

2018
2019

ESCI 
School of International Studies

**BENVINGUT
WELCOME
TO ESCI-UPF**

We are grateful that you have selected our institution to go on exchange. A young, urban, dynamic and cosmopolitan university that attracts international students each year who, like you, come from all over the world.

This handout aims to make your exchange experience easier and help you plan your successful exchange experience at ESCI-UPF and Barcelona. From the moment of starting to prepare everything until you come back to your home university, these pages will provide you with an answer to your main concerns.

Please read the handout carefully.

WE ARE WAITING FOR YOU IN BARCELONA!



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01

INTRODUCTION

ESCI-UPF STANDS FOR SCHOOL OF INTERNATIONAL STUDIES

ESCI-UPF was created in 1993 after an initiative from the Catalan government and Universitat Pompeu Fabra in order to train professional experts, with particular expertise in international business. This ambitious project found immediate support from institutions such as the Chamber of Commerce, the Catalan Council of Chambers of Commerce as well as several Catalan companies that have an important international activity.

Currently, ESCI-UPF offers the Bachelor's Degree in International Business and Marketing, the Bachelor in Bioinformatics, the Official Master in International Business (jointly program with the BSM), Master in International Trade, Master in International Retail and Master in International Digital Marketing.

Additionally, ESCI-UPF offers the International Business Program (jointly program with the UPF-Study Abroad Program). The subjects belonging to this program are aimed at undergraduate students with a major or a minor in business that wish to acquire an international perspective and a better understanding of the successful management practices needed to compete in the global economy. Furthermore, the program is designed to offer students insight into international business from a multicultural perspective as well as to improve their professional competences.

02

BEFORE LEAVING YOUR COUNTRY



A REGISTER AS AN EXCHANGE STUDENT

If you are an **exchange student (Erasmus or Bilateral Agreement)** once your university has sent us your nomination, you'll receive an e-mail with all necessary information to register at ESCI-UPF. The registration consists in filling in and sending an online form, which may require uploading the following documents:

A A COPY OF THE PASSPORT VALID FOR THE PERIOD OF STAY.

B A PASSPORT SIZE PHOTOGRAPH (JPG FORMAT).

C AN ORIGINAL UPDATED TRANSCRIPT FROM THE UNIVERSITY OF ORIGIN (ACCOMPANIED BY A DOCUMENT FROM THAT UNIVERSITY EXPLAINING THE USED MARKING SCALE), TRANSLATED AND DIPLOMATICALLY LEGALIZED IF APPLIES.

D A DETAILED CURRICULUM VITAE

Deadlines

FIRST TERM

Nomination deadline | May, 15th

Registration & Application deadline | May, 25th

Course enrolment deadline | May, 30th

SECOND TERM

Nomination deadline | October, 1st

Registration & Application deadline | October, 10th

Course enrolment deadline | October, 15th

THIRD TERM

Nomination deadline | January, 15th

Registration & Application deadline | January, 25th

Course enrolment deadline | January, 30th

After your nomination by your home university, ESCI-UPF will send you more information, including the welcome programme and information about the process of registration to the courses.

B DO YOU NEED A VISA?

EU STUDENTS

Students from a European Union member state (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden or United Kingdom,) or Liechtenstein, Iceland, Norway and Switzerland, you are entitled to free movement and residence in Spain.

However, all EU citizens residing in Spain for a period exceeding three months must apply for registration in the Central Registry of Foreigners. This registration leads to a certificate of registration being issued and includes a NIE number.

Students must apply for this document directly at the police station:

A) Barcelona residents



At the Police Station
Rambla Guipúscoa, 74
Barcelona



By appointment, arranged on the website. Please fill in the online form to get an appointment

Select: Barcelona/Expedición de Tarjeta de Identidad de Extranjero/Toma de huellas/

B) Foreign citizens residing in towns other than Barcelona.

Should apply in person to the Police Station of your city, without prior appointment.

Which documents are needed?



Application form (EX18.pdf)



Passport or identity card (original and copy)



Registration at ESCI-UPF (original and copy)



European Health Insurance Card or private insurance policy (original and copy)..



Statement of Financial Resources that students have sufficient economic funds during their stay in Spain (example).



Participation in study exchange programs of the European Union is accreditation enough to justify economic funds.



