



Escola Politécnica Superior
d'Enginyeria de Manresa

UNIVERSITAT POLITÈCNICA DE CATALUNYA

MANUAL FOR THE PUBLICATION OF TFE OFFERS.



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This application is the virtual tool that replaces the TFE offers board and allows the presentation of the list and details of all Final Degree Projects (TFG and TFM) available in the school's degree programs, so that students can learn about them and choose the one that best suits them.

The application has a "Professor" profile that allows managing TFE offers and a "Student" profile that enables selecting the TFE to be taken.

Once the professor assigns a TFE to the student and the student accepts it, the TFE registration will be automatically completed.

Next, the Academic Management team will review whether the student meets the conditions to enroll in the TFE. Once confirmed, the student will be able to complete the enrollment along with the rest of their courses during the period specified in the academic calendar.

LINK TO THE WEB APPLICATION.

<https://www.epsem.upc.edu/ca/estudis/tfg-tfm/ofertes-treballs-fi-destudis>

ACCES TO THE TOOL

All faculty members affiliated with EPSEM have access to the application. Identification is required using the usual username and password for UPC intranets (typically formatted as name.surname).

If you have access issues, please contact us via email: gestioacademica@epsem.upc.edu.

PUBLICATION OF AN OFFER.



At the top right of the application, the "Create Offer" button appears.

To create a TFE offer, you need to fill out the offer form with the following information: Títol: camp de text.

- Description: text field

Last updated: May 2021.



- Topic: This field is disabled
- Type: Selectable field among study, project, design, or other. It is not mandatory field, so it can be left blank.
- TFG/TFM: Multiple selectable field.
- Degree: selectable field that is filled based on the configuration made in the "Degrees" section. More than one option can be selected.

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Ofertes de treballs de final d'estudis

Títol *

Descripció *

Tema

Escull una opció ▾

Típus

Projecte ▾

TFG/TFM *

- TFG
 TFM

Titulació *

- 2009 - Grau en Enginyeria Elèctrica
 2009 - Grau en Enginyeria Química
 2010 - Grau en Enginyeria de Sistemes TIC
 2013 - Màster Universitari en Enginyeria de Mines
 2015 - Màster Universitari en Enginyeria dels Recursos Naturals
 2016 - Grau en Enginyeria Electrònica Industrial i Automàtica
 2016 - Grau en Enginyeria Mecànica
 2016 - Grau en Enginyeria Minera
 2017 - Grau en Enginyeria d'Automoció

Paraules clau

- Supervision: composed of the following fields:
 - Professor
 - Professor's name
 - Professor's email
 - Department

These fields are automatically filled with your information.

If you wish to select another professor, you can use the "Search" button next to the "Professor" field.

You need to enter the professor's username (name.surname) and search for it. Finally, you will add the professor's details by clicking on the + button.

Type of co-supervisor: selectable field between UPC and External. If UPC is selected, new fields will appear with the same search functionality as the previous field. If External is selected, you will need to enter the user's First and Last Name in the field that appears.



Direcció

Professora/professor *

 Cerca

Nom de la professora/professor

Email de la professora/professor

Departament

Tipus de codirectora/codirector

- Number of students: default value is 1, with a maximum of 10 students and a minimum of 0
- Workload: text field. The workload must align with the studies for which the offer is made.
- Objectives: text field.
- Characteristics: text field.
- Requirements: formatted text field.
- Work language: multiple selection field



Altres dades

Nombre d'estudiants *

Màxim segons normativa del centre

Càrrega de treball *

Un crèdit ECTS equival a 25 hores de treball. La càrrega de treball s'adaptarà als crèdits de la titulació.

Objectius

Característiques

Requisits

Idioma del treball *

- Català
 Espanyol
 Anglès

- Mode: selectable field with the option between University and Company. If the latter is selected, a new field will appear to enter the company name.
- Scholarship possibility: checkbox field.
- Confidential: checkbox field.
- Environmental theme: checkbox field.
- Cooperation scope: checkbox field.
- Expiration date: the maximum date when the offer will be visible

Modalitat

Modalitat *

Opcions

- Possibilitat de beca/finançament
 Confidencial
 Temàtica ambiental
 Ambit de cooperació

Dates

Data de venciment

La data en què vencerà l'element.

/ / :



Once all the data has been entered, press the "Save" button.

Desa

Cancel·la

TO KEEP IN MIND:

To keep in mind:

- If the language of the TFE is not relevant, it is recommended to select all languages.
- Mandatory fields are marked with: *
- Publication date: must be entered.
- Expiration date: offers will be published by default for one year from their publication date, but this can be changed in the offer form.
- When the offer is correct, press the "Publish Offer" button.

Proposta ▼



Publica l'oferta

OFFER STATUS

The status of the offer can be modified by clicking on its current status. Initially, an offer is set to "Proposal" status.

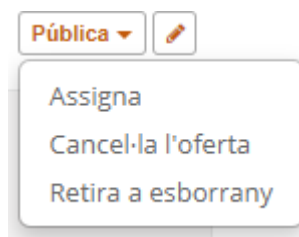
Offer statuses:

- Proposal: This is the initial status of the offer. Once created, it remains in the "Proposal" status. In this stage, the proposal can be edited. The offer is only visible to its author and is not accessible to students.

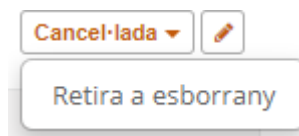
A proposal can become públic:



- Public: The offer is visible to all users (professors and students).
 - A públic offer can transition to:
 - Assigned: when the offer is allocated to a student
 - Canceled
 - Withdrawn to draft



- Canceled: The offer is only visible to the autor. In this status, the offer can be withdrawn to draft and edited again.
 - A canceled offer can transition back to Draft (proposal)



- Expired: The offer is only visible to the autor. To republish it, the publication and expiration dates must be modified.

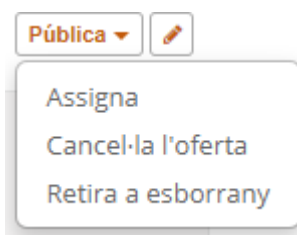


MANAGING AN OFFER

When you enter the application, you will see the offers you have created and the requests students have made for your offers.

Once a student has applied for a TFE offer, the professor will receive a notification. It is recommended that before proceeding, the student and professor get in touch to introduce themselves and resolve any doubts they may have.

Then, from the offer status, the offer can be "Assigned".



The student will receive confirmation that they have been assigned to that offer.

The professor must reject the remaining applications for that offer (a student can only submit one application, so if they are not rejected, they will not be able to submit any more applications).

When a TFE is assigned, the student must accept the assignment. Once the assignment is accepted, the project will be registered in PRISMA.

For any inquiries about using the tool, please contact us via email: gestioacademica@epsem.upc.edu.

TO REMEMBER

- Link to the application
<https://www.epsem.upc.edu/ca/estudis/tfg-tfm/ofertes-treballs-fi-destudis>
- An offer must be published for it to be visible to students
- When offers have Applications, they must be assigned, and the remaining Applications must be rejected so that the Student can submit a new application.
- For any inquiries about using the tool, please contact us via email: gestioacademica@epsem.upc.edu