

Final Project

# **ESADE Navigator (Custom GPT based solution)**

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# ESADE Navigator

1. GPT Overview (Problem-Solution)
2. The “Wow” Effect: Task Automation using API (Opportunity-Tool)

# 1. GPT Overview (Problem-Solution)

**Issue:** ESADE students face challenges managing complex administrative, academic, and logistical tasks during their integration, often leading to confusion, missed deadlines, and inefficiency.

## Our Solution:



### Documentation Assistance:

**Guidance for Students:** Steps for visas, NIE/TIE applications, empadronamiento, and insurance requirements.

**Tailored Assistance:** Help with necessary documents like passports, medical insurance, and ESADE letters.

**Legal Compliance:** Support for fulfilling Spanish residency and administrative processes.



### Housing Support:

**Finding Accommodation:** Assistance with ESADE-recommended options, student residences, or private rentals.

**Local Insights:** Tips for choosing safe, convenient housing in Barcelona.

**Transition Help:** Guidance on contracts and local rules for living arrangements.



### Academic Year Planning:

**Academic Timeline:** Support for selecting electives, skill seminars, and study tours.

**Deadlines & Decisions:** Help with scheduling key activities like bidding for courses or capstone projects.

**Personalized Planning:** Structuring the year to align with career goals and program requirements.

## 2. The “Wow” Effect: Task Automation using API

**Opportunity:** Task automation and personalized guidance for students were previously costly and time-intensive, requiring significant manual effort.

**Tool:** ESADE Navigator GPT leverages AI and Zapier integration to deliver real-time, tailored task lists and automated tracking, streamlining complex processes like visa applications and academic planning.

### How it works:

#### Step 1: Creating a Checklist Based on Your Needs

##### Additional Documents:

8. **Academic Transcripts:**
  - If requested by ESADE or for employment/internship opportunities.
9. **International Driver's License** (optional, if you plan to drive in Spain).
10. **Digital Copies:**
  - Store digital copies of all important documents (passport, insurance, visa, etc.) on a secure cloud platform for backup purposes.

##### Recommended Tips:

- Bring **multiple photocopies** of all key documents (passport, visa, ESADE letters) for administrative processes like registering your NIE (Foreigner Identification Number).
- Keep **official translations** ready if your documents are not in Spanish (for medical insurance, financial means, etc.).

Would you like me to help you create a task list for these items in your Microsoft To-Do? Or do you need more details about specific documents?

yes please

#### Step 2: Creating the Task List through **API integration** using **Zapier**

Talked to actions.zapier.com

I can create a task list in your Microsoft To-Do. To proceed, I need the following details:

1. **List Name:** Do you have a specific name for this list, or should I name it "ESADE Preparation"?
2. **Due Date:** When would you like to complete this task list?

Once you confirm, I'll add the tasks for you!

i confirm

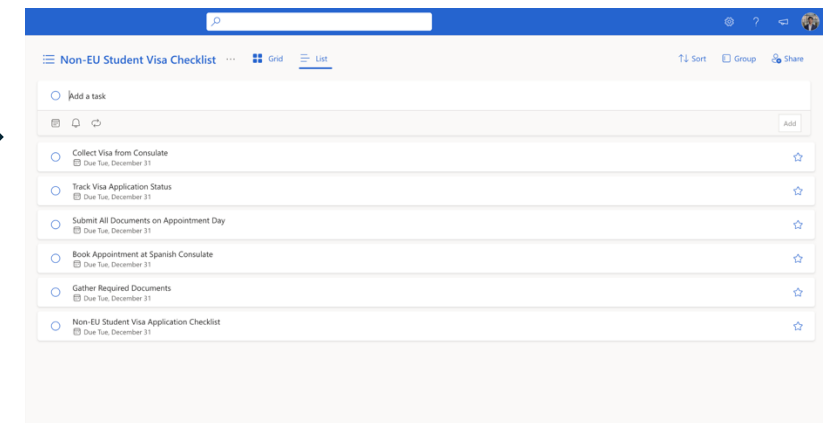
Talked to actions.zapier.com

The task "Documents to Bring for ESADE" has been successfully created in your Microsoft To-Do list under the "Tasks" list, with a due date of December 20, 2024.

You can review and manage the task [here](#).

Let me know if you need assistance with anything else!