For further information, please check the Ministry of Interior's website

<http://extranjeros.empleo.gob.es/es/InformaciónInterés/InformaciónProcedimientos/CiudadanosComunitarios/index.html>

Scan the QR codes with your smartphone to visit the websites or click on it if you are reading the online version.



NON-EU STUDENTS

Students from outside the European Union (EU), the EEA (Iceland, Liechtenstein and Norway) or Switzerland, in order to stay in Spain legally for more than 90 days, need to obtain a student residence authorization, which authorizes to remain in Spain for the duration of the course and to travel within the EU and the countries that have signed agreements with Spain or the EU for the free movement of people.

Steps to follow in order to obtain your student residence authorization:

1. Before you arrive to Spain: Student Visa

Before arriving in Spain, students must obtain the student residence visa (*visado de estancia por estudios*) from the Spanish consulate in the student's country of origin or legal residence. The different Spanish consulates may be found on:



Website of the Spanish Ministry of Foreign Affairs

www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx

To apply for a visa, the student will need an accreditation of acceptance from ESCI-UPF, among other documents. This acceptance letter will be sent after admission. In order to obtain the Student's VISA it is extremely important to apply for a minimum of 20 ECTS per trimester and therefore be a full-time student.

It is very important that the visa is a student visa (type D). Any other type of visa doesn't entitle the student to the subsequent processing of his/her Foreign Identity Card (TIE). It is also crucial that this visa covers the whole academic stay.

The student visa is only valid for study at the university where the student has applied for admission, and for the period of time specified in the acceptance letter. This means that if a student chooses to study at a different educational institution after obtaining the visa, he/she should contact the Spanish embassy or consulate in the student's country of residence to make sure of the needed steps to take before travelling to Spain.



B DO YOU NEED A VISA?

2. During the first month after you enter Spain: Foreigner Identity Card

If the authorized stay is longer than six months, the student must apply for the Foreigner Identity Card, within one month of entering Spain.

The student must apply for this authorization directly at the police station:

A) Barcelona residents



B) Foreign citizens residing in towns other than Barcelona.

Should apply in person to the Police Station in the town where you live, with no need for an appointment.

Which documents are needed?

- Application form (original and copy).
- Application form (EX17.pdf)
- Original passport and photocopy, including visa (student type) and EU entry stamp. In case there is no EU entry-date stamp, photocopy of flight ticket.
- Acceptance letter (either in Spanish or Catalan) as student or researcher at UPF. Provided by ESCI-UPF.

· Enrolment certificate for the current academic year, specifying that attendance to classes is mandatory and the length and dates of the studies (minimum of six months). Provided by ESCI-UPF.

· Certificate of census Registration in Spain (*padró o empadronament*). This document is the Official Register of people who live in Spain, containing their corresponding address, and every resident, either Spanish or foreigner, of a municipal area must register on it. Please check Barcelona City Council's website to learn more about it (website in Catalan).



These documents must be handed in by the student/ researcher within the first month after arrival in Barcelona or the Schengen Area at:



NOTE: The student is required to pay some taxes for this administrative process. The same day you bring your documents to the Police station, you will be given the taxes payment form so you can pay this fee. You will need to bring this form with you to pick up your definitive TIE.

Scan the QR codes with your smartphone to visit the websites or click on it if you are reading the online version.



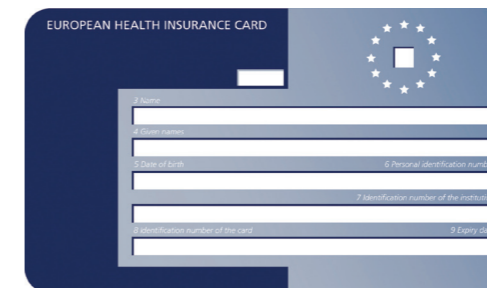
C DON'T FORGET TO GET A MEDICAL INSURANCE

HEALTH COVERAGE

All students at ESCI-UPF must have health care insurance.

If you are a **citizen of Spain**, you must have medical coverage that is valid in Barcelona (whether Social Security coverage, a private health insurance policy, etc.).

If you are a **citizen of a Member State of the European Union, the European Economic Area or Switzerland** and entitled to coverage under the social security system of your country, then you can apply to the European health Insurance Card (EHIC), which can be obtained from the public health authorities of your home country. While the European Health Insurance Card gives EU citizens access to medically necessary, state-provided healthcare during a temporary stay in Spain, the EHIC is NOT an alternative to travel insurance. It does cover NEITHER accidents NOR any private healthcare or costs such as a return flight to your home country or lost/stolen property. Moreover, the EHIC does NOT cover your costs if you are traveling for the express purpose of obtaining medical treatment.



