used on the website of the university to verify authenticity and content), do not forget to put it before the pre-enrolment ends.



#### 4. Pay the Preenrolment fees:

The payment of the pre-enrolment fee will be only made by credit card (VISA or MASTERCARD) after pressing the button "Pay". This payment has to be done for each of the UPC master degree you request admission to and it's not refundable.

PLEASE CHECK THAT YOUR BROWSER ALLOW POP-UP WINDOWS. Only if you get the receipt online automatically the payment is correctly done.

Important: the payment option will only be available if you have fulfilled all the "academic details". Please make sure that you have "added and saved" your University degrees.

It will take around 48 hours for us to received confirmation of the payment and only then we will validate your application if you have uploaded all the required documents (please upload "all of the documents required" listed on in "Additional information ")

**Then the admission committee will receive your request and decide about your admission or non-admission.**

#### 5. ACCEPTING A PLACE if admitted to the program

After you accept a master place, you will receive and e-mail after approximately 48 hours with e-secretaria access instructions and the payment advance of the registration fee will be generated (e-Secretaria> forms and payments)

Important: Prior visualizing the options you need to accept **the RPGD Authorization.**

Username: sonia.celades   Simulated session: galane.kenasa   Profile: ETSETB - MU FISICA PER ENGINY   Cancel simulation   Log off

Home

My details >

- Personal data
- RPGD Authorisations**

### RPGD Authorisations

#### DATA PROTECTION INFORMATION

Unit responsible for processing	Universitat Politècnica de Catalunya
Data of the delegate of data protection	Universitat Politècnica de Catalunya <a href="#">🔗</a>
Purposes of the treatment	F01.4 Admissió, matrícula, avaluació i gestió de l'expedient acadèmic dels estudiants. <a href="#">🔗</a> F01.6 Gestió de beques i d'ajuts a l'estudi. <a href="#">🔗</a> F01.23 Convenis de cooperació educativa. <a href="#">🔗</a> F03.21 Gestió i ús del campus virtual. <a href="#">🔗</a> F03.22 Gestió de les avaluacions i pràctiques dels estudiants. <a href="#">🔗</a> F03.3 Préstec i consulta de documents dels fons bibliogràfics de la UPC o d'altres institucions. <a href="#">🔗</a> F04.1 Emissió del certificat digital. <a href="#">🔗</a> F04.2 Emissió del carnet de la UPC. <a href="#">🔗</a> F04.3 Gestionar la assignació de nivells d'accés als serveis de la universitat i als seus sistemes d'identificació. <a href="#">🔗</a> F04.4 Gestió del registre d'accés a la xarxa. <a href="#">🔗</a>
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: more detailed information in the description of the purposes in the Record of Processing Activities. International transfers: with the consent of the interested party, to other bodies or entities that have signed collaboration agreements with the UPC.
Rights of people	<a href="#">Right of access, rectification or erasure, restriction of processing.</a> <a href="#">Right to object.</a> <a href="#">Right to data portability.</a> <a href="#">🔗</a>
Term of conservation	<a href="#">As needed for any of the purposes that are described in our retention policy.</a> <a href="#">🔗</a>
Claim	If you have been unable to exercise your rights to your satisfaction, you can file a complaint with the APDCAT: <a href="mailto:apdcatt.gencat.cat">apdcatt.gencat.cat</a>

#### RPGD AUTHORISATIONS



## 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 fees (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-services 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?

Yes

### 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?

Yes

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.

Yes

### 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...

Yes

Cancel Save

Do not hesitate asking us at [masters.etsetb@upc.edu](mailto:masters.etsetb@upc.edu) if you need anything else.

<https://telecos.upc.edu/ca/els-serveis/secretaria-oberta>  
93-4016750