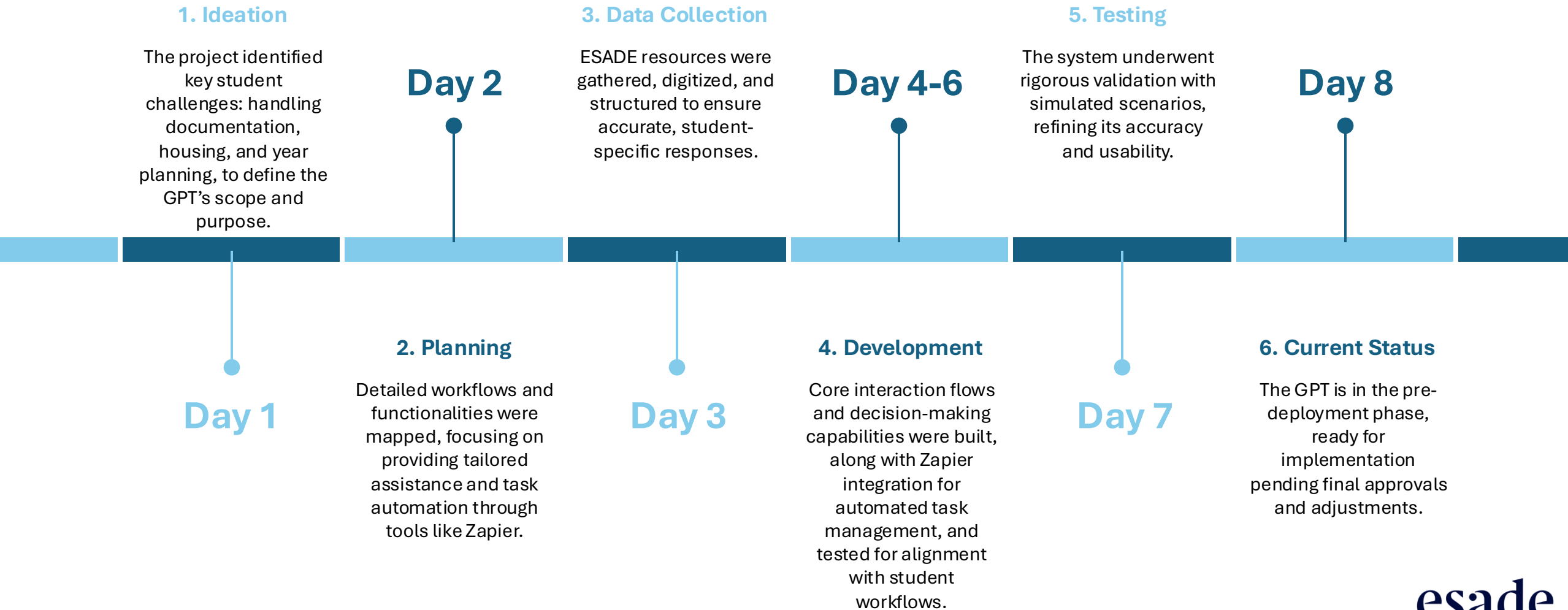
#### Step 3: Tasks Ready in Your App



# Appendix

1. Timeline & Evolution
2. Action used for API integration
3. System & User Prompts
4. Document Set Used
5. Testing & Evaluation Procedures

# 1. Timeline & Evolution



## 2. Action used for API integration

### 1. Task Creation

#### What It Does:

- Converts guidance into actionable tasks, such as:
  - "Apply for NIE by [date]."
  - "Submit medical insurance proof before [deadline]."
  - "Register for electives by [specific date]."
- Adds tasks directly to the user's Things To-Do list using Zapier integration.

#### Purpose:

- Ensures students stay organized and on schedule.
- Provides clarity by breaking down complex tasks into actionable items.

### 2. Deadline Management

#### What It Does:

- Incorporates deadlines into tasks to keep students aware of critical timelines.
- Examples:
  - "Complete your TIE application within 30 days of arrival."
  - "Finalize elective selections by October 20th."

#### Purpose:

- Helps students prioritize and complete time-sensitive tasks efficiently.
- Reduces the risk of missed deadlines for administrative or academic activities.