If you are a **citizen of a country outside the European Economic Area or Switzerland**, then you must find out whether there exists a mutual health provision agreement between the Social Security system of your country and Spain (this is the case of a number of Latin American countries). If such an agreement exists, you can obtain a document from the relevant authorities in your country entitling you to free medical coverage in Spain.

If you do not fall into any of the above categories or cannot give proof of the document issued by the relevant national authority of your country, then prior to departure, you must take out private medical insurance to cover the whole stay at ESCI-UPF.

All international students, including Erasmus, are required to have full coverage of eventual risks during their stay in Spain and ESCI-UPF will check that at least an accidents and travel insurance (Univer Incoming Basic) has been contracted to complement the EHIC. These are the minimum ESCI-UPF requisites. Besides, we recommend considering other benefits packages offered to UPF students at a special price by GRUP BATLLE.

GRUP BATLLE CORREDORÍA DE SEGUROS

Roger de Llúria, 44, 5th floor
08009 Barcelona

Telephone: (34) 93 488 34 87

www.gbuniversitats.com
universitats@cobertis.com

C DON'T FORGET TO GET A MEDICAL INSURANCE

Barcelona has a wide range of health centers and hospitals. The public health system provides free universal access, while ensuring good quality care levels:

Centros de Atención Primaria - CAP (Primary Care Centers)

This is the first place you should go when you have a health problem. They offer health and social care. You must be a EHIC cardholder in order to access to their services for free. Barcelona has a comprehensive network of CAPs. To find the CAP closer to your place of residence you can visit:



CATALUT WEBSITE

<http://catsalut.gencat.cat/ca/centres-sanitaris/>

Public Hospitals

You should go to a Hospital only in case of an emergency. If you face a common health problem you should go first to your nearest CAP. If the CAP health staff considers that it is necessary they will refer you to the Hospital. To access to their services for free, it is also necessary to be a EHIC cardholder.

In Barcelona, there are also private hospitals and clinics. If you have acquired private health insurance, check the documentation to find out which health centers or hospitals you are assigned to.



For more information about the medical and health care see [Health and Care website](#)



In case of emergency, you should call the emergency phone number 112.

D BOOK YOUR ACCOMMODATION IN BARCELONA

BCU (RESA HOUSING)

This is the accommodation service offered by all universities in the area of Barcelona. It offers, with quality, safety and hygiene assurance, flats and rooms in Barcelona, in-home stays, residence halls, etc. This housing service allows you to search its database and make reservations online for free, can assist you in different languages (Catalan, Spanish, English, French and Italian) and rounds off its services with free legal advice on rental contracts. It also provides short-term rental contract service. In addition, its honoraria are much lower than average. For more information and on-line registration, please contact: ResaHousing.



ResaHousing
Torrent de l'Olla, 219.
08012 Barcelona
Tel: +34 93 238 90 72
info@resahousing.com

Scan the QR codes with your smartphone to visit the website or click on it if you are reading the online version.



STUDENT RESIDENCES

This is a good option because in addition to housing, they also offer a series of services allowing students to focus on academics and university life.

UPF Residence Halls

The university has two student residence halls close to the Ciutadella and Mar Campuses. Students staying the entire academic year have preference. If you are staying less than 9 months, we recommend you look into other options.



LA CIUTADELLA RESIDENCE HALL
 Passeig Pujades, 33-37
 08018 Barcelona
 Tel: (+34) 93 394 32 00
ciutadella@resa.es



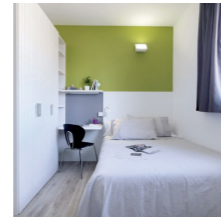
RESIDÈNCIA CAMPUS DEL MAR RESIDENCE HALL
 Passeig Salvat Papasseit, 4
 08003 Barcelona
 Tel: (+34) 93 390 40 00
campusdelmar@resa.es

UPF also has agreements with other residence halls that offer students advantages. Among these you will find large residence halls with different types of housing, as well as smaller residence halls where you will feel like family:

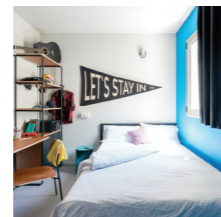
Residence halls with different types of housing



