

Bachelor's Degree in International Business and Marketing

FACT SHEET 2017-2018

ESCI-UPF provides students with specialised training in International Business and Marketing and prepares them to manage enterprises in a globalised world.

TRIMESTER DATES 2017-2018

	First Trimester	Second Trimester	Third Trimester
Nomination deadline	15 June	1 October	15 January
Application deadline & course selection form	30 May	15 October	30 January
Compulsory introductory session	15 September 10.00 am	5 January 10.00 am	TBA
Classes	From 18 September to 29 November	From 8 January to 16 March	From 5 April to 19 June
Add-drop period	From 18 September to 25 September	From 8 January to 15 January	From 5 April to 12 April
Final exams	From 1 December to 15 December	From 19 March to 4 April	From 22 June to 29 June

APPLICATION PROCEDURE

1. The home university sends a nomination by email.
2. Nominated students receive the application materials by email.
3. Nominated students complete and return the application materials and additional documents.
These documents can be sent through the home university's International Relations Office.
4. Accepted students receive a letter of acceptance with a list of their approved subjects.
5. Accepted students can request a student visa at a Spanish consulate (if applicable).

VISA REQUIREMENTS

Students who are citizens of an EEA country (which includes all EU countries) or Switzerland and have a valid identity document or national passport do not require a visa. Students staying for longer than three months will have to register with the Registry of European Union Citizens (Registro de Ciudadanos de la Unión Europea).

Students from a country outside the EEA (with the exception of Switzerland) planning to stay for longer than 90 days must obtain a student visa from the nearest Spanish embassy or consulate before leaving their home country. All foreigners who fall into this category must have a student visa to study in Spain. Students will have to produce an acceptance letter from ESCI-UPF as part of the process of applying for a student visa.

Please bear in mind the following points:

1. A tourist visa does not grant permission for the holder to stay in Spain for study purposes.
2. For stays in Spain of longer than six months, students must ensure they obtain a visa that allows them to apply for a Spanish student residence permit (autorización de estancia por estudios).
3. Students who obtain a 180-day student visa that allows only a single entry to the Schengen Area will not be permitted to extend their stay and will not be able to leave and re-enter Spain.

MEDICAL INSURANCE

Students must take out medical insurance that is valid in Barcelona for the entire period of their stay.

Students who are citizens of an EEA country or Switzerland and who are entitled to coverage under the social security system of their country should obtain a European Health Insurance Card (EHIC) from the health authorities in their home country.

Although the EHIC gives EEA citizens access to medically necessary, state-provided healthcare during a temporary stay in Spain, it is not an alternative to travel insurance. It does not cover accidents, private health care or costs such as a return flight to your home country or lost/stolen property. Moreover, the EHIC does not cover any costs incurred if the holder is travelling for the express purpose of obtaining medical treatment.

All international students, including those participating in the Erasmus programme, are required to have full coverage of risks during their stay in Spain. ESCI-UPF will check that students have taken out at least accident and travel insurance (Univer Incoming Basic) to complement the coverage provided by the EHIC. These are the minimum requirements.

We also recommend that students consider other insurance packages available to UPF students at a special rate. These packages cover the cost of medical care up to a set limit.

<http://universitats.cobertis.com/upf/es/>

Students who are citizens of non-EEA countries should find out whether there is a mutual health provision agreement between the social security system of their home country and Spain (this is the case for a number of Latin American countries). If such an agreement exists, students can obtain a

document from the relevant authorities in their home country entitling them to free medical coverage in Spain. If not, before they leave their home country, students must take out private medical insurance for the duration of their stay at ESCI-UPF. The Allianz insurance company offers packages to UPF students at a special rate. For further information, click on the link below:

<http://universitats.cobertis.com/upf/es/>

ACCOMMODATION

Students planning to look for accommodation on arrival in Barcelona should reserve a hotel or hostel room well in advance. Finding a room can prove very difficult if an advance booking has not been made.

Barcelona Centre Universitari-BCU (RESA HOUSING) is the accommodation service offered by all universities in the Barcelona area. The service offers flats and rooms in Barcelona, in-home stays, residence halls, etc. with guaranteed quality, safety and cleanliness standards.

For more information and online registration, please contact:

Torrent de l'Olla, 219, 08012 Barcelona

Tel: +34 93 238 90 72 | Fax: +34 93 228 92 59

Email: info@bcn-housing-students.com

<http://www.resahousing.com/>

Office hours: Monday to Thursday, 9.30 am to 1.30 pm and 3.30–5.30 pm / Friday, 9.00 am to 2.00 pm

Additional accommodation options are listed in the accommodation information document provided to students once they have been nominated.

APPROXIMATE COST OF LIVING (PER MONTH)

Accommodation:

(can vary substantially depending on the type of accommodation)

Renting a flat:	€900–€1500
Renting a room in a shared flat:	€400– €600
Student residence (depending on the food services included)	€500–€900
Food:	€350–€400
Transport:	€100
Spending money:	€250–€300

ACADEMIC PROGRAMMES

Students may choose from a list of subjects taught as part of the following programmes:

- Bachelor's Degree in International Business and Marketing (GNMI)
- International Business Programme (IBP)

Courses for master's programmes are not open to exchange students.

LANGUAGES OF INSTRUCTION

The languages of instruction at ESCI-UPF are Catalan, Spanish and English, depending on the subject in question. There is a list of selected courses taught in English and a list of courses taught in Spanish or Catalan. Each subject selection form specifies the language of instruction for each course.