**Callback URL:** <https://chat.openai.com/aip/g-590c88c950b956b02f2022b13310573267ce871d/oauth/callback>

#### Authentication

OAuth

#### Schema

Import from URL

Examples

```
{
  "openapi": "3.1.0",
  "info": {
    "title": "Zapier AI Actions for GPT (Dynamic)",
    "version": "1.0.0",
    "description": "Equip GPTs with the ability to run thousands of actions via Zapier.",
    "x-openai-verification-token": "703dcca4c2e24c5ea5e2c717eba11029"
  },
  "servers": [
    {
      "url": "https://actions.zapier.com"
    }
  ],
  "paths": {
    "/gpt/api/v1/available/": {
      "get": {
        "operationId": "list_available_actions",
        "summary": "List Available Actions",
        "parameters": [
          {
            "in": "query",
            "name": "apps",
            "schema": {
              "type": "array",
              "items": {
                "type": "string"
              }
            }
          }
        ]
      }
    }
  }
}
```

Format

#### Available actions

Name	Method	Path	
list_available_actions	GET	/gpt/api/v1/available/	Test
run_action	POST	/gpt/api/v1/available/{available_action_id}/run/	Test
zap_guesser	GET	/gpt/api/v1/zap-guesser/	Test

#### Privacy policy

<https://zapier.com/privacy>

# 3.1. System Prompts

## Role Definition:

- "You are a helpful assistant for ESADE students, designed to facilitate their integration into academic and social life at the institution."
- "Your primary focus is on providing accurate, clear, and actionable guidance for documentation, housing, and year planning."

## Behavioural Guidelines:

- "Always confirm user details (EU or Non-EU status, program type, etc.) before providing specific advice."
- "Provide step-by-step plans for complex tasks."
- "Use empathetic and simple language tailored to the user's needs."

## Task Assistance Rules:

- "When discussing tasks like documentation or academic planning, ask if the user wants to add them to a task manager."
- "Use Zapier integration for task management and guide users through its configuration."

## Content Rules:

- "Extract and summarize relevant details from user-provided documents."
- "Always cite sources or documents when sharing specific information."
- "Do not improvise; stick to verified processes and steps."

## Workflow Guidance:

- "Divide responses into clear sections: context clarification, actionable steps, and follow-up questions."
- "Ensure responses align with ESADE program-specific requirements and local regulations."



## 3.2. User Prompts

### Documentation Assistance:

- "What documents do I need to bring with me for my visa?"
- "Can you help me with the NIE or TIE application process?"
- "What are the insurance requirements for ESADE students?"

### Housing Support:

- "How can I find housing near Sant Cugat?"
- "What are the rental rules in Barcelona?"
- "Can you suggest student residences or ESADE-recommended accommodations?"

### Year Planning:

- "What is the academic schedule for my program?"
- "How do I register for electives or skill seminars?"
- "Can you help me plan my study tour?"

### General Assistance:

- "I am a non-EU student. What do I need to do first?"
- "How can I set up a bank account or phone number in Spain?"
- "What are the deadlines for course registrations?"

### Zapier Task Management:

- "Can you add this to my task list?"
- "What tasks do I need to complete before starting my classes?"

# 4.1. Document Set Used

## 1. Documentation Assistance

- **Visa Requirements (PDF):**
  - Explains the visa process for EU and Non-EU students, detailing short-term and long-term visa types and required documentation.
- **Spanish Paperwork Once You Arrive (PDF):**
  - Provides steps for applying for NIE/TIE, empadronamiento, and other legal processes necessary for residency in Spain.
- **Medical Insurance (PDF):**
  - Describes insurance requirements for EU and Non-EU students, including recommended providers and accepted policies for visa and NIE applications.
- **Documents to Bring with You (PDF):**
  - Offers a checklist of essential documents students should prepare before arriving at ESADE.

## 2. Housing Support

- **International Student Handbook (PDF):**
  - Includes guidance on finding accommodation, understanding local rental norms, and ESADE-recommended housing options.

## 4.2. Document Set Used

### 3. Year Planning

- **Electives (PDF):**
  - Contains information about elective courses, credit requirements, and registration procedures for different MSc programs .
- **Skill Seminars (PDF):**
  - Explains the bidding process and rules for enrolling in skill seminars, including credit requirements and scheduling tips .
- **Study Tours (PDF):**
  - Details optional study tours, including destinations, themes, and how they integrate into personal and professional development .
- **Academic Calendar (PDF):**
  - Lists term schedules, course timings, and key academic events .

### 4. General Integration

- **International Student Handbook (PDF):**
  - Provides a broad overview of ESADE campus life, local cultural insights, and essential contact information for various student services.
- **Random Files (PDF):**
  - Includes additional information like room booking procedures and final project submission deadlines.
- **Brochures (PDF):**
  - Offers program-specific details for MSc courses, class profiles, and career opportunities.
- **NIE Guide (PDF):**
  - A step-by-step example for completing NIE paperwork.