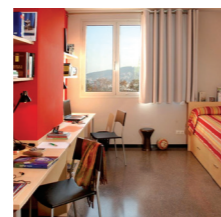
ONIX RESIDENCE
 Sardanya, 101-137
 08013 Barcelona
 Tel. (+34) 93 266 61 00
frontdesk@residenciaonix.com



MELON DISTRICT MARINA
 Sancho de Àvila, 22
 08018 Barcelona
 Tel. (+34) 93 217 88 12
info@melondistrict.com



MELON DISTRICT POBLESEC
 Av. Paral·lel, 101
 08004 Barcelona
 Tel. (+34) 93 217 88 12
info@melondistrict.com



ÀGORA RESIDENCE
 Passeig dels Castanyers, 21
 08035 Barcelona
 Tel. (+34) 93 166 90 00
agorabcn@cett.es



FEMININE RESIDENCE REINA DE LA PAU
 Bellafila, 4
 08002 Barcelona
 TEL. (+34) 93 315 15 08
reinadelapau@reinadelapau.com



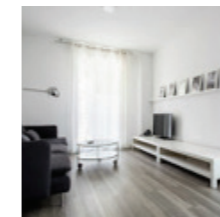
FEMININE RESIDENCE HERZEGOVINA
 Herzegovina, 27
 08006 Barcelona
 Tel. (+34) 656 37 60 73
 (+34) 654 133 003
info@studentresidence.es



BARCELONA RESIDENT
 Tantarantana, 15
 08013 Barcelona
 Tel. (+34) 93 268 78 79
info@barcelonaresident.cat



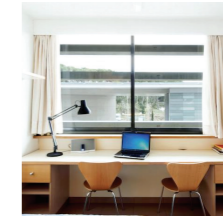
RESIDÈNCIA UNIVERSITÀRIA LESSEPS
 Plaza Lesseps 12
 08023 Barcelona
 Tel: (+34) 93 941 600
resa@resa.es



RESIDÈNCIA UNIVERSITÀRIA CAMPUS LASALLE
 C/Sant Joan de la Salle, 42
 08022 Barcelona
 Tel: (+34) 935 084 600
resa@resa.es



BARCELONA UNIHABIT CIUTAT VELLA
 Plaça de les Caramelles, 5
 08001 Barcelona
 Tel. (+34) 935953953
infociutatvella@unihabit.cat



RESIDÈNCIA UNIVERSITÀRIA SARRIÀ
 Esports, 1-7.
 08017 Barcelona
 Tel. 93 206 55 40
campus@residenciasarria.com



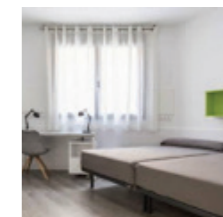
RESIDÈNCIES MESTRAL
 Gran Via de les Corts Catalanes, 701
 08013 Barcelona
 Tel: (+34) 93 100 02 40
mestral@grupomestral.es



SANMARIUS RESIDENCES
 Tel. (+34) 607 927 937
info@sanmarium.com



RESIDÈNCIA UNIVERSITÀRIA PERE FELIP MONLAU
 C/Sant Oleguer 20-22
 08001 Barcelona
 Tel: (+34) 933 943 100
resa@resa.es



RESIDÈNCIA UNIVERSITÀRIA BARCELONA DIAGONAL
 C/Capità Arenas 52-56
 08034 Barcelona
 Tel: (+34) 937 012 000
resa@resa.es

D

HOTELS & HOSTELS

If you intend to look for accommodation on arrival in Barcelona, you should reserve a hotel or hostel room well in advance. Finding a room can prove very difficult if you have not made an advance booking. You will find lists of hotels, hostels and youth hostels in Barcelona on the following web pages.

ADDITIONAL RESOURCES

PROGRAMA VIURE I CONVIURE

Pompeu Fabra University is involved in alternative housing programmes:

This initiative promotes coexistence with elderly people living alone. Students involved in this programme benefit from low rent accommodation and other services.

viureiconviure@fundaciouroure.org.

Tel: 93.295.60.13

ONLINE SEARCH ENGINE

Nuroa is a real estate search engine grouping together all apartment, house and room rental or sale offers from all portals on a single web.



