e-Application for the degree title

Manual for the student

Academic Management Service

June 2022

(version 1)

INDEX

What is the degree title application process? 2

Before starting the procedure, what documentation do you need to have? 3

A word of advice: pay attention and read. 3

From where is the degree requested?. 3

When is the "Titles and Requests" menu activated? 4

1. Start of the procedure 4

1.1. What do you see in the "Titles and Requests" menu?. 4

1.2. How does the procedure start?. 4

1.3. When starting the procedure, what is the first information that is seen? 5

1.4. What are the statuses of the procedure? 5

1.5. How are personal data validated? 5

1.6. How are economic data validated?. 6

1.7. How are the family address data validated?. 7

1.8. How is the documentation delivered? 7

1.9. What are the document validation statuses? 8

1.10. What happens when a document is rejected? 8

1.11. What to do when your study center has requested additional documentation? 9

2. You have already sent the documentation to be validated. What should you do now? 10

3. How is electronic registration done? 10

4. How do you pay the fees and get the "Delivery of the title application"? 15

If you have doubts or any problems 16

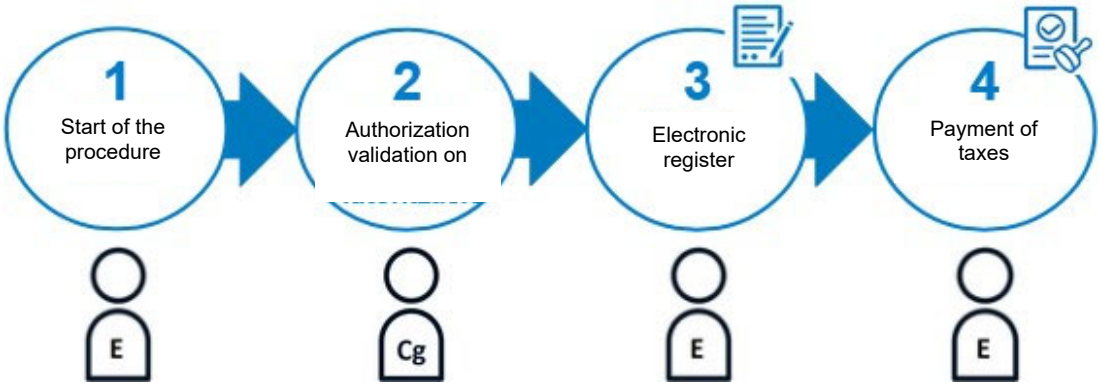
What is the degree title application process?

The electronic application for the degree title is carried out in e-Secretaria/Prisma. From here you can start the procedure, and then your School validates the documentation, requires additional documentation if necessary, and finally authorizes the procedure.

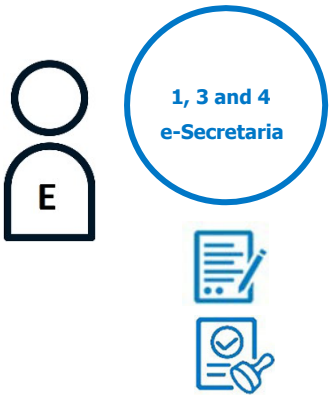
Once authorized, you need to formalize the degree request at the UPC's electronic headquarters and pay the corresponding fees.

Once the process is complete, you download the "**Title receipt**".

This process is shown graphically below:

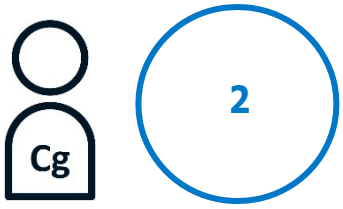


Where:



Student

- Start the degree application process
- Register and electronically sign the application
- Pay the fees
- Download the documentation: payment receipt, electronic application and title receipt.



School (manager of the transcript of records)

- Validate the student's documentation
- (if needed) Require additional documentation from the student
- Authorize the request

Before starting the procedure, what documentation do you need to have?

Applications for the official title of **bachelor degree and master's degree** can be registered with the **DNI, passport or NIE number**.

The requests of **an official title of the previous study arrangement** (prior to the EHEA – European Higher Education Area, Bologna process) can be registered with **DNI number (Spanish nationality) or passport or identity card number (in case of foreign students)**.

However, **if the degree is prior to the EHEA and is accompanied by the European Title Supplement (SET)**, in accordance with the provisions of Royal Decree 1044/2003, of August 1, which establishes the procedure for the issuance by universities of the European supplement to the degree, **foreign students can only register the title application with their passport number**.

In case you are not sure which case you are in, **ask the Academic Secretary or Support Unit of your School before starting the procedure**.

