

# INSTRUCTIONS FOR PHD STUDENTS AFTER ENROLLMENT

PhD Program in Biomedicine.

Department Medicine and Life Sciences (MELIS)

Contact: [phd.biomedicine@upf.edu](mailto:phd.biomedicine@upf.edu)



**Universitat  
Pompeu Fabra**  
*Barcelona*

# 01. CAMPUS GLOBAL AND STUDENT EMAIL

Campus Global. University's intranet.

Go to the [UPF home page](#) and identify yourself with your username and your password (you can find it in the top right-hand corner). [Check this website](#) for first time access.



It's mandatory to use two-factor authentication (also known as two-step verification or 2FA). To download Google Authenticator app [follow these instructions](#).

# 01. CAMPUS GLOBAL AND STUDENT EMAIL

## Student email

The UPF provides you with a personal student email address where you will receive official notifications from the UPF and the teaching staff. You can find your Gmail access in the Applications section inside your Campus Global.

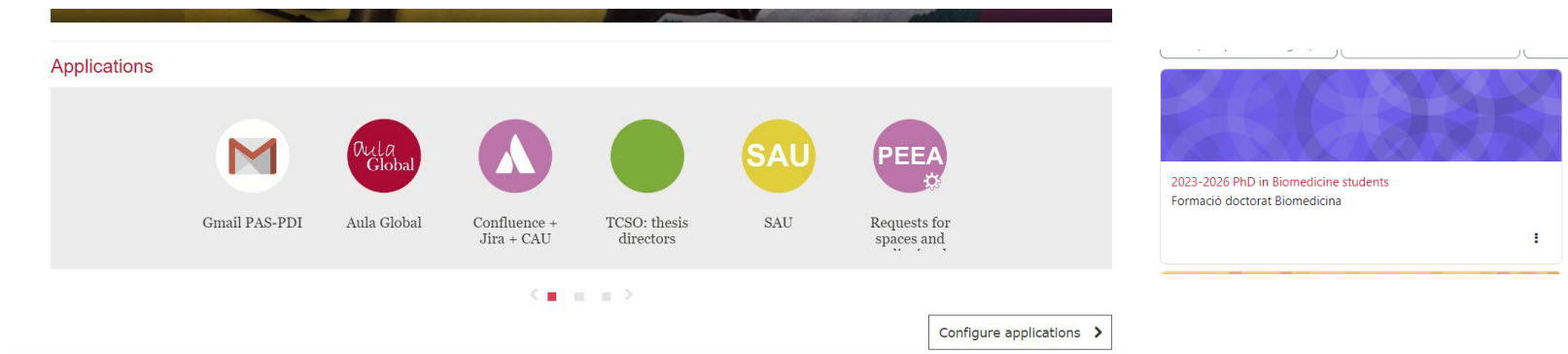
[Check this website for further information.](#)



We will use this address for all communications with you. Check this email regularly or re-route to another email account that you check on a daily basis.

## 02. AULA GLOBAL

Online tool used for monitoring your mandatory PhD academic activities. You will find all the information to complete each year compulsory activities. It is located in the applications section in your campus global.



### 03. DOCTORATE ACADEMIC SECRETARY

[Online tool for monitoring the progress of your studies.](#) It allows you to check your academic transcript (inside you will find important information such as your thesis submission deadline and registered supervisors), among other options.

The screenshot displays the UPF online tool interface. At the top, there is a navigation bar with the UPF logo, 'TEST-SaaS', 'Simulation users', and a user profile dropdown. The main content area is titled 'Home' and features a grid of application buttons. A sidebar on the right contains a 'Monitoring item selection' table and a 'DETAILS OF PHD STUDENT AND THESIS' form.

**Applications:**

- Registration in upf studies
- Official academic certificate
- Language accreditation
- Transcript
- Enrolment
- Class schedules
- Self-application procedures
- Dipòsit on-line de tesi
- Fees
- Courses and language upf
- Doctoral thesis follow-up
- Final studies project/training
- Degree certificate

**Monitoring item selection**

Surname(s) and name	COGNOM1 COGNOM2, NOM
Syllabus	532 - Biomedicine - PhD
Decree	RD 99/2011
Thesis deposit deadline	12/10/2025

**DETAILS OF PHD STUDENT AND THESIS**

Title	
Name of the director	-
Origin of the director	-
Tutor's name	-
Start date doctoral	14/10/2023
Dies realitzats consumides	26
Joint supervision of thesis	No
Mention in industrial doctorate	No
Mention international doctorate	No
Deposit Date	
Last day for public exposition	
Reading Date	
Grade	-

## 04. UPF STUDENT'S CARD

Identifies you as university member and allows you to use different services, such as books and laptop borrowing, access to sport and cultural activities or make web transactions through digital certificate.

[Ask for your digital or physical student card through this website.](#)

The digital card is available at the UPF Mobile app. You can download it for iOS and for Android.

Apple Store



Google Play



## 05. IMPORTANT WEBPAGES:

- PhD Programme in Biomedicine Secretariat: <https://www.upf.edu/web/phd-biomedicine>
- UPF Doctoral School: <https://www.upf.edu/web/phd-school>
- Student guide: <https://www.upf.edu/web/guiaestudiant>
- Practical guide for foreign students: <https://www.upf.edu/barcelona>
- UPF Library and IT services: <https://www.upf.edu/web/biblioteca-informatica/serveis-estudiants>
- UPF core services: <https://www.upf.edu/web/sct>

For any questions please contact Phd in  
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