FOR MORE INFORMATION
<http://meet.barcelona.cat/ca/estudia-i-investiga/informacio-catalunya/allotjament>

Scan the QR codes with your smartphone to visit the websites or click on it if you are reading the online version.



E

ESCI-UPF GENERAL ACADEMIC CALENDAR*

	FIRST TRIMESTER	SECOND TRIMESTER	THIRD TRIMESTER
SEPTEMBER	COMPULSORY INTRODUCTORY SESSION GNMI Exchange students: September 14th 9h am BDBI Exchange students: September 13th 10h am Visiting students: TBA CLASSES 17 September (Monday) to 29 November (Thursday)	COMPULSORY INTRODUCTORY SESSION GNMI Exchange students: January 4th 9h am BDBI Exchange students: January 7th 9h am Visiting students: TBA CLASSES 7 January (Monday) to 15 March (Friday)	COMPULSORY INTRODUCTORY SESSION Exchange students: TBA Visiting students: TBA CLASSES 28 March (Thursday) to 18 June (Tuesday)
DECEMBER	EXAMS 3 December (Monday) to 14 December (Friday) POSTING OF GRADES 19 December (Wednesday) HOLIDAYS 17 December (Monday) to 4 January (Friday)	EXAMS 18 March (Monday) to 27 March (Wednesday) POSTING OF GRADES 2 April (Tuesday) HOLIDAYS 15 April (Monday) to 22 April (Monday)	EXAMS 20 June (Thursday) to 1 July (Monday) POSTING OF GRADES 4 July (Thursday)
JANUARY	RETAKE EXAMS 7 January (Monday) to 12 January (Saturday) POSTING OF RETAKE EXAMS 16 January (Wednesday)	RETAKE EXAMS 24 April (Wednesday) to 27 April (Saturday) POSTING OF RETAKE EXAMS 2 May (Thursday)	RETAKE EXAMS 11 July (Thursday) to 16 July (Tuesday) POSTING OF RETAKE EXAMS 18 July (Thursday)

NO LECTURE DAYS

November, 2 and 30 (Friday and Friday)
 December 7th (Friday)
 June, 19th (Wednesday)

FREE DAYS

September, 24 (Monday) - October, 12 (Friday) - November 1 (Thursday)
 December 6 and 8 (Tuesday and Saturday) - April, 23 (Tuesday)
 May, 1st (Wednesday) - June, 10 and 24 (Monday and Monday)

*Specific days may apply for each program. Check the corresponding Fact Sheet.

F ACADEMIC SYSTEM (BACHELOR PROGRAM)

How long does a degree take at ESCI-UPF?

ESCI-UPF, along with Universitat Pompeu Fabra, has been one of the pioneer institutions in the implementation of the Bologna process in Spain. In Spain, the fully adapted to Bologna undergraduate programs, grados, take 3 or 4 academic years.

How long does each subject take at ESCI-UPF?

ESCI-UPF has trimester-long subjects. Therefore, all subjects are structured along 10 weeks of classes. Final exams are scheduled at the end of each trimester. This system facilitates the continual learning process and a more effective evaluation of the knowledge acquired.

How is the academic year structured at ESCI-UPF?

The academic year at ESCI-UPF is structured around three trimesters. The academic year begins in late September and lasts until June, with three vacation periods: Christmas, from late December to early January; Easter, between late March and mid-April, and the summer vacation period.

The first trimester runs from mid September until mid December. The second trimester runs from early January until mid March. The third trimester runs from mid March until mid June. The updated academic calendar may be found within the Section ESCI-UPF General Academic Calendar.

How does the ECTS credit system work?


How many contact and teaching hours do subjects have?

All degrees adapted to Bologna use credits based on the European Credit Transfer System (ECTS) as academic work load units. 1 ECTS corresponds to 25 hours of work from the student.


The Bachelor's Degree in International Business and Marketing combines plenary sessions and seminar sessions. The Bachelor Degree in Bioinformatics is delivered through masterclasses, computing classes and lab work. There are also seminars and individual and group tutorials.

What is a Teaching Plan?


The Teaching Plan is the document that includes all the relevant academic information for each subject. It includes the following items:


 Basic Description (Name of the course, Academic year, Year in the curriculum, Trimester in the curriculum, Degree, Code, Number of credits, Total number of hours committed, Teaching language, Lecturer and Timetable).

 Presentation of the course.

 Competences to be achieved in the course.

 Contents.