IMPORTANT: note that the number of the identification document used to register the title will not appear printed on the official title but certified on other documents associated with the official title.

If you are entitled to any kind of **discount and it is not recorded in the system**, please prepare the documentation that justifies it.

A word of advice: pay attention and read

Pay attention and read the various warnings displayed throughout the process.
The blue ones are informative texts, the yellow ones are warning texts, the green ones correspond to the texts of actions that have been done correctly, and the red ones are actions that could not be done or failed.

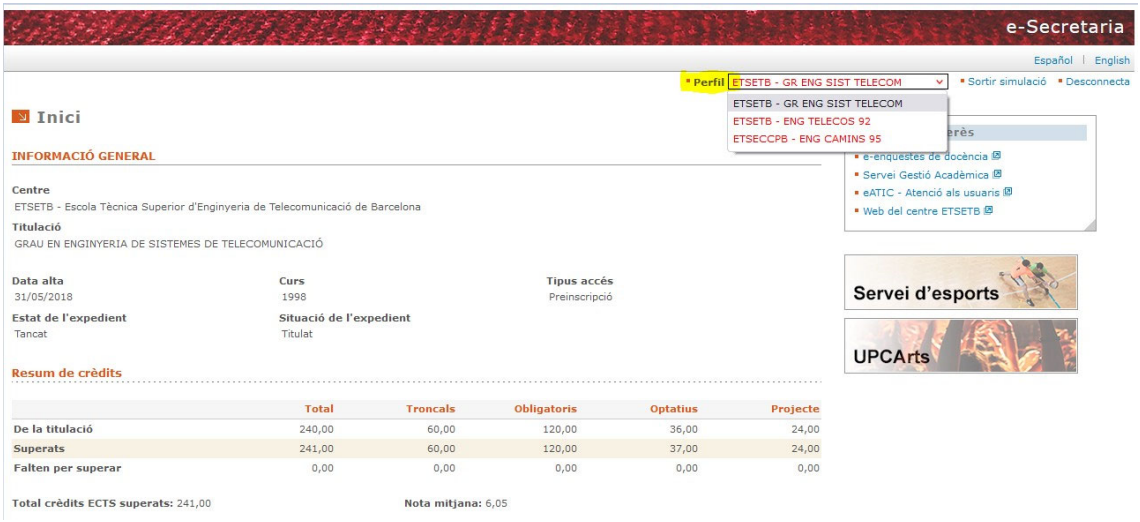
Where is the degree applied for?

From **e-Secretariat>** menu **Degree certifcate and Applications**.

When is the “Degree certificate and Requests” menu activated?

The menu is activated when the status of your transcript of records allows it. That is, when the status in the Home > General Information is “**Graduate**".

Keep in mind that there can be different profiles – check the one that corresponds to the degree you want to apply for.



1. Start of the procedure

1.1. What do you see in the “Degree certificate and Requests” menu?

When this menu is clicked, you see the basic information of the qualification obtained:

1.2. How does the procedure start?

Click the button "**Request title**” to start the procedure:

1.3. When starting the process, what is the first information you see?

When starting the procedure, the field "**state**". You can consult it at any time, and it indicates the status of the procedure.

1.4. What are the states of the procedure?

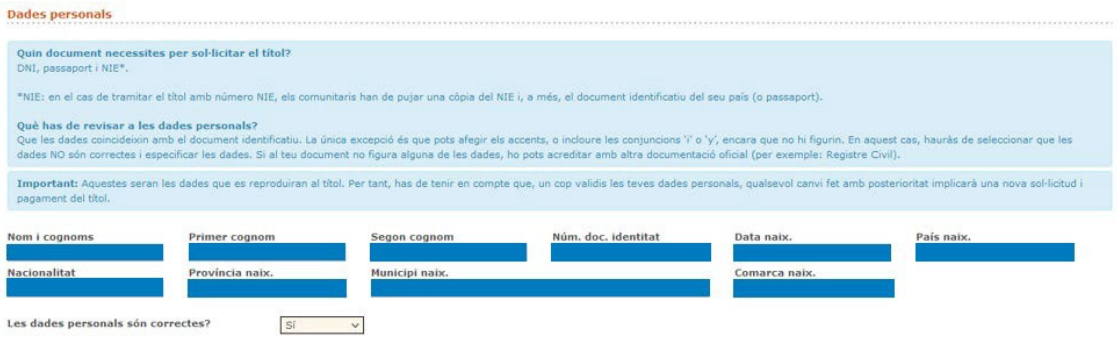
The "**states**" of the procedure are the following:

state	Description
INITIATED	You have started the process and the data is missing to complete the application, or you have not yet sent it to your School for review.
SENT	You have sent the necessary data and documentation for your School to review.
AUTHORIZED	Your School has authorized the procedure. The electronic registration of the application and the payment of the fees must be done.
FINISHED	You have completed the procedure correctly.

