What you need to know to TEACH in the ENGINEERING SCHOOL

UCA Engineering & TIC

Universitat Pompeu Fabra Barcelona

Updated: September 2023

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  organization and regulations

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UCA ETIC (https:www.upf.edu/etic)

DTIC
Hosts faculty and researchers
Master programs

+ Engineering School
Degrees in *Computer Engineering*, *Telecommunications Network Engineering, Audiovisual Systems Engineering*, Mathematical Engineering in Data Science and *Biomedical Engineering*

- **Main contact for faculty: Teaching Coordinators *** https://www.upf.edu/web/etic/direccio

Practical aspects for the first day of class

- Engineering School Secretariat
(Ground Floor Tànger Building, 55.014 secretaria.esup@upf.edu)
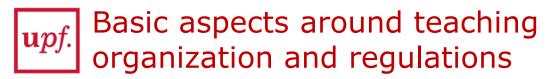
Problems with classrooms, class schedules, exam sheets, …

- Library and IT Campus Service
(Ground Floor Tallers Building, contact by CAU)

Issues with access to PCs, beamers, printing, …

- Campus reception (Roc Boronat Building)

Issues with access to classrooms, …

* Direct contact from telephone in classrooms *

- **Teaching Plan and Learning Plan**

- Mandatory for every subject (CAT, ES, EN)
- General description, Competences, Methodology, Assessment, ECTS
- Engineering School Assessment model

(with non-recoverable and recoverable assessments in July)

- More details here: https://bit.ly/GuiaDocentPlaApren

- Plenary, mid-, and small-size groups (lectures/ lab/seminars)

- Ethic code and disciplinary regimen (includes plagiarism)
https://www.upf.edu/web/transparencia/codi-etic
https://bit.ly/plagiDTIC

-Tutoring by Dolors Sala
Verónica Moreno (students with special needs)

Guide for BFP- Coordinator Carla Ràfols

Groupings (example)

T1	
P101	
S101	S102

T2					
P201		P202		P203	
S201	S202	S203	S204	S205	S206

T3			
P301		P302	
S301	S302	S303	S304

- SXXX groups of around 20 students (16-24)

upf. Teaching support tools (Aula Global, etc.)

- **Aula Global**
  - Space for course materials, activities…

- **GGIA**
  - Management of groups (by Direction/secretariat)

- **Turnitin (within the AG)**
  - Detection of plagiarism

- **CDS**
  - Publication of final marks (only subject coordinators)

- **CAU**
  - Helps Desk Center (to make requests for: reservation of spaces, books, computers…): https://cau.upf.edu/

More info and User guides: https://www.upf.edu/web/factoria

Teaching support services

- Innovation Area (Patricia Santos i Verónica Moreno)
https://www.upf.edu/web/usquid-etic

- CLIK
https://www.upf.edu/web/clik

- La Factoria

https://www.upf.edu/web/factoria

- Library and ITC Service
https://www.upf.edu/web/biblioteca-informatica