INSTRUCTIONS FOR PHD STUDENTS ONCE REGISTERED

PhD Program in Biomedicine.
Department Medicine and Life Sciences (MELIS)
Contact: phd.biomedicine@upf.edu
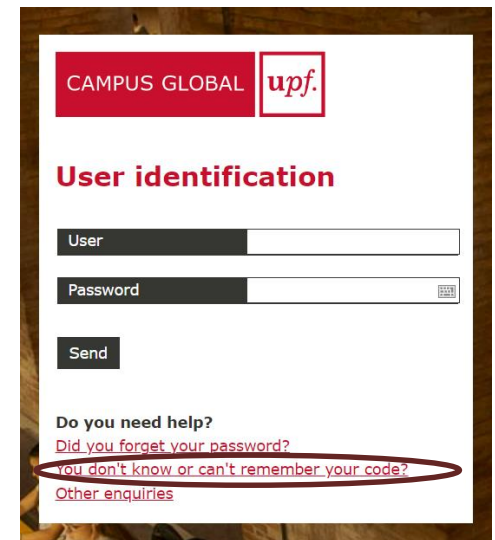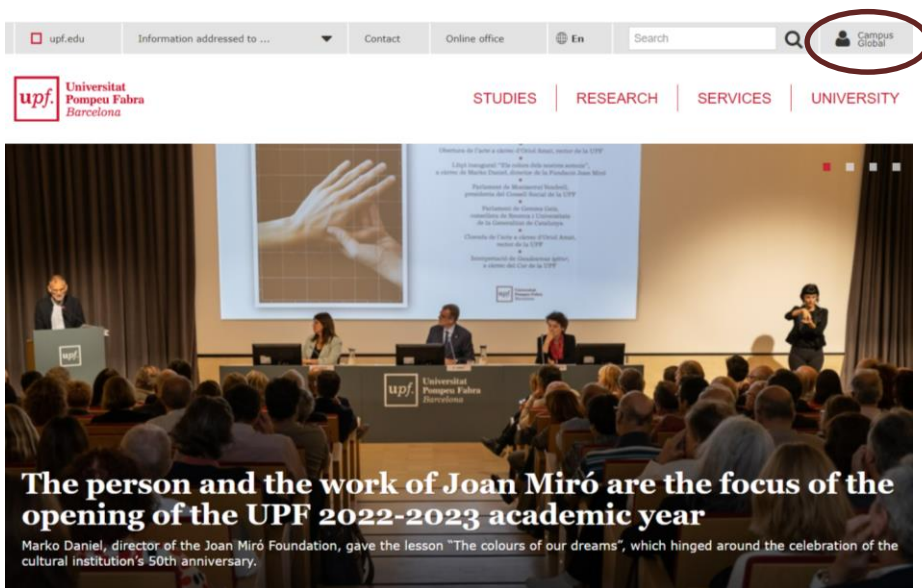
upf. **Universitat Pompeu Fabra** *Barcelona*

01. CAMPUS GLOBAL AND STUDENT EMAIL

Campus Global. University's intranet.

Go to the [UPF home page](#) and identify yourself with your username (you can find it in the top right-hand corner) and your password (Upf+your date of birth in the format Upfddmmyyyy). [Check this website](#) for further information.

01. CAMPUS GLOBAL AND STUDENT EMAIL

Student email

The UPF provides you with a personal student email address at which 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 normally use.

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.
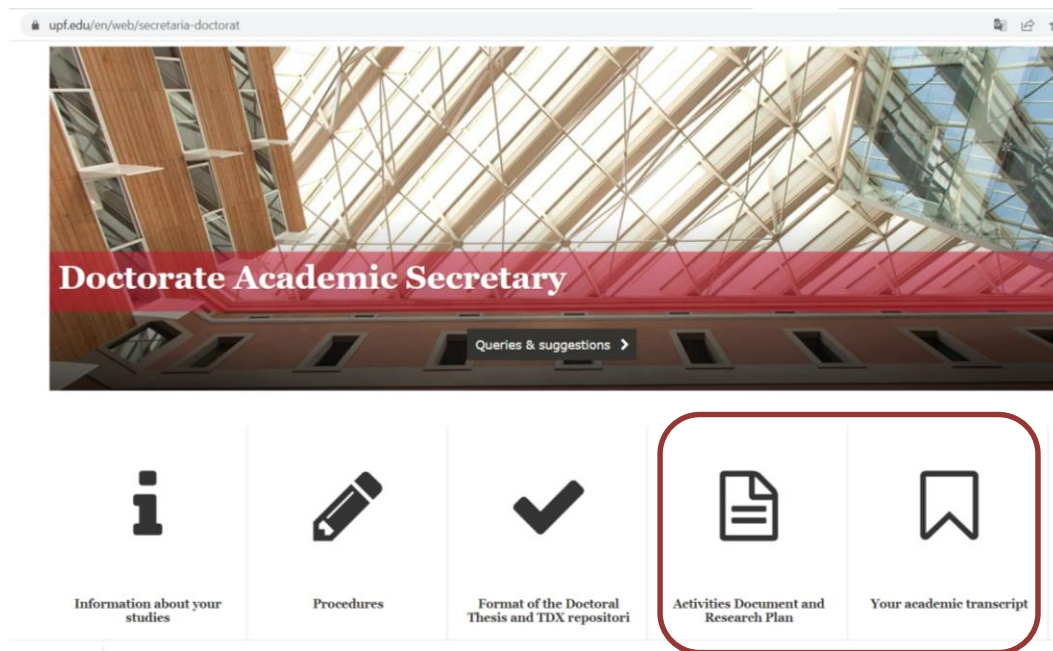
03. DOCTORATE ACADEMIC SECRETARY

Online tool for monitoring the progress of your studies. It allows you to check your academic transcript (inside it you will find important information such as your submission deadline and registered supervisors).

03. DOCTORATE ACADEMIC SECRETARY

04. HELPDESK SERVICE AND UPF STUDENT CARD

Helpdesk Service (CAU)

The User Support Centre is a virtual space in which different University services will deal with your queries or requests, such as the IT Service, The library etc. You can enter through your campus global or [this webpage.](#)

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 transaction through digital certificate. Ask for your student card through [this website](#).

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

- Guide about 'living in Barcelona' and OMA office: https://www.upf.edu/barcelona https://www.upf.edu/web/universitat/-/oficina-de-mobilitat-i-acollida-oma-

- Practical guide for foreign students: https://www.upf.edu/barcelona

- UPF IT services for students: https://www.upf.edu/web/biblioteca-informatica/serveis-estudiants

- UPF Libraray and IT services short guide: https://www.upf.edu/documents/4061818/4068836/tic_i_tu_eng.pdf/520918a8-3038-4da8-9fb0-d3c7c85a1d5f

- UPF core services: https://www.upf.edu/web/sct