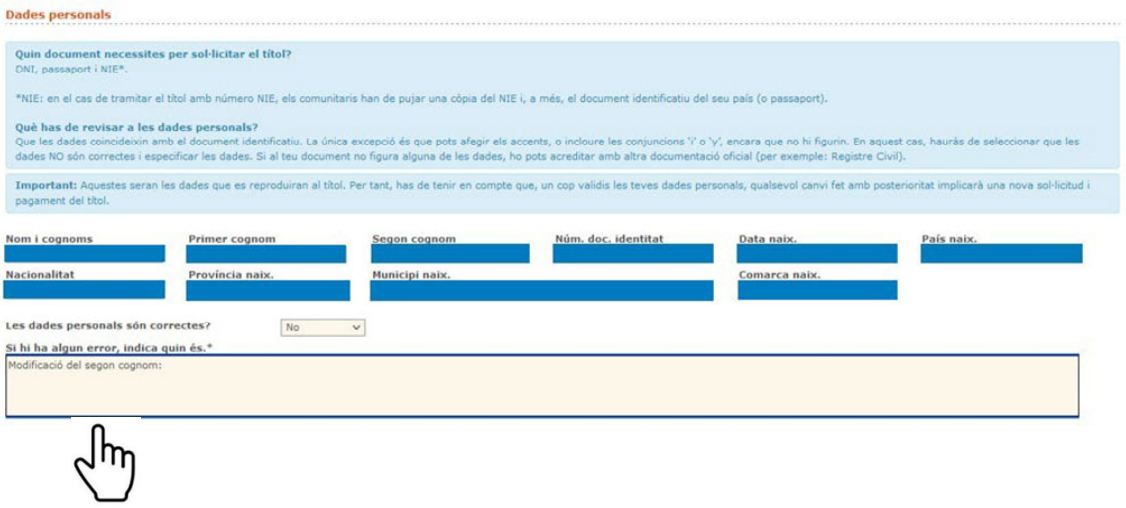
1.5. How are personal data validated?

You have to validate **personal data**.
Pay attention to the blue boxes, given that they report on the documentation that must be presented and the data that you must review in particular.

If they are correct, mark "**Yes**" in response to the question "**Are the personal data correct?**"



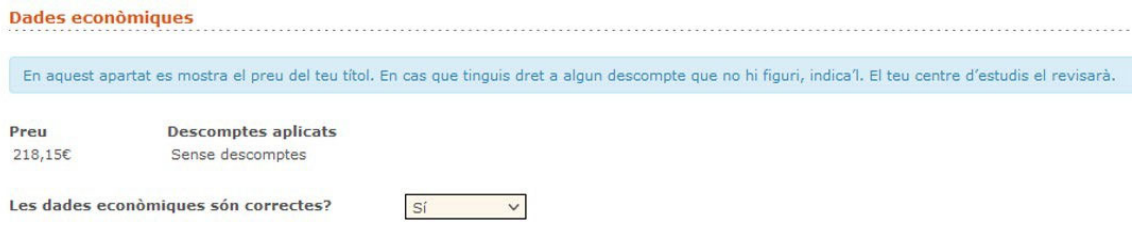
Otherwise, mark "**No**", and specify, mandatorily, which error it is in the box "**If there is an error, indicate what it is**".



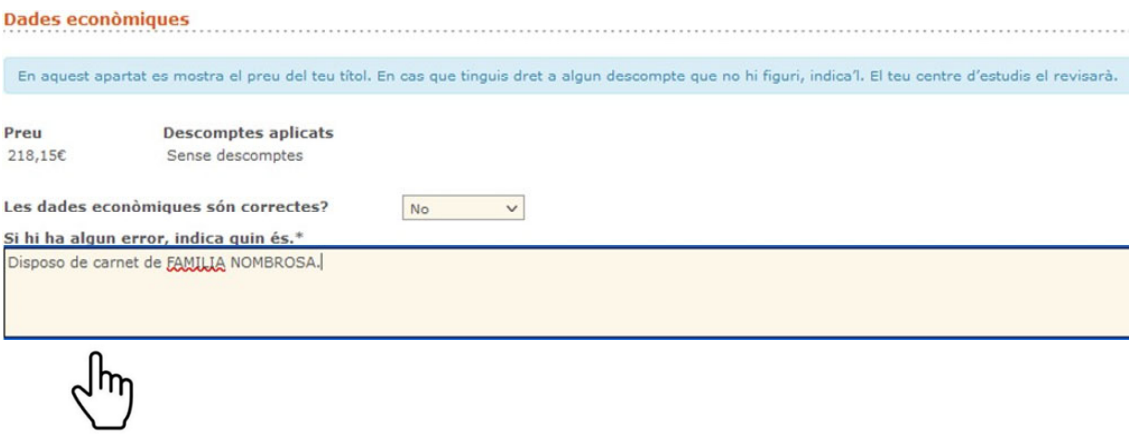
1.6. How are economic data validated?

