

WHO AND WHERE WE ARE

ACADEMIC MANAGEMENT

Head of Service: Rosa Tomàs
Contact persons: Montserrat López Milena and Rosa Tomàs
Office hours: From Monday to Friday from 11 a.m. to 1 p.m., and Tuesdays and Thursdays from 3.30 p.m. to 5 p.m.
Telephone: 93 739 83 59 – 93 739 83 08
E-mail: gestio.academica@euot.upc.edu

EDUCATIONAL COOPERATION

Head of Service: Olga Sánchez
Contact persons: Olga Sánchez and Montserrat Centelles
Office hours: From Monday to Friday from 11 a.m. to 1 p.m., and Tuesdays and Thursdays from 3.30 p.m. to 5 p.m.
Telephone: 93 739 83 09 – 93 739 83 46
E-mail: credits.le@euot.upc.edu

IT SERVICE

Head of service: Manel Campano
Contact persons: Pere Batlle and Manel Campano
Office hours: From Monday to Friday from 10 a.m. to 1 p.m., and from Tuesday to Thursday from 3.30 p.m. to 5 p.m.
Telephone: 93 739 83 20 – 93 739 83 51
E-mail: centre.calcul@euot.upc.edu

ACCOUNTS AND FINANCE

Head of service: Montserrat Centelles
Office hours: From Monday to Friday from 10 a.m. to 2 p.m.
Telephone: 93 739 83 46
E-mail: economia.beques@euot.upc.edu

OFFICE OF THE SECRETARY TO THE DIRECTOR

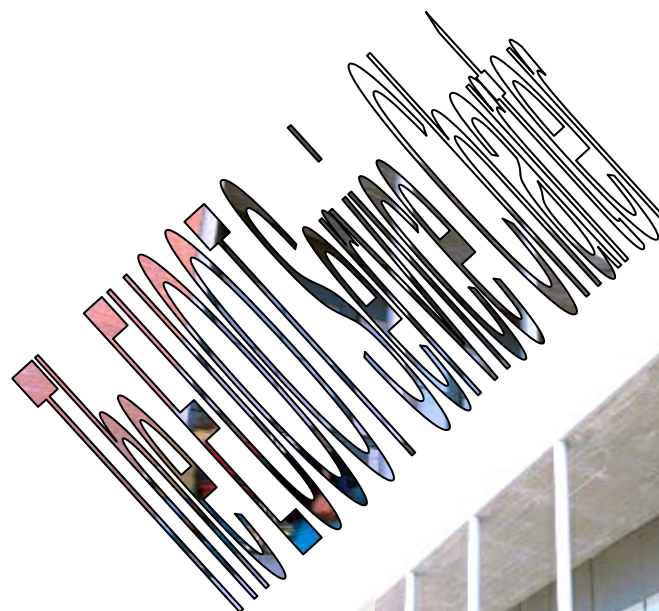
Head of service: Carme Vitó
Office hours: From Monday to Friday from 11 a.m. to 2 p.m.
Telephone: 93 739 83 11
E-mail: secretaria.direccio@euot.upc.edu

RECEPTION

Head of service: Josep Briones
Contact persons: Josep Briones, Ramón Martín, Eduard Torrell and Francisco Nieto
Office hours: From Monday to Friday 8 a.m. to 9 p.m.
Telephone: 93 739 83 00
E-mail: consergeria@euot.upc.edu

COMMUNICATIONS AND PROMOTION SERVICE

Head of service: Pilar Palacios
Office hours: From Monday to Friday from 11 a.m. to 1 p.m., and Mondays and Wednesdays from 3.30 p.m. to 5 p.m.
Telephone: 93 739 81 33
E-mail: pilar.palacios@upc.edu



for students

A list of the administrative and support services that each of our units can provide.



Escola Universit ria d'Optica
i Optometria de Terrassa

UNIVERSITAT POLIT CNICA DE CATALUNYA

OUR SERVICES

ACADEMIC MANAGEMENT

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- Enrols students in the College's official courses.
- Gives advice about the application of academic regulations.
- Processes tests for the homologation of foreign qualifications.
- Issues academic certificates.
- Issues official qualifications.
- Handles applications and processes scholarships awarded by the Ministry of Education.
- Processes applications to change groups for practical sessions over the first three days of the academic year.

EDUCATIONAL COOPERATION

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- Gives advice about the recognition of free-elective credits (diploma course).
- Processes the recognition of free-elective credits and publishes rulings in various media (notice board and the website).

IT SERVICE

O

- Gives advice about IT services and computer equipment.
- Facilitates access to the UPC's intranets (digital campus, academic record enquiries, etc.).
- Solves problems with classroom computers.
- Provides an e-mail address and a safe, private repository of files.

ACCOUNTS AND FINANCE

O

- Informs grantholders from the Student Office of the funds available to them to organise cultural events and/or perform their duties.
- Gives advice to grantholders from the Student Office on financial matters.
- Publishes calls for UPC teaching collaboration scholarships (UNIVERS) and processes applications.

OFFICE OF THE SECRETARY TO THE DIRECTOR

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- Arranges appointments with management.
- Provides a public records service.
- Processes calls for meetings of the governing bodies.
- Makes documents that have been approved by the governing bodies available.

RECEPTION

UPC

- Handles complaints or addresses them to the service concerned.
- Processes authorisations to use computer rooms outside teaching hours.
- Responds in the case of an emergency or if first aid is required.

COMMUNICATIONS AND PROMOTION SERVICE

- Publishes news related to the College.
- Gives support to national and international mobility students.

OUR COMMITMENT

- TO ISSUE academic certificates within a maximum of 7 working days.
- TO PUBLISH general information on enrolment at least one month in advance on the website and on notice board 2.01.
- TO PUBLISH the curricular assessment results on notice board 2.03 the day after they come out.
- TO PUBLISH information about applications for certificates at least one month in advance on the website and on notice board 2.01.
- TO PUBLISH the times of the Free-Elective Credit Recognition Committee's (CRALE) semestral meetings on the website and on notice board 2.10.
- TO PUBLISH an updated guide of the College's IT services every semester on the website and on notice board 1.08.
- TO PUBLISH information about the College's IT services at the beginning of every year.
- TO PROVIDE access to the UPC's intranets within one week from the date of enrolment.
- TO UPDATE the website with the latest news every two weeks.
- TO HANDLE queries submitted by e-mail within 24 hours (on working days).



Send your suggestions to:

<http://www.euoot.upc.edu/contact>