LEARNING EXPECTATIONS

- Class format. Students learn through lectures, case studies, team assignments, presentations and required readings.
- Attendance. Students must attend at least 80% of classes to be awarded a mark for attendance and participation.
- Grading system. The Spanish grading system assigns numerical grades from 0 to 10. The minimum passing grade is a 5. The final grade is calculated based on continuous evaluation marks—for midterm exams, presentations, exercises, projects, attendance, participation, etc.—and the final evaluation mark (final exam grade). The grading policy is indicated in the teaching plan (syllabus) for each subject.
- Examinations. At the end of term, students must take a final exam that accounts for a specific percentage of the final grade.
- Class size. Classes range in size from 20 to 60 students, depending on the subject.
- Course load. There is no minimum or maximum course load requirement per term. However, all selected courses and the corresponding academic load must be approved by the home university coordinator. Full-time Spanish students generally taken an average of five courses per term (20 ECTS credits/term, 60 ECTS credits/academic year).
- Level of subjects. Students can get an idea of the content and level of a subject by consulting the syllabus and recommended reading (available and updated regularly at <http://www.esci.upf.edu/en/bachelors-degrees/bachelors-degree-in-international-business-and-marketing/programme-gnmi/>). Each subject is located within the various curricula, and recommended prerequisites are specified in the course catalogue documents for each term (CC01.pdf, CC02.pdf, CC03.pdf), which are provided to students once they have been nominated.
- Application and admission to courses. Students must complete an application form (APL.pdf) and registration sheet (RS01.pdf, RS02.pdf, RS03.pdf) for the corresponding term. They must also have their selection of subjects approved by the exchange coordinator at their home university.
- Percentage of international visiting students (each term): about 40%

- Percentage of exchange students (each term): about 10%

THE GRADING SYSTEM

The Spanish grading system is based on a scale from 0 to 10, where 5 is the minimum passing mark.

ESCI-UPF grading scale:

Matrícula d'honor – 10 (A with honours)

This is the highest grade and is awarded to a small number of students whose performance is considered exceptionally good (maximum 5% of enrolled students).

Excel·lent – from 9 to 10 (Very good)

Awarded to students whose performance is considered very good.

Notable – from 7 to 8.9 (Good)

Awarded to students whose performance is considered good.

Aprovat – from 5 to 6.9 (Pass)

Awarded to students whose performance is considered adequate.

Suspens – from 0 to 4.9 (Fail)

Students awarded this grade have not passed the subject.

No presentat (Not attended)

Awarded to students who did not take their final exam and who therefore have no final grade. This grade blocks access to any re-evaluation of synthesis activities.

Convocatoria anul·lada (Cancelled call)

Awarded to students who opted out of assessment. In this case, students need to complete and return an application form before the last day of classes in each trimester.

COMPUTERS

Students will have access to the ESCI-UPF intranet, a roaming access service (EDUROAM) and the computer rooms located in the ESCI-UPF building. We recommend that international students bring their own laptops as this is a frequently-used tool at ESCI-UPF.

STUDENT SERVICES

International Relations Office. This is a service set up to help exchange and visiting international students adapt to life at ESCI-UPF and in Barcelona.

Academic Counselling. Jordi Puig, the head of studies, provides academic assistance to exchange and visiting international students.

Students will have access to the main UPF library, in the Jaume I building (a 10-minute walk from the ESCI-UPF building). International students may borrow books from the library.

Students will have access to the services provided by the Language Volunteer Service (VL), which seeks to facilitate the linguistic and cultural integration of students and teachers from non-Catalan-speaking areas who are studying or teaching at the University. The service focuses on two areas: (1) a linguistic and cultural activity programme, which organises leisure and cultural activities to help students and teachers integrate, both linguistically and socially; and (2) a support programme for non-Catalan speakers, which aims to promote linguistic and cultural exchange with students and teachers from outside Catalan-speaking areas.

International Doers. This ESCI-UPF student association is committed to creating the best exchange experiences for ESCI-UPF international students. It organises activities between the University, organisations and partner companies.

Contact information: internationalDOERS@esci.upf.edu

Students will have access to programmes within the framework of the International Exchange Erasmus Student Network (ESN POM): the Mentor Programme and Erasmus Social.

<http://www.esnalaupf.org/upf/>

UPF students enjoy many benefits and discounts at sports clubs, travel agencies and language schools.

STUDYING SPANISH IN BARCELONA

The UPF's language programme offers intensive Spanish courses (see website below for fees). The programme provides intensive Spanish training at beginner, intermediate, advanced and proficiency level. Students can also take optional complementary modules on Spanish for Academic Purposes, Fluency Skills, the History of Barcelona, and the Catalan Language.

Visit the language programme website for further information on academic programmes and fees for UPF students.

<http://www.upf.edu/spanishprogram/>

FOR MORE INFORMATION

Jordi Puig, Head of Studies

jordi.puig@esci.upf.edu

Noelia Puig, International Relations Office assistant (outgoing students)

noelia.puig@esci.upf.edu

Laia Serradell, International Relations Office assistant (incoming students)

laia.serradell@esci.upf.edu

ESCI-UPF

International Relations Office

Email: esci-intal@esci.upf.edu

Tel: +34.93.295.47.10 (ext. 231)

Fax: +34.93.295.47.20