In this section, you see what it are the **title degree fees** . In case you are entitled to any **discount** that is not listed, indicate it, and your School will review it.

If the data is correct, tick "**Yes**" in response to the question "**Are the economic data correct?**"



Otherwise, mark "**No**", and specify, mandatorily, which **discount** you consider it is missing is in the box "**If there is an error, indicate what it is**".



1.7. How are the data of the family home validated?

In this section you can see and directly modify, if applicable, your **family home** data as well as your **personal email address**.

1.8. How is the documentation delivered?

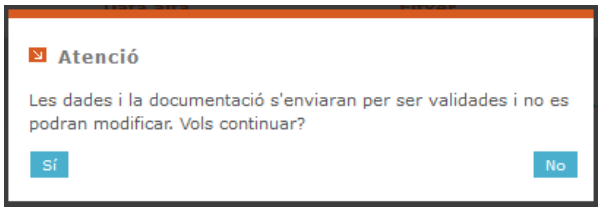
Once the personal data, financial data and family address have been reviewed, you **save** the data with the corresponding button located at the end and on the right side of the functionality:

Next, the section "**Documentation to provide**" where you must add the documentation required to complete the procedure, and from where you have to upload any document in order to be validated by your School.

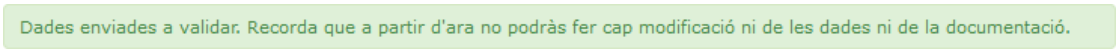
With the button "**add**", indicate the "**Document type**" and select the file you want to attach. You can add comments, if necessary. Then save it with the "**Save**" button. Repeat the same procedure for each of the documents you have to upload (if you have to upload more than one).

You can delete the document you have added, in case you have to make any corrections or you have uploaded a wrong file.

When you have added all the necessary documentation, click the button "**Send to validate"** and the system shows you the following message:

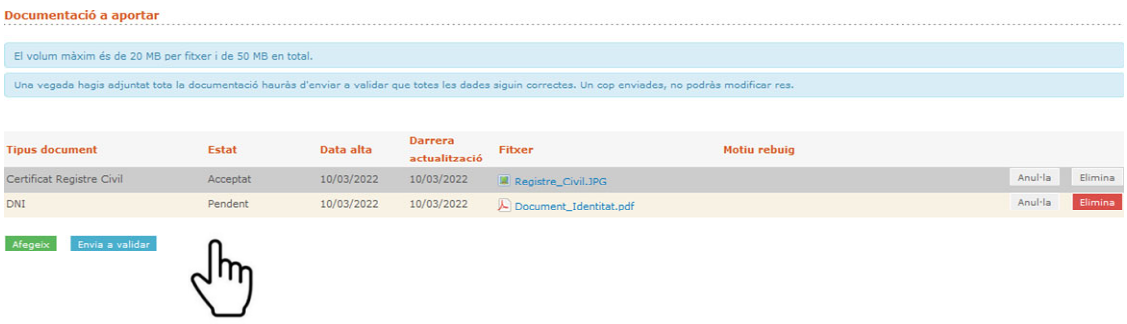


When you click the option "**Yes**", the system warns you that it **has sent the data to be validated to your School** and, that from this moment **you will not be able to make any modifications**, neither in the data nor the documentation.



The **state** of the request is updated to "**SENT**":

You can see and track the validation of the documents you have submitted chcking the field "**state**":



1.9. What are the document validation statuses?

The "**states"** of document validation are the following: **pending, accepted, rejected and cancelled**.

1.10. What happens when a document is rejected?

It may happen that the School rejects a document (for example: if you have uploaded a document that does not correspond by mistake, the document is not valid, the document is not displayed correctly,...).

In e-Secretariat, you will see that the document is "**Rejected**" and the **reason for rejection**. You can delete the document and add a new one, or replace a file with a new one.

In this case, the application process is still STARTED, but pending completion.

