

MASTER IN DIGITAL SOLUTIONS DEVELOPMENT

WELCOME MANUAL

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Preparing your subject

First of all, welcome to this journey full of challenges, great students and good professionals network.

We want you to know that the success of this master will be the result of our collaboration, so let's start thinking as a team, and feel free to give us any recommendation for improvement.

- The master (hours and credits)

The Master in Digital Solutions Development is aligned with the technology and programming skills that the digital companies need to develop creative technology solutions.

The main **objective** of the Master in Digital Solutions Development is to “develop” digital talent ready to work for the key internet & Digital companies, professionals with skills that will improve and transform the Digital industry.

Since the master has been certified by the University of Barcelona, it is organized by subjects and by credits. That means that each credit correspond to the spent hours by the students. Specifically each credit means 25 hours of work by THE STUDENTS.

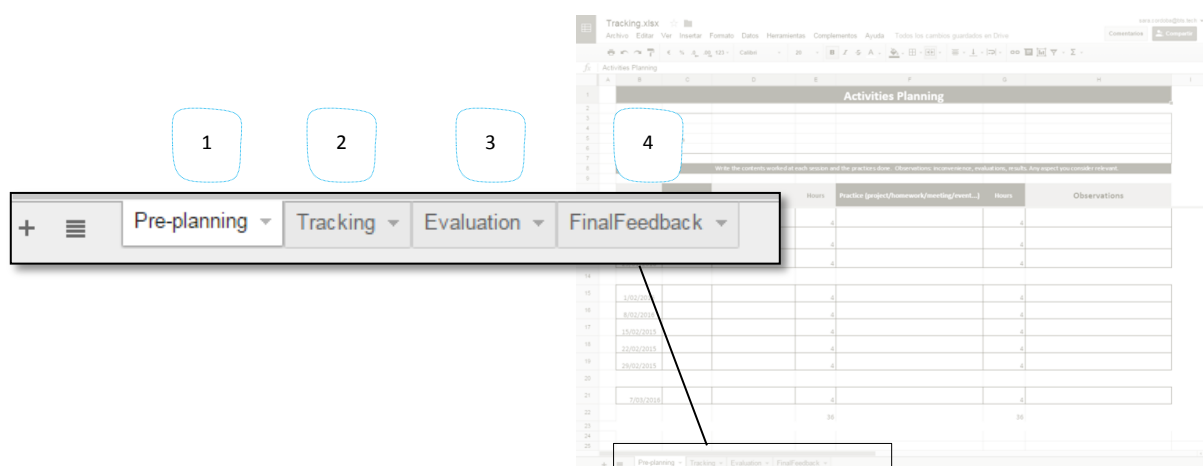
	Credits	Equivalent Hours	Teaching Hours			Non-teaching Hours
			1st quarter	2nd quarter	3rd quarter	
Agile	3	75	36			39
Software Craftsmanship	3	75	36			39
Web Development	7	175	84			91
UX	6	150	36	36		78
Digital Business	3	75		36		39
Android	7	175		84		91
Cloud	4	100		48		52
BigData	6	150		36	36	78
Mobile Business	3	75			36	39
Creative Technology	3	75			36	39
Project	5	125			20	105
iOS	7	175			84	91
Entrepreneurship	3	75			36	39
		1500				

- Templates and tracking

There are some documents that we'll share with you, and are important to take into consideration before the classes start.

The tracking excel is important to be fill, at least one week before you start. Please maintain these excel update at Drive, so we can be able anytime to see how everything is working in your subject (mostly planning and evaluation topics).

There you will find four pages:



1.Planning: we need you to inform us, which topics and contents you are going to teach in each session. Also, which kind of homework you will propose to the students. Your subject covers some non-teaching hours.

- Non-teaching Hours (Homework): you can organize these hours as you consider: going to an event, doing a team project, watching a video, having a discussion...

2.Tracking: Once you start the classes, if you need to reschedule the planning, please up date it on the 'tracking' page of Excel (showed above).

3.Evaluation: our methodology is 'Learn by Project'. So throughout the course you must keep doing projects with the class. Also, it's up to you to do one big project at the end of the subject; in both cases you must reflect a quantitative note for each project/student > on the 'Evaluation' page.

Please, keep BTS aware about project delivery deadlines and marks.

4.Final Feedback: Once you finish the subject, we would appreciate to hear your feedback. An evaluation of each student has to be done, explaining: Strengths, weaknesses and opportunities.

Let's start!

- First day

The first day we would appreciate you spend the first hours, knowing the group, general and individual level of knowledge and also introduce yourself. Is important they understand from the beginning:

- Objective of the subject and what are they going to learn with you
- Applicability of studies
- Professionals opportunities
- How are they going to be evaluated

- Timing and breaks

The classes are from 9:00 to 13:00. We use to do one break of 15 minutes at 10:45 approximately.

At the first floor you have a coffee corner with a vending machine, and free biscuits. Also you have bars close to the center ([Sonora Sport Tavern](#), carrer de Pamplona, 96 or [Restaurante Rebeka](#), carrer de Zamora, 92).

- Attendance list

Another important thing we need you to keep in mind every day is the attendance list. You have to take it every morning from reception and return it, once you finish.

- Assessments

Once a month we use to pass a professor assessment to the students, and let you know the results. The idea is to improve constantly and let the students also give their opinion.

- Lab classroom

The classroom will be open also on the afternoons for the BTS professors and students.

- Communication (campus and slack)

We have two communication platforms. We have a [Campus](#) (Moodle) where you will have your page to upload the presentation, bibliography, homework, general and official information. The idea is to have the most important documents there, so coordination and the students can access to the course information anytime. BTS will send you user name as well as password and instructions to get into the BTS online Campus.

On the other hand, there is an "unofficial" platform, that students, professors and staff use to communicate with, it is [Slack](#). There, we use to communicate last minutes changes, or information that we just find interesting and want to share.

Administrative information (invoice and payments)

Barring exceptional circumstances, the payment steps will be:

1. We will send you at the end of the month an order, with all the information you will need to reflect at your invoice.
2. Then you have to send the invoice at purch.invoice@netmind.es of all your monthly correspondent hours. **IMPORTANT** You should specify in the invoice:
 - a. Amount base (without IVA)
 - b. Disaggregation of your % of IRPF
 - c. Also it must appear the number of order, number of provider and OT/CONV (it will appear at the order we send you)
 - d. The invoice must be sent before 5th of each month.
3. The payment will be done, counting 30 days before the last invoice. The payment will be done on 15th of each month.
4. If you have any queries please contact Raquel Vidal Mulero at raquelvm@netmind.es