

Guide of services for EUOOT teaching staff



SPACES

● Accessing your EUOOT workspace

Ask the College's reception for the keys to your office or workspace at the EUOOT, as well as those for common rooms to which you may have free access (staff room, dining room, teaching staff toilets, etc.).

● Accessing the EUOOT building

The EUOOT building (TR8) is open on working days from Monday to Friday from 8 a.m. to 10 p.m., from September to July. On working days in August and on Saturdays between September and June, the College is open from 8 a.m. to 2 p.m. The College is closed at all other times.

Except for the periods about which specific notification is given over the academic year, such as Christmas, July and August, the College's staff may also access the building at night and over the weekend.

To do so, you must present your UPC staff ID card (details are give below on how to obtain one) to the security staff on the main door.

You can only go into and leave the building between ten to and ten past the hour, as the security staff do rounds of the building at all other times.

If you have not yet obtained your card, or if you need to apply for special authorisation for a visitor, go to the College's reception.

● Parking

The College has restricted parking spaces on the corner of Carrer Violinista Vellsolà and Carrer Urquinaona. To use these spaces, once you have parked your vehicle you must go to the College's reception area to collect an "Authorised Vehicle" badge, which you must display in a clearly visible place in it. Before you leave, you must return the badge to reception.

EUOOT staff are also entitled to tickets at special prices (€2.50/stay/day) at the nearest public car park, which is on Avinguda Barcelona. Information about the exact location of this car park is available at the following website: <http://www.euoot.upc.edu/lescola/on-som>.

You may also use the other car parks on the UPC's Terrassa Campus. To do so, you will need your UPC card and you must have registered with the Unit for the Management of Common Services on the Terrassa Campus. All related information is available at <http://www.terrassa.upc.edu/seccio/administracio/serveis/llista-tots>.

● Computer rooms

There are two computer rooms with 15 computers each on the first floor.

You can ask to have software installed related to the teaching of your subject at <http://programaridocentct.upc.edu> within the set deadlines before the beginning of each semester. Information about deadlines will be sent to you via e-mail.

There is also a computer room for the exclusive use of teaching and research staff, administrative and service staff, and grantholders on this floor. It has 4 computers and 2 printers (B/W laser and ink-jet colour) and 1 scanner.

For incidents, queries, suggestion and bookings, contact the Computing Centre.

● Teaching rooms

Classrooms

There are 4 classrooms on the second floor with a capacity for 90 people and 1 classroom with a capacity for 30 people.

There are 2 classrooms on the second floor with a capacity for 30 people.

All classrooms are equipped with a computer and a video projector. The large classrooms also have wireless microphones. The three small rooms have furniture that is suitable for seminars and group work.

Conference hall

The conference hall on the second floor can seat 60 people and it is equipped with a computer, flat screen TV and video projector. Videoconferences can also be held in this room. Should you wish to use this service, you must book the hall at reception and send an e-mail to videoconferencia.ct@upc.edu at least a fortnight in advance.

For incidents, queries, suggestion and specific bookings, contact reception. You should also do so to obtain paper for exams, chalk and other materials.

Meeting rooms

We have several meeting rooms:

Meeting room 1 (second floor of building TR8), with a capacity for 20 people.

The CUV meeting room (ground floor of building TR30, next to the EUOOT), with a capacity for 15 people.

Both rooms have a WI-FI connection and a projection screen.

Work rooms for small groups: If you need a room for very small groups (maximum of 4 or 5 people), we also have offices available for this purpose on the third floor.

In all cases, you must book rooms over the resources intranet on the EUOOT website (<https://unsol.upc.es/ct-370/recursos21.nsf/index>).

- **Staff room**

The staff room is on the ground floor (room 0.68). All members of the College's staff have a pigeonhole in this room. You can obtain a copy of the key to the staff room from reception.

- **Self-service dining room**

The dining room is on the ground floor (room 0.49). It is for the exclusive use of EUOOT teaching, research, administrative and service staff. It has a fridge, microwave, vending machines and lockers.

If you wish to have the use of a locker, go to reception where you will be informed of availability and the terms of use.



IT SUPPORT TOOLS

- **E-mail**

The e-mail addresses for lecturers from the Department of Optics and Optometry and from the Department of Engineering Presentation are username@oo.upc.edu and username@ege.upc.edu, respectively. To apply for an e-mail address or e-mail forwarding services, or to report a problem, members of staff should contact the Computing Centre (<https://imap.ct.upc.es/webmail/>).

For lecturers from other departments, the usual e-mail address is name.surname@upc.edu and is managed by UPCnet (IT Service, telephone extension 16213). For further information, go to <http://www.upcnet.es/>.

Both types of address will be displayed in any web browser or in an e-mail management program. You can also forward your e-mail to another e-mail address.