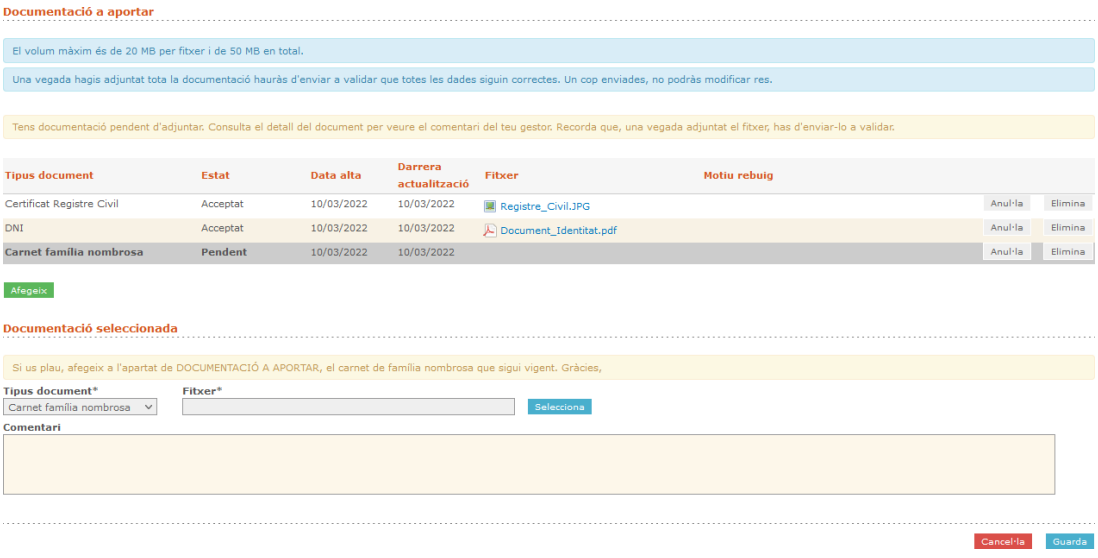
Once you have added the documentation, you will have to resend it for validation:

1.11. What to do when your School has requested additional documentation?

Your School has requested additional documentation from you, because it probably needs it to finish validating some personal and/or financial data.

You can see it when in the section "**Documentation to provide**" a new record with status "**pending**" is added. When you select it, you will see the request message.

Just select the file to add and resubmit for validation.



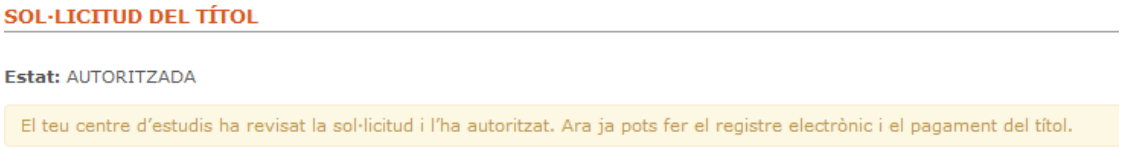
2. You have already sent the documentation to be validated. And now, what should you do?

You must wait for your School to review the data and documentation.

In the next few days, the School will authorize the procedure. At this point, you can apply for the degree (the system will automatically link you to the electronic registration). Once the electronic registration is done, remember to return to the e-Secretaria window to pay the fees (the window takes a few minutes to update).

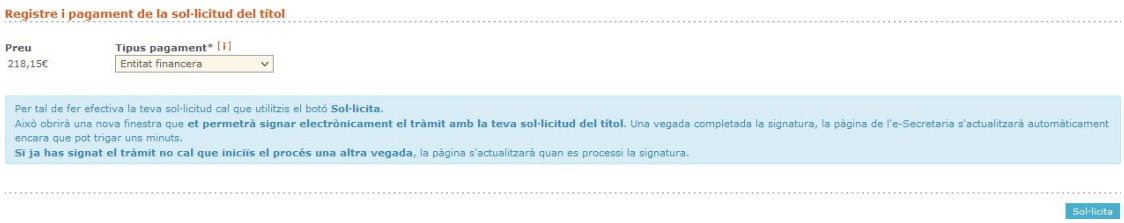
3. How is electronic registration done?

Before formalizing the title request electronically, you can see that the procedure has been **Authorized** by your School:

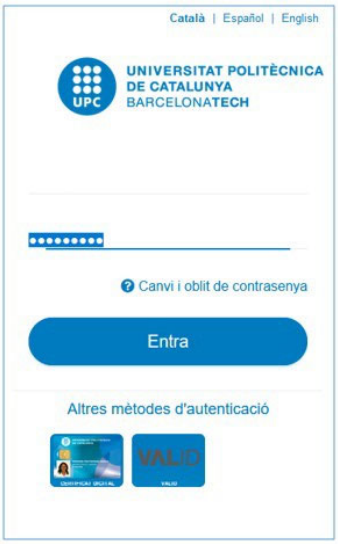


At the end of the functionality, the section "**Registration and payment of the title application**" is activated. From here you can see which one it is **real pcost** of the procedure, and to make it effective, you just need to use the button "R**equest**".