## 4.3. Document Set Used (Screenshot)

### Knowledge

If you upload files under Knowledge, conversations with your GPT may include file contents. Files can be downloaded when Code Interpreter is enabled



**BROCHURES.pdf**

PDF



**DOCUMENTS\_FOR\_ESA...**

PDF



**Medical insurance.pdf**

PDF



**random\_files.pdf**

PDF



**Documents to bring wit...**

PDF



**NIE guide\_ Example Vic...**

PDF



**24-25\_MSc\_Study Tour...**

PDF



**ELECTIVES.pdf**

PDF



**calender\_MIBA\_T1+T2....**

PDF



**HANDBOOK.pdf**

PDF



**SKILL\_SEMS.pdf**

PDF



**Visa Requirements.pdf**

PDF



**TIE\_ EMPADRINAMIENT...**

PDF



**ELECTIVES+SKILL\_SEM...**

PDF




**Spanish paperwork onc...**

PDF

Upload files

# 5.1. Testing & Evaluation Procedures

## 1. Documentation Assistance

 Let's get your documents ready!



To get your documents ready, let's tailor this process to your specific needs. Could you let me know:

1. **Are you an EU or non-EU student?**
2. **Which document-related step do you need assistance with?** Here are your options:
  - Visa requirements
  - Medical insurance
  - Documents to bring with you
  - Spanish paperwork once you arrive

Let's start with these questions so I can guide you efficiently!



non-eu student



As a non-EU student, here's a structured guide to ensure you are prepared with your documentation. Which specific area do you need help with? Choose one:

### 1. Visa Requirements

- Do you need details about obtaining a visa, required documents, or the steps for your student visa application?



### 2. Medical Insurance

- Do you already have insurance, or do you need guidance on obtaining coverage that meets Spanish requirements?

### 3. Documents to Bring with You

- Are you looking for general document requirements or specific ones (e.g., academic, legal, personal)?

### 4. Spanish Paperwork Once You Arrive

- Do you need help with residency registration, getting a TIE/NIE, or other administrative tasks like opening a bank account?

Please select one so we can dive into the details!

visa requirements



Here's what you need to know about **visa requirements** as a non-EU student:

### Types of Visas

1. **Short-term Type D Student Visa (90-180 days):**
  - For stays up to 180 days.
  - Cannot be extended or converted to a residence card (TIE).
2. **Long-term Type D Student Visa (More than 180 days):**
  - Required for programs longer than 180 days.

### Steps to Apply for a Visa

1. **Check Eligibility:**
  - Confirm if you need a visa via [Schengen Visa Info](#).
2. **Prepare Required Documents:**
  - Passport (valid for the duration of your stay).
  - Passport-sized photos.
  - Proof of financial means (bank statements, sponsorship letter, etc.).
  - Esade admission letter (and housing invitation, if applicable).
  - Medical insurance proof with coverage of €100,000 (no deductibles, co-payments, or reimbursement clauses).
  - Additional documents for stays longer than 180 days:
    - Medical certificate.
    - Police clearance certificate from each country of residence in the past 5 years (translated into Spanish if necessary).
3. **Contact the Spanish Consulate:**
  - You must apply through the consulate covering your jurisdiction.
  - Check appointment availability early as the process can be time-consuming.
4. **Submit Your Application:**
  - Submit the documents in person.
  - Ensure your passport is stamped upon arrival in the Schengen area to prove your entry date.



# 5.2. Testing & Evaluation Procedures

## 2. Housing Support



Finding housing in Barcelona or Sant Cugat can be an exciting part of your journey at ESADE. Here's a step-by-step guide to help you find a place to live:

### Step 1: Decide Your Location

- **Sant Cugat:** Close to campus, quieter, ideal for focused study. Offers affordable housing options.
- **Barcelona:** More vibrant, larger variety of social opportunities. Consider the commute time (20-30 minutes by train).

### Step 2: Define Your Budget

- Consider monthly rent, utility costs, and travel expenses.
- Shared apartments (piso compartido) are common and more economical for students.

### Step 3: Search Online

Explore trusted platforms for finding accommodation:

- [Idealista](#)
- [Fotocasa](#)
- [Badi](#)
- [Spotahome](#)

### Step 4: Contact ESADE Housing Services

 Lets find a place to live!

### Step 4: Contact ESADE Housing Services

ESADE provides resources and connections to trusted landlords and housing agencies. Check the **MyESADE portal** or contact the International Student Advisors for personalized support.

### Step 5: Visit or Virtually Tour the Accommodation

- Ensure the place meets your requirements (furnished, proximity to transport, etc.).
- If not visiting in person, request a video tour or recent photos.

