You can generate your CV in MEC, CVN (Standardised CV) and AQU format and consult UPF’s scientific output from the Scientific Output Portal (PPC).

We can offer help when publishing doctoral theses at UPF and publishing materials on TDX (Theses and Dissertations Online). TDX is a cooperative repository in digital format providing doctoral theses written at universities in Catalonia and other autonomous communities in Spain.

You can preserve and disseminate your scientific publications by uploading them onto UPF’s Digital Repository (e-Repositori), which gathers together the intellectual output arising from the academic and research activity of UPF, as well as scientific magazines and institutional publications.

We can help by carrying out the necessary studies and design work to optimise the IT element of research projects: computer clusters, backups, hosting web projects, etc.

The ACTIC certificate (Acreditació de Competències en Tecnologies de la Informació i la Comunicació), is a Competence Credentials in Information and Communications Technology issued by the Generalitat de Catalunya (Catalan Government). In order to obtain it you need to pass a test performed by computer at the University facilities. Check the information and tests schedules through the Library & IT webpage.

You will always find up to date information at:

www.upf.edu/bibtic

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Teaching support

- We offer support and training in using the Aula Global - UPF’s virtual teaching platform. The Aula Global makes it possible to configure resources and student activities, as well as to carry out the appropriate follow-up and assessment. Please contact La Factoria – a learning and teaching support service – with any queries.

- We provide support in creating teaching and multimedia material: digitalising documents, preparing teaching websites, and managing author’s rights. Please contact La Factoria.

- The classrooms at the three campuses are equipped with computers installed with two operating systems: Microsoft Windows XP Professional and Linux Fedora Core. The audiovisual equipment makes it possible to project your material and reproduce multimedia content.

- We undertake to have the recommended bibliographic material for each subject ready and updated at the start of each term, providing you have submitted your list with sufficient notice.

- We offer tailored training sessions for your subjects (e.g. statistical databases, Medline, etc.).

- The optical scanning service lets you mark exams comprising test questions using an automated procedure.

- You can make your teaching materials more widely available by incorporating them into MDX (Learning Materials Online). MDX is an open-access repository that contains digital resources resulting from teaching activities carried out at Catalan universities.

IT Resources

- You need to know your user codes to access the IT resources provided by the University. You can find them on UPF’s website by clicking on Campus Global (top right). The password is your date of birth (ddmmyyyy). These user codes give you access to computers (Novell network), to the Campus Global (UPF’s intranet), to the Aula Global (virtual learning platform), and to the wireless network (eduroam) available at all the campuses.

- The University provides you with a personal email address. The address will be given to you by administrative support. Other resources, such as printing and accessing disk space on the network can also be accessed from the computers.

- The base computer can be configured with the following operating systems: Microsoft Windows, Linux or Mac OS X. Depending on the operating system, the computer will have a range of basic programs that will allow you to work with office automation and PDF documents, manage email, etc. You will also have access to the specific software used by each department. If you need it, the IT Service team will be able to provide advice about buying new software.

- All UPF campuses have rooms fitted out with videoconferencing facilities. You will find specific instructions at the Library & IT webpage about requesting use of the videoconferencing rooms.

Information resources

- To help you find and recover documents, a variety of tools are available to you such as the Library catalog and the Catalan Universities Collective Catalogue (CCUC) at catalog.upf.edu.

- Furthermore, you can access information and electronic resources using the tabs in the integrated search interface on the Library & IT webpage. These resources can also be accessed from outside the UPF network.

- You can have up to 60 documents on loan at any one time on deposit and decide how long you need them for (up to one year).

- If you need a document that we don’t have, you can use the:
  * PUC: allows library users of member institutions of the Consortium of Academic Libraries of Catalonia (CBUC) request and borrow documents from other libraries CBUC.
  * The interlibrary loan service: allows users to request documents from other libraries all over the world, that are not available through PUC. Once you have made your request, you'll receive documents as soon as possible.

- The bibliographic management program RefWorks allows you to create, manage and organise bibliographic references and incorporate citations into documents.

- Subject librarians are specialists in the University’s knowledge areas and will be able to advise you about finding the information and documents you need.