- **Distribution lists**

The College runs the following distribution lists:

profes-euot@ldist.ct.upc.edu A list of teaching and research staff employed at the College

pas-euot@ldist.ct.upc.edu A list of the College's administrative and service staff

users-euot@ldist.ct.upc.edu A list of all teaching and research staff, and administrative and service staff who work at the College

alu-euot@ldist.ct.upc.edu A list of all of the students at the College

alu-mocv@ldist.ct.upc.edu A list of students on the Master's Degree in Optometry and the Vision Sciences

alu-doo@ldist.ct.upc.edu A list of the students on the Diploma in Optics and Optometry (face-to-face)

alu-doosp@ldist.ct.upc.edu A list of the students on the Diploma in Optics and Optometry (blended learning)

alu-grau@ldist.ct.upc.edu A list of students on the Degree in Optics and Optometry (face-to-face)

alu-grausp@ldist.ct.upc.edu A list of students on the Degree in Optics and Optometry (blended learning)

Contact the Computing Centre to report any incidents relating to these lists. Each unit may additionally run, if it so wishes, its own lists (sections, administrative and service staff, etc.).

- **UPC-CT domain user**

Lecturers who register with the Computing Centre will be allotted 500 MB of disk space where they can store files, a backup of which is made daily. There are two ways of accessing this disk space:

- Accessing the H: drive from the "UPC-CT" domain on any computer at the College.
- Registering at <https://radi.upc.es/> from any web browser.

You will also have access to the shared disk space available to your unit; authorised users can store files for group work on this space.

- **Three essential websites**

The College's website: <http://www.euoot.upc.edu>

The Terrassa Campus website: <http://www.terrassa.upc.edu>

The UPC's website: <http://www.upc.edu>

- **UPC intranets**

You will need a username and a password to access any of the intranets that depend on the University's general services. To obtain them, go to <http://intranet.upc.es/>, look for the link "Registration and password changes" and fill in the form. If you encounter any authentication problems in accessing the intranets, contact the IT Service (telephone extension 16213).

- **Atenea Digital Campus**

Atenea is a support tool that enables teaching staff to access class lists, communicate with students, upload teaching materials and publish students' individual marks. (<https://atenea.upc.edu/>)

- **Staff intranet**

All information about processes relating to staff can be found on the staff intranet. You can process some administrative procedures online via the intranet, and access your personal and employment records. The staff intranet can be accessed via the following path: UPC website>Comunitat>PDI i PAS>Treballar a la UPC>Accés a la intranet. You can also use the following direct link to the staff intranet: <https://personal.upc.edu/intranet/IdentificaPDIPAS>.

- **E-administration service**

This intranet enables teaching staff to download class lists, and subject coordinators can update course guides and post final assessment marks, during the stipulated periods. Your username and password will be the same as on other UPC intranets. (<https://esecretaria.pdi.upc.edu/>)

- **Wireless network**

The UPC's wireless network can currently be accessed from the whole of the second floor (<http://xsf.upc.edu/>). Your username and password will be the same as on other UPC intranets. It has been planned to extend the connection to the whole of the building in the near future.

- **Audiovisual equipment**

The College has 1 video projector and 2 laptops available for internal loans. You can book them in the resources intranet on the EUOOT website (<https://unsol.upc.es/ct-370/recursos21.nsf/index>).

- **Telephone network**

The telephone numbers of all research, teaching, administrative and service staff is available on the UPC's directory at <http://directori.upc.edu/directori/>.

This information for the College's staff is also available on its website, as are other useful numbers. (<http://www.euoot.upc.edu/lescola/directori-i-telefon>)

If you make an internal call to another UPC number, you only have to dial the last 5 digits.

- **IT queries and incidents**

If you have a query, request or wish to report an incident related to IT services, you can open an account on the application at <https://gn6.upc.edu/sict>.



FINANCIAL ASPECTS

- **Funding allocated to subjects**

All subjects are allocated funding for running costs (laboratory materials, books, etc.), which varies depending on certain indicators. Subject coordinators are responsible for giving prior approval for these costs. All accounting matters related to these costs are handled by the EUOOT's financial secretary.

- **Travelling expenses**

If you are invited to attend meetings outside of Terrassa as a representative of the UPC, you should contact the EUOOT's financial secretary to recover travelling expenses.



OTHER SERVICES

- **UPC card**

If you are a member of staff and wish to apply for a UPC card, you should go to:
C / Colom, 2. 08222 TERRASSA
Tel.: 93 739 86 02

- **Digital certificates**

The UPC card has been designed to be activated as a digital certificate. Digital certificates are issued throughout the teaching period by UNIVERS at its office on the North Campus in Barcelona (module C-6). However, mobile units travel from campus to campus at different times over the academic year. In the latter case, potential users are informed of the dates and the location of the units through a number of channels (e-mail, posters, etc.).