With this action, the **electronic registration of the title request** is initiated.

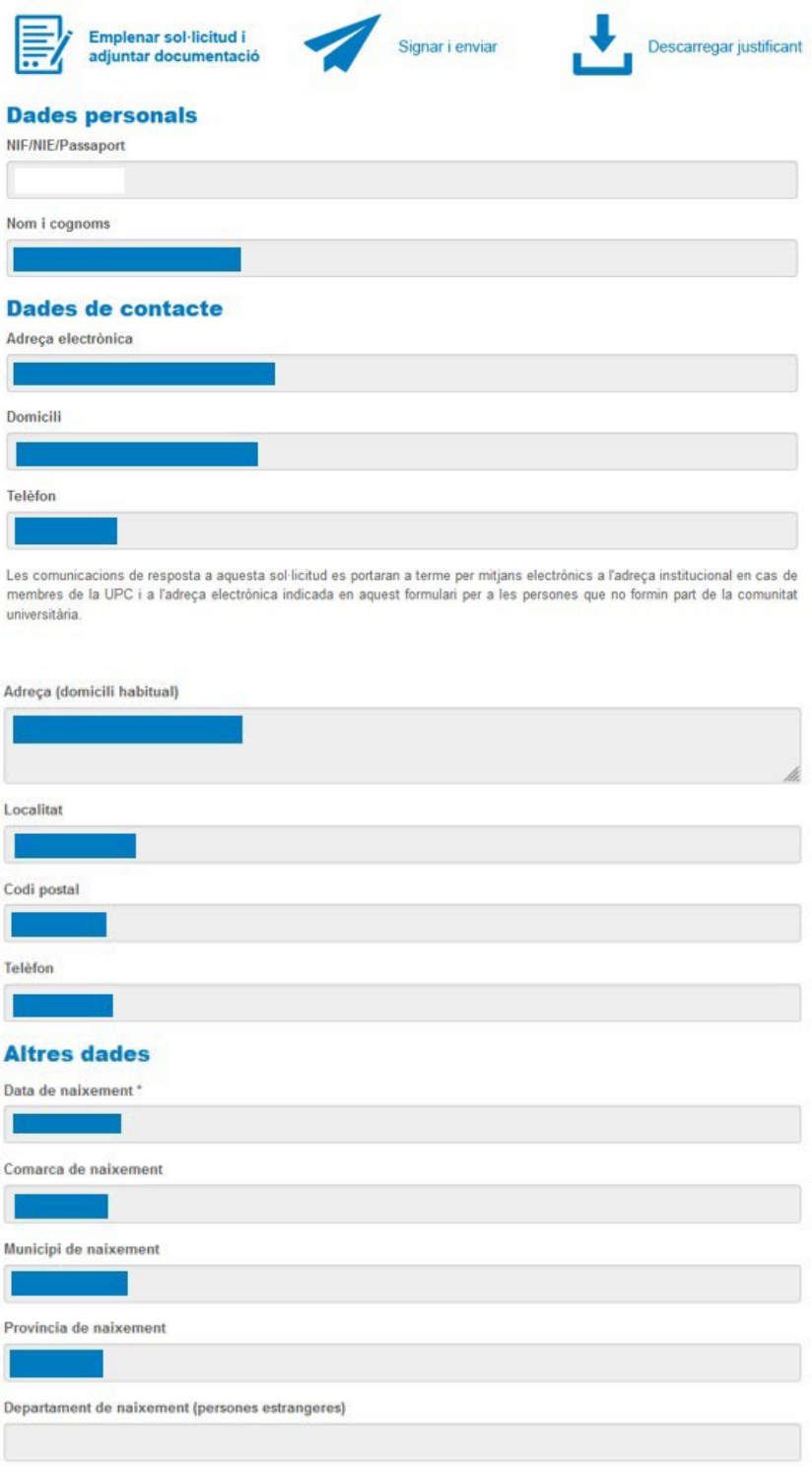


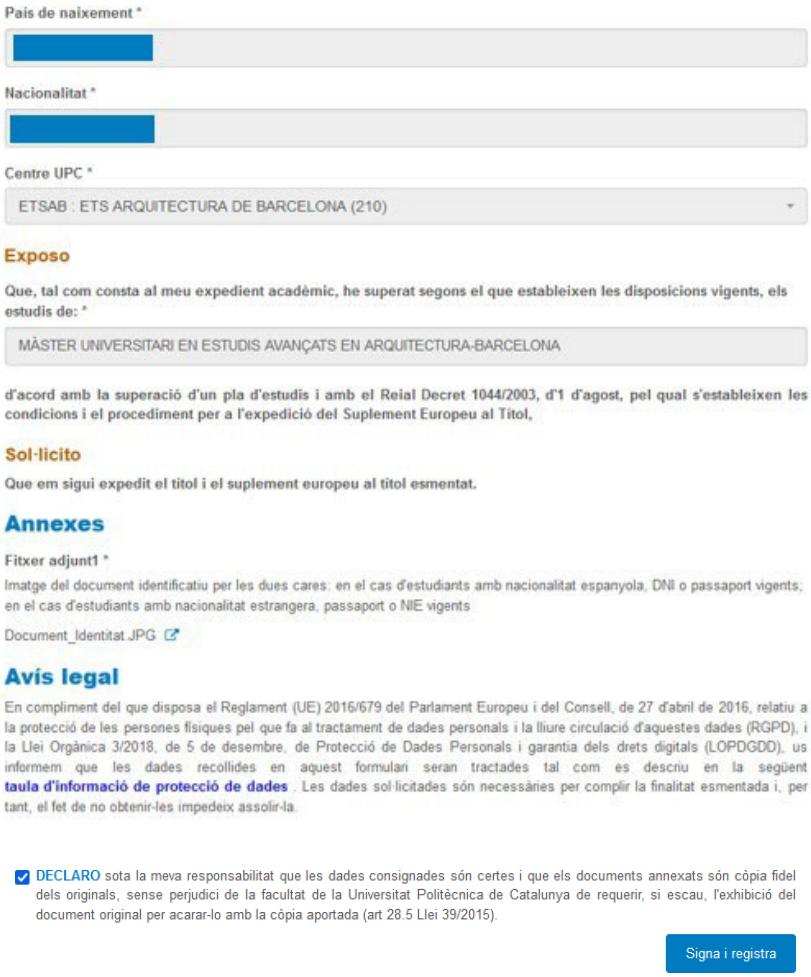
Then enter your **UPC credentials**:



Now, review the request details.

Make sure that the file containing your identification document, which you had already provided during the procedure, is attached to the annexes.

