ON-LINE DEPOSIT OF THE MASTER-BACHELOR THESIS
TO HAVE ACCESS, YOU WILL NEED YOUR **UPC USER AND PASSWORD**
IMPORTANT!
As long as the deposit in ATENEA TFE is not validated, students can upload as many times as they need the document, during the deposit period (it is rewritten and there is no control of the versions)

IMPORTANT!
The tutor must VALIDATE the deposit in ATENEA TFE, so that the Thesis can be considered as DEPOSITED

IMPORTANT!
Students must do the deposit by e-secretaria + ATENEA-TFE (on both applications), so that the Thesis can be considered correctly deposited
You will have access to the **Seguiment del TFE de l’ATENEA** (Thesis follow-up in ATENEA) once you have enrolled the Thesis.

You will have access to **Lliurament Final del TFE de l’ATENEA** (Thesis final deposit in ATENEA), during the deposit period, published in the procedures calendar of the School.
How to do the delivery by ATENEA?

Access to https://atenea-tfe.upc.edu

Click on “Lliurament Final” (final deposit)

Click on “editar/afegir memòria” (edit/add Thesis)
Desar els canvis (Save changes)

As long as the Thesis is not validated, you can upload as many times as you need the document (it is rewritten and there is no control of the versions), within the deposit period.

Once the “final deposit” is done, the director will check the uploaded documentation and, if it is necessary, will validate the deposit.

Once the deposit is validated, students will not be able to modify any documentation.
How to do the delivery by e-Secretaria?

Access to https://prisma-nou.upc.edu/

Section “>> Projectes” (projects)
Click on **Fac el deposit** (do the deposit) to fill the form of the administrative deposit.

This button will be enabled only during the deposit period, published in the procedures calendar of the School.
Illustrative information to fill the form:

1. **Idioma de la defensa (Defense language):** Language you will use to defend the TFE
2. **Idioma de la documentació (Documentation language):** Language you have done the TFE

3. **Igualtat de gènere (Gender equality):** mark “Projecte que té en consideració/tracta la igualtat d'oportunitats de les persones per raó de gènere” (The Project has in consideration/manage equal opportunities by gender reasons). This information is only for statistics; in case of doubts, mark “no”.

4. **Discapacitat (Disability):** mark “Projecte que té en consideració/tracta la igualtat d'oportunitats de les persones amb discapacitat.” (The Project has in consideration/manage equal opportunities for people with disabilities). This information is only for statistics; in case of doubts, mark “no”.

5. **Ambientalitzat i Temàtica Ambiental (Enviromental theme):** [Further information in bibliotècnica](#). This information is only for statistics; in case of doubts, mark “no”.

6. **Paraules clau (Keywords):** Keywords related to your TFE. In case of doubts, leave it empty.

7. **Titularitat de drets (Rights):** By rule the answer will be always “El treball acadèmic no conté obres de tercers i que sóc el titular exclusiu dels corresponents drets d'explotació” (The project do not has others work and I am the only owner of the corresponding use rights).

8. **Difusió del treball i Tipus llicència documentació (Work diffusion and documentation license type)**

   Except of confidential works, all the projects are publish in UPCommons. Due to that, you will mark: “Autoritzo la comunicació pública de les dades bibliogràfiques i del text complet del treball en xarxa a través del dipòsit institucional UPCommons o plataforma que el substitueixi” (I allow the public communication of bibliographic information and the complete text by the institutional deposit UPCommons or the platform that rplaced it) and mark the license type “Llicència CC Reconeixement – NoComercial – SenseObraDerivada (by-nc-nd)”.

   **Confidential cases:** mark “No autoritzo la comunicació pública del text complet del treball, motiu pel qual el Servei de Biblioteques i Documentació de la UPC només difondrà a UPCommons les corresponents dades bibliogràfiques.” (I do not allow public communication of the complete text project, so the Documentary and Library Service will only spread to UPCommons the pertinent bibliographic information). In this case, remember that you must scan the confidential statement, upload to ATENEA-TFE and deliver the document with the original signs to Academic Services before the defend.

9. **Difusió de les dades personals (Personal information):** mark the option that you prefer.