For further information, go to <http://www.upc.edu/identitatdigital/certificatdigital>.

- **Automated examination marking**

If you need templates for the automated examination marking system, ask for them at the EUOOT's reception.

During final examination periods in June and January, the company that provides the automated examination service goes to the Factoria resource centre at the Library on the Terrassa Campus.

During midterm examination periods, the service is only available in Barcelona. If you need to use the service during these periods, you can recover your travelling expenses from the EUOOT's financial secretary.

In either case, this service is subject to advanced bookings. You will find all related information under the following section of the UPC's website: <http://www.upc.edu/comunitat/pdi-pas/docencia/correccio-optica-dexamens>.

- **Photocopying**

The photocopying service is on the ground floor (room 0.66).

Office hours during teaching periods: from 10.35 a.m. to 2 p.m. from Monday to Friday and from 2.30 p.m. to 5.25 p.m. on Wednesdays.

During special periods (Christmas, Easter, June, etc.), consult opening times on the service's main door.

You can also request services by contacting the staff at the photocopying service by phone or e-mail:

Tel.: 93 739 83 56 e-mail: reproeuoot@ct.upc.edu

There is also a self-service photocopying service (printer, scanner, photocopier, etc.) for the exclusive use of teaching staff on the second floor, next to room 2.40.

To obtain information about your access code, you must contact your subject coordinator. If you are a subject coordinator and this information is not readily available, contact the College's financial secretary. A brief user's manual is available at the following address: <http://www.euoot.upc.edu/curs-actual/fitxers/sict/guia-pdi-pas-equip-multifuncio.pdf>

- **Support in writing electronic teaching materials**

Both the Library on the Terrassa Campus and the College have a service run by qualified staff who can give you advice and support on writing electronic teaching materials.

EUOOT building: user room (first floor, room 1.34).

Office hours vary from year to year. Consult the notice board in the user room.

You can also seek advice from the head of the Digital Resources Unit, at the Library on the Terrassa Campus, tel.: 93 739 86 82 or 93 739 80 19.

- **Processing maintenance incidents**

The Works and Maintenance Unit on the Terrassa Campus is responsible for the building's maintenance.

If you wish to report a minor maintenance problem (a light bulb needs changing, a door doesn't close properly, etc.), you can do so directly over the corresponding intranet on the University's website. Your username and password will be the same as on other UPC intranets.

<https://janacek.upc.es/upc/redir/redir.nsf/url/solicitud> (recommended browsers: Internet Explorer version 7 or Mozilla Firefox with the user-agent switcher extension).

If you prefer, you can also report an incident to the College's reception, where staff will notify the Maintenance Unit.

However, if you need more extensive work (a room to be painted, for example), you will have to seek approval from the head of the College's Management and Support Service.



COMMON SERVICES ON THE TERRASSA CAMPUS

- **Restaurant – Cafeteria**

The on-campus restaurant and cafeteria is in building TR45, on the corner of Avinguda Jacquard and Carrer Colom (the main Campus building).

- **Terrassa Campus Library**

The Terrassa Campus Library stocks all the written resources you may need to carry out your activities.

Tel.: 93 739 80 62

Fax: 93 739 81 87

Website: <http://biblioteca.upc.edu/inici>

- **Terrassa Campus Common Services Management Unit**

Here you can register to use the EUETIT and ETSEIAT car parks, amongst other services.

C/ Colom, 2. 08222 TERRASSA.

Tel.: 93 739 80 58

E-mail: serveis.campus@ct.upc.edu

Internal service areas of the College

Should you have any queries or suggestions, do not hesitate to contact the corresponding service at the EUOOT.

Academic Management (room 2.19)

Tel.: 93 739 83 59 – 93 739 83 08

gestio.academica@euot.upc.edu

Educational Cooperation (room 2.19)

Tel.: 93 739 83 09 – 93 739 83 46

credits.le@euot.upc.edu

Communications and Promotion Service (room 2.27)

Tel.: 93 739 81 33

pilar.palacios@upc.edu

IT Services (room 1.38)
Tel.: 93 739 83 20 – 93 739 83 51
centre.calcul@euot.upc.edu
<http://qn6.upc.edu/sict>

Accounts and Finance (room 2.27)
Tel.: 93 739 83 46
economia.beques@euot.upc.edu

Office of the Secretary to the Director
Public registry (room 2.31)
Tel.: 93 739 83 11
secretaria.direccio@euot.upc.edu

Reception (main lobby)
Tel.: 93 739 83 00
consergeria@euot.upc.edu

Head of Management and Support Services (room 2.25)
Tel.: 93 739 83 13
merce.grau@upc.edu