

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>

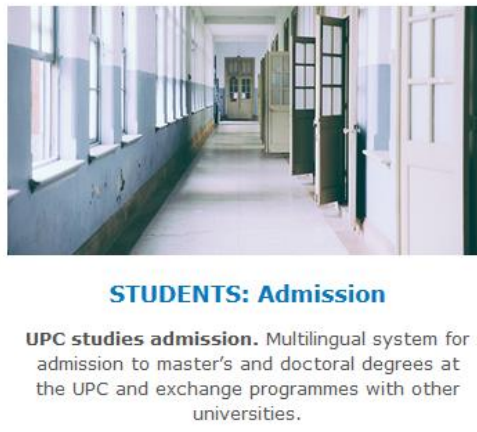
If the pre-enrolment has not started yet, you will have to wait for the corresponding dates.

1. WHERE TO APPLY:

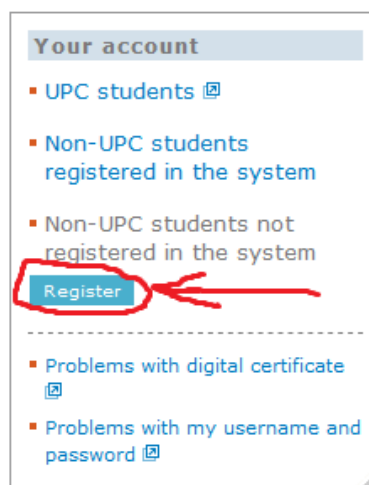
1.1. You need to go to the following link:

https://prisma-nou.upc.edu/index_en.php

1.2. Then, click where it says “students: admission”:



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.

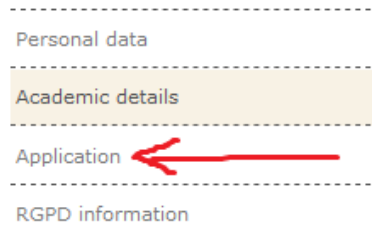
2.5. Choose the country where you did your bachelor degree and then, search for your university where says "University". If you do not find your university, please, let us know at masters@etsetb.upc.edu so we can put it there.

2.6. Save all the information and then take a look at "ELECTRONIC DOCUMENTATION" in the same page. There, you will need to add your languages and a copy of your CV, your title, your B2 or higher English level certificate, your passport and a copy of your transcript of records.

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 [!]:

Additional information

Questions marked with an asterisk (*) are compulsory.

3.3. Choose “Master” in “Program type” and then search the master you want to do.

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
Programa Erasmus Mundus	2021-Q
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
23021521	Elabora
Responsible	
ROBERTO MACOVEZ	
Contact	
masters.etsetb@upc.edu	
Send request	

You have now applied for the master. However, if you have not submitted all the information requested in “ELECTRONIC DOCUMENTATION”, do not forget to put it before the pre-enrolment ends.

4. ACCEPTING A PLACE

After you accept a master place, you will receive an 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	RGPD Authorisations																
My details >	DATA PROTECTION INFORMATION																
<ul style="list-style-type: none"> Personal data RGPD Authorisations 	<table border="1"> <tr> <td>Unit responsible for processing</td> <td>Universitat Politècnica de Catalunya</td> </tr> <tr> <td>Data of the delegate of data protection</td> <td>Universitat Politècnica de Catalunya [i]</td> </tr> <tr> <td>Purposes of the treatment</td> <td> <ul style="list-style-type: none"> F01.4 Admissió, matrícula, avaluació i gestió de l'expedient acadèmic dels estudiants. [i] F01.6 Gestió de beques i d'ajuts a l'estudi. [i] F01.23 Convenis de cooperació educativa. [i] F03.21 Gestió i ús del campus virtual. [i] F03.22 Gestió de les avaluacions i pràctiques dels estudiants. [i] F03.3 Préstec i consulta de documents dels fons bibliogràfics de la UPC o d'altres institucions. [i] F04.1 Emissió del certificat digital. [i] F04.2 Emissió del carnet de la UPC. [i] F04.3 Gestionar la assignació de nivells d'accés als serveis de la universitat i als seus sistemes d'identificació. [i] F04.4 Gestió del registre d'accés a la xarxa. [i] </td> </tr> <tr> <td>Legitimation</td> <td>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.</td> </tr> <tr> <td>Recipients</td> <td>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.</td> </tr> <tr> <td>Rights of people</td> <td>Right of access, rectification or erasure, restriction of processing. Right to object. Right to data portability. [i]</td> </tr> <tr> <td>Term of conservation</td> <td>As needed for any of the purposes that are described in our retention policy. [i]</td> </tr> <tr> <td>Claim</td> <td>If you have been unable to exercise your rights to your satisfaction, you can file a complaint with the APDCCAT: apdcat.gencat.cat</td> </tr> </table>	Unit responsible for processing	Universitat Politècnica de Catalunya	Data of the delegate of data protection	Universitat Politècnica de Catalunya [i]	Purposes of the treatment	<ul style="list-style-type: none"> F01.4 Admissió, matrícula, avaluació i gestió de l'expedient acadèmic dels estudiants. [i] F01.6 Gestió de beques i d'ajuts a l'estudi. [i] F01.23 Convenis de cooperació educativa. [i] F03.21 Gestió i ús del campus virtual. [i] F03.22 Gestió de les avaluacions i pràctiques dels estudiants. [i] F03.3 Préstec i consulta de documents dels fons bibliogràfics de la UPC o d'altres institucions. [i] F04.1 Emissió del certificat digital. [i] F04.2 Emissió del carnet de la UPC. [i] F04.3 Gestionar la assignació de nivells d'accés als serveis de la universitat i als seus sistemes d'identificació. [i] F04.4 Gestió del registre d'accés a la xarxa. [i] 	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	Right of access, rectification or erasure, restriction of processing. Right to object. Right to data portability. [i]	Term of conservation	As needed for any of the purposes that are described in our retention policy. [i]	Claim	If you have been unable to exercise your rights to your satisfaction, you can file a complaint with the APDCCAT: apdcat.gencat.cat
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	RGPD 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 if you need anything else.