ATENEA TFE (documentary deposit)

ESECRETARIA (administrative deposit)

User manual for the students

Support area for undergraduate, master’s and doctoral studies

Academic planning

Transversal Unit of Management of the Campus Terrassa

February 2019
IMPORTANT

The student must make the deposit through the two applications (e-secretary + the deposit for ATENEA-TFE), so that TFE is correctly deposited and can be assigned DEFENSE DAY and HOUR.

ESECRETARIA (administrative deposit)

IMPORTANT - The e-Secretary CAN NOT BE ANNEXED WITH AN ARCHIVE

It will be accessed using the following url

https://prisma-nou.upc.edu/apl/home_estudiants.php?idioma=1
Once you have accessed, go to Projects

The following screen will appear with the data of your work.
You must click on [Fes el dipòsit] to complete the administrative deposit form. This button will only be enabled within the deposit period published in the academic calendar of the school.

You will access the following form in which you will have to answer all the questions and save.

Indicative information to complete the form:

1. **Language of the defense**: You have to indicate the language in which you will be presenting the TFE
2. **Language of the documentation**: You must indicate the language in which you have written the TFE
3. **Gender equality**: Indicates whether the "Project that considers / treats the equality of opportunities for people by reason of gender." This information is only at the statistical level; if in doubt, answer "no".
4. **Disability**: Indicate whether the "Project that is considered / treats the equal opportunities of people with disabilities." This information is only at the statistical level; if in doubt, answer "no".

5. **Environmental and Environmental Issues**: You will find more information at a library. However, this information is only at the statistical level; if in doubt, answer "no".

6. **Keywords**: Indicate the keywords related to the subject of your TFE. In case of doubt, leave this space blank.

7. **Ownership of rights**: As a rule, this response will always be "The academic work does not contain works by third parties and that I am the exclusive owner of the corresponding rights of exploitation," because bibliographic citations are not considered works of third parties.

8. **Diffusion of work and License type documentation**
   a. Except for the works that are subject to confidentiality, all the works are published at UPCommons. For this, you have to choose: "I authorize the public communication of the bibliographic data and the full text of the work in network through the UPCommons institutional repository or platform that replaces it" and choose the type of license "CC License Recognition - NonCommercial - SenseObraDerivada (by-nc-nd) ".
   b. Confidentiality cases: choose the option "I do not authorize the public communication of the full text of the work, which is why the Library and Documentation Service of the UPC will only disseminate the relevant bibliographic data to UPCommons." In this case, remember that you should scan the agreement / declaration of confidentiality and upload it to ATENEA-TFE and that you must provide the document with the original signatures to Academic Management the same day of the defense.

9. **Diffusion of personal data**: Indicate the option you want
ATENA TFE (documentary deposit)

IMPORTANT:
- In the memory there can be no other personal data than the name and surnames of the student and of the directors of TFE (in application of the General Regulation of Data Protection).
- The report and the annexes of the TFE must be delivered in "pdf" format so that it can be analyzed by the anti-plagiarism system of the UPC.
- If there is any additional documentation that must be included as part of the TFE, it can be delivered in compressed files and apart from the memory.

It will be accessed using the following url
- [https://atenea-tfe.upc.edu/login/index.php](https://atenea-tfe.upc.edu/login/index.php)

You will access ATENA-TFE, where you will have to validate with your access credentials to any intranet of the UPC. Once you have identified yourself, your final project will appear with the following contents:

**Notices and news**
- Forum
- News - link to the regulations on industrial and intellectual property
Tracking - with various communication tools

- Communication forum between director and student
- Space of virtual meetings
- 3 partial follow-ups

Final delivery. In this section, you will have access during the period of deposit published in the academic calendar of the school.
Clicking on final delivery we find the following screen:

Clicking on "edit / add memory" you can add the memory and attachments. Save the changes
While the director does not validate the TFE, you can upload as many times, as you want the documents within the deposit period (it is rewritten and there is no change control).

Once the "final delivery" has been made, the director will review the documentation deposited and, if deemed appropriate, will validate the deposit. Once the deposit is validated, you will not be able to modify the documentation deposited.