

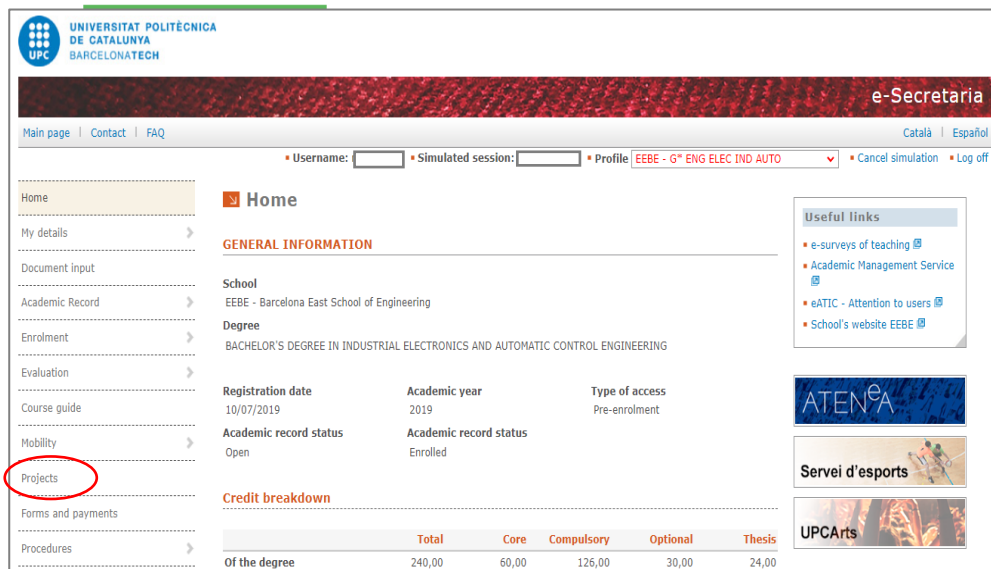
How to register your project on e-Secretaria

Before registration:

- You will be able to manage the registration only when you have at least 78 ECTS left (Bachelor's degree) and 90 ECTS left (Master's degree). These requirements don't apply to incoming students.
- It is totally mandatory to agree with a professor, the content and direction of the project.

Start registering your project:

- Access to <https://prisma-nou.upc.edu/>
- Section "Projects"

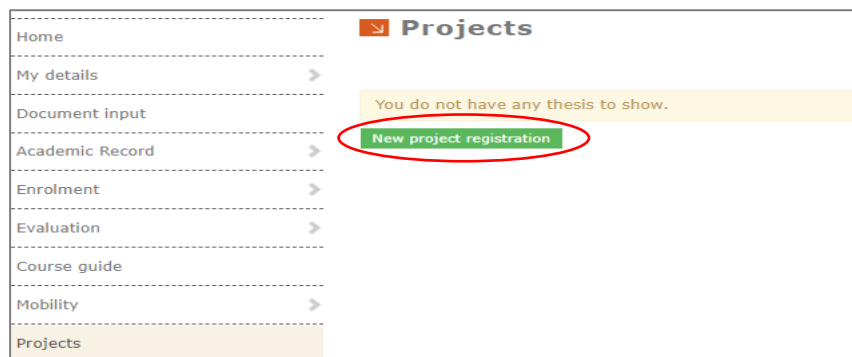


The screenshot shows the e-Secretaria interface. The left sidebar contains a menu with 'Projects' circled in red. The main content area displays 'GENERAL INFORMATION' for a user profile. Below this, there is a 'Credit breakdown' table.

	Total	Core	Compulsory	Optional	Thesis
Of the degree	240,00	60,00	126,00	30,00	24,00

- Click on

This form is available all the academic year except 4 weeks (one in January, one in May, one in June and one in October). Please, check the calendar procedures on the website: <https://eebe.upc.edu/en/degrees/final-project/final-thesis-calendar>



The screenshot shows the 'Projects' page. A message states 'You do not have any thesis to show.' Below this message, a green button labeled 'New project registration' is circled in red.

4. Fill in all the required fields marked with an asterisk (*) of the registration form.

The screenshot shows the 'NEW REGISTRATION' section of the e-Secretaria system. It contains several fields marked with an asterisk (*) indicating they are required: Subject, Modality, Assignment title, Description, Remarks, and Department. The 'Modality*' dropdown menu is highlighted with a red circle, and a red box with the text 'Choose modality' has an arrow pointing to it. The form also includes a 'Department*' dropdown menu and a 'Save' button at the bottom right.

Modality	Observations	Direction	Co-direction*
A - Center		EEBE professor	Optional
B - Company/Institution	Work placement with an educational cooperation agreement	EEBE professor	Company tutor
C - University Mobility (ONLY outgoing students)	Mobility program in a university	Bachelor students at EEIGM -> Antonio Manuel Mateo Rest of students -> Raúl Benítez as International Coordinator.	Optional
D - Company/Institution Mobility (ONLY outgoing students)	Mobility program in a company	EEBE professor	Company tutor

COMMENTS:

- **When the co-director is not an UPC professor** or from a different department professor:
 - 1- Fill in the registration form and save.
 - 2- Send us the co-director data (ID and full name of external person) trough [DEMANA](#).
 - 3- After this, the registration form can be validated by your director.
- **Although it says "election of the examination committee"**, the student does not choose the members of the committee. The student only indicates the name of the director and co-Director, if applicable.
- **Information fields have a limited character extension.** Especially, in the "description" field, please do not exceed 900 characters.

5. Click on 