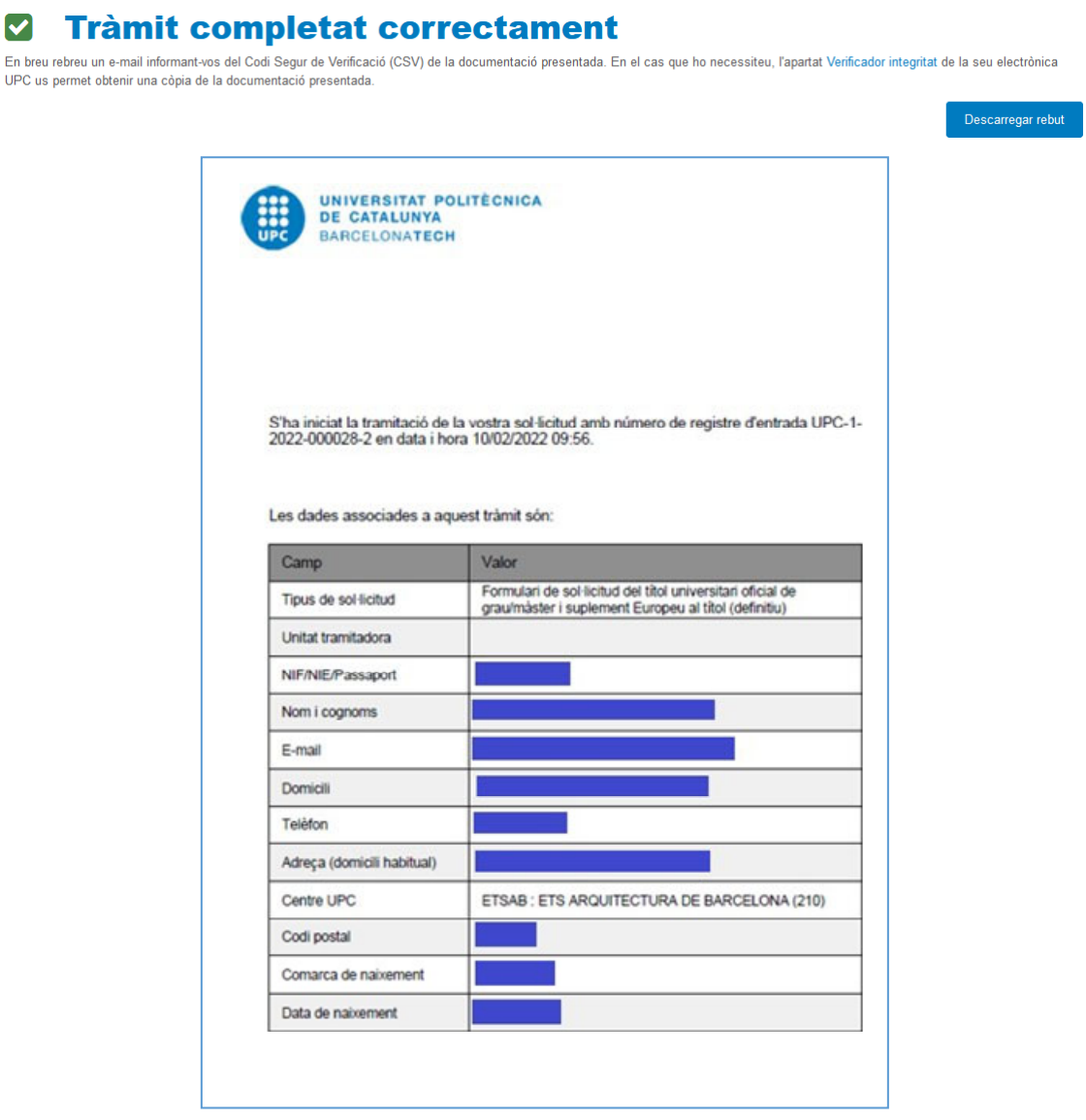




You have to mark the **statement**, click the button "**Sign and register"** and then select the **method of identification and signature**:

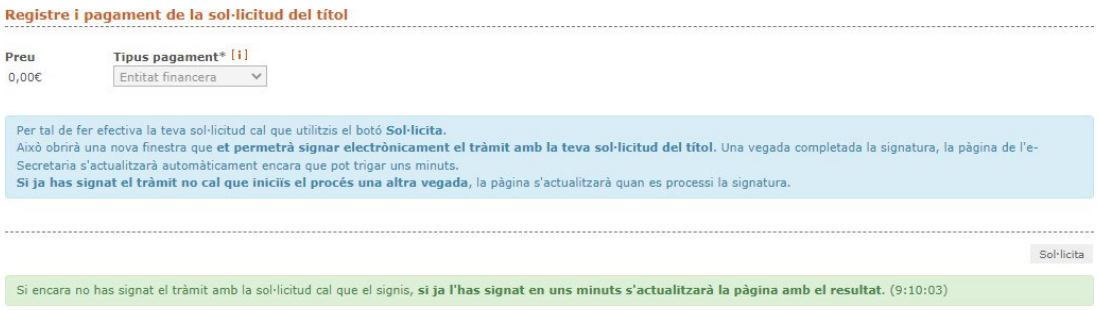
In this case, with the **UPC ID card number**:

Once signed, you can download the document of the procedure you just registered and sign electronically.



Camp	Valor
Departament de naixement (persones estrangeres)	
Localitat	[redacted]
Municipi de naixement	[redacted]
Nacionalitat	[redacted]
Que, tal com consta al meu expedient acadèmic, he superat segons el que estableixen les disposicions vigents, els estudis de:	MÀSTER UNIVERSITARI EN ESTUDIS AVANÇATS EN ARQUITECTURA-BARCELONA
País de naixement	[redacted]
Província de naixement	[redacted]
Telèfon	[redacted]
Fitxer adjunt1	Document_Identitat.JPG

Then you see that the electronic registration of the request has been made:



When you update your e-Secretaria, you see that the payment is pending:

The section "**Registration and payment of the title application**" now it's called "**Application data**". From here, you can also download the document you just signed electronically.

4. How do you pay the fees and get the “Delivery of the title application”?

When you have electronically signed the title application, to complete the procedure you must pay the corresponding fee.

In the section "**Application data**” buttons are activated “**Pay by card**” or “**Pay with Linia Oberta**". In addition, you have at your disposal the **tracking information** of electronic registration and payment.

In **24-48 hours**, approximately, **payment will be confirmed** automatically in the system. From this moment on, an authentic copy of the “**Payment receipt for title issuance rights**” will appear, a document that certifies your status as a student who has finished his/her studies at the UPC.

If you have doubts or a problem

Please, any questions or queries or if you have any problems, **contact the academic secretary of your School**.