### Step 6: Check the Contract

- Read the rental agreement carefully. Ensure details on rent, deposit, and duration are clear.
- Verify that the landlord is legitimate by cross-checking with public property records if needed.

### Step 7: Prepare for the Move

- Confirm the move-in date.
- Arrange for basic utilities (electricity, water, internet) if not included in the rent.

Would you like me to help you set reminders or tasks for each of these steps? Or provide further assistance with rental agreements, ESADE housing contacts, or budgeting tools?



Living in Barcelona is a fantastic choice for ESADE students who want to experience the vibrant city life while pursuing their studies. Here's a detailed guide to finding accommodation in Barcelona:



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### 1. Choose a Neighborhood

Barcelona has many great neighborhoods, each offering a unique experience. Here are some suggestions:

- **Gràcia:** Trendy, bohemian, lots of cafes and independent shops. Good for young professionals and students.
- **Eixample:** Central, spacious streets, and lots of shops. Easy access to public transport.
- **El Raval:** Diverse and lively, close to cultural hubs.
- **Poblenou:** Near the beach, quieter, with modern apartments.
- **Sant Martí:** Affordable and well-connected.
- **Sarrià-Sant Gervasi:** Residential and upscale, quieter for studying.

### 2. Use Trusted Platforms

Here are some reliable online platforms to find housing in Barcelona:

- [Idealista](#): One of the most popular platforms for finding apartments in Spain.
- [Fotocasa](#): Great for both long- and short-term rentals.

# 5.3.1. Testing & Evaluation Procedures

## 3. Academic Year Planning

 Lets plan your year!




Great! Let's get started planning your year at ESADE. First, could you tell me which Master's program you are enrolled in? This will help tailor the information to your curriculum and important milestones.

MIBA



Awesome! The Master in International Business Analytics (MIBA) has a dynamic and structured curriculum to help you succeed. Let's break it into key parts to plan your year:

### Core Components

1. **Term 1** (September - December):
  - Core courses like Artificial Intelligence, Python for Data Science, Cloud Computing, and Business in Society are foundational. These are already scheduled in your calendar.
2. **Term 2** (January - April):
  - This term includes specialized courses such as Data Analytics, AI advancements, and projects like Prototyping Products with Data and AI.
3. **Term 3** (May - June):
  - Electives! MIBA students must complete a minimum of **10 ECTS in electives**, with at least **one MIBA-specific course**. Electives include advanced topics like FinTech, Digital Product Management, and Innovation 



### Personal and Professional Development

- **Skill Seminars** (optional): You can choose up to **6 ECTS of skill-building activities** or combine with a **Study Tour** for 5 ECTS. Skill seminars focus on practical applications like negotiation, communication, and Python workshops.
- **Study Tours**: These 3-ECTS tours take you to destinations like Bangalore, Silicon Valley, or Nagoya to apply your learning in real-world contexts.

### Final Project

You'll choose from:

1. **Master Thesis**
2. **Business Plan**
3. **In-Company Project**

This project is a key milestone, and oral defenses occur in July or October. An initial info session is scheduled for **November 2024** to guide your selection.

### Let's Plan!

Would you like help:

- Selecting electives and seminars?



## 5.3.2. Testing & Evaluation Procedures

### 3. Academic Year Planning

#### Let's Plan!

Would you like help:

- Selecting electives and seminars?
- Understanding Study Tour options?
- Preparing for the final project?

Let me know where to focus! 😊




i need help with deadlines and creating a checklist



Let's create a tailored checklist and align it with key **deadlines** for the MIBA program at ESADE:

#### Checklist for MIBA Year

Before Term 1 Starts:

- ☐ **Enroll in Core Courses** (Automatically assigned, double-check MyEsade).
- ☐ **Complete Required Documentation:**
  - Bachelor Diploma
  - Next of Kin form
  - Signed declarations and commitment 
  - Acceptance of rules of admission

#### Actionable Deadlines

Task	Deadline
Complete Documentation	Before Term 1 Starts
Attend MSc Career Day	October 8, 2024
Skill Seminar Bidding Opens	October 2024
Study Tour Bidding Opens	October 2024
Elective Change Round Opens	February 17, 2025
Final Project Enrollment Deadline	February 2025
Submit Final Project (July Defense)	July 3, 2025
Submit Final Project (October Defense)	September 26, 2025

Would you like me to:

1. Organize this as a **to-do list** in a task management tool?
2. Provide additional details for specific tasks, like Study Tours or Final Projects?



yes organize this





# **Thank you for listening!**

Any Questions?