 Assessment.

 Bibliography and teaching resources.

 Methodology.

 Course schedule.

The different updated Teaching plans may be found in the Intranet.

How many examination sessions are there per subject?

All students have one examination session per enrolled subject at the end of the term in which the subject has been taught. For those students who do not pass a subject, it is possible to retake the final exam (conditions may apply on the different subjects).

G CHECK THE COURSES, TIMETABLES AND LANGUAGE

You can check the available academic offer (including the language of instruction of each course) at ESCI-UPF website and in the Course Catalog that you will receive with the application information.



ESCI-UPF

www.esci.upf.edu/en/bachelors-degrees/international-students/welcome/

I ENROL

You will receive the self-enrolment instructions once we have received your nomination by your home university, depending on the trimester in which you will start your stay at ESCI-UPF. Please bear in mind the following enrolment deadlines:

FIRST TERM

Nomination deadline | May, 15th

Registration & Application deadline | May, 25th

Course enrolment deadline | May, 30th

SECOND TERM

Nomination deadline | October, 1st

Registration & Application deadline | October, 10th

Course enrolment deadline | October, 15th

THIRD TERM

Nomination deadline | January, 15th

Registration & Application deadline | January, 25th

Course enrolment deadline | January, 30th



IMPORTANT

Enrolment is processed on a first-come, first-served basis.

Bear in mind that some subjects are highly demanded; therefore it is recommended to have alternative options.

THERE IS MINIMUM COURSE LOAD

- 20 ECTS for students staying one trimester
- 30 ECTS for students staying two or three trimesters

Full time Spanish students generally take an average of five courses per term (20 ECTS credits/term; 60 ECTS credits/academic year).

J THE EUROPEAN HIGHER EDUCATION AREA AT ESCI-UPF

BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND MARKETING-OFFICIAL (GNMI)

ENGLISH | SPANISH | CATALAN

The Bachelor's Degree in International Business and Marketing is a four year university program. It prepares students for international business management and develops the knowledge, techniques, skills and attitudes that shape the international business and marketing culture; a culture which requires professionals to have multi-disciplinary knowledge ranging from an understanding of management and business techniques, finance, humanistic and institutional knowledge, as well as languages which are one of the key elements of business and international marketing. The program includes a full-time compulsory internship period in international companies.

BACHELOR'S DEGREE IN BIOINFORMATICS (BDBI)

ENGLISH

Pompeu Fabra University (UPF), Universitat Politècnica de Catalunya-BarcelonaTech (UPC) and the University of Barcelona (UB) offer a three-year Bachelor's Degree in Bioinformatics taught entirely in English. The degree is managed by ESCI-UPF and classes are taught mainly on the Mar Campus.

The Bachelor's Degree in Bioinformatics brings together mathematical skills, computer modelling and biological knowledge with an interdisciplinary focus, with particular emphasis on biomedical applications. It provides comprehensive education and training based on knowledge, values and skills.

MASTER'S DEGREE IN INTERNATIONAL DIGITAL MARKETING-EXECUTIVE

SPANISH

This Master's program provides the tools and knowledge necessary to incorporate the Internet into the analysis and decision-making within the field of marketing and international business.



INTERNATIONAL BUSINESS PROGRAM (IBP)

The International Business Program is jointly offered by the ESCI-UPF International Business School and the UPF Education Abroad Program. The program is aimed at undergraduate students with a major or minor in business who wish to acquire an international perspective and a better understanding of the successful management practices needed to compete in the global economy. The program is moreover designed to offer students insight into international business from a multicultural perspective and to improve their professional qualifications.

MASTER'S DEGREE IN INTERNATIONAL TRADE-EXECUTIVE

SPANISH

The Master in International Trade offers a complete theoretical and practical training required by administrative-commercial technical staff to be able to carry out their job in supporting managerial/commercial activities in the international trade department of a company. The main objectives are on one side, to train experts in international trade and on the other, to provide the key aspects of the process of opening to the outside of the company.



MASTER'S DEGREE IN INTERNATIONAL RETAIL-EXECUTIVE

SPANISH

The Master's Degree in International Retail is a one year part-time master program that prepares students for understanding retail business, trends and key management. The Master provides the keys for managing a network of commercial establishments and the national and international expansion processes. It also prepares for organizing the logistics and information flows for a retail chain and for analyzing the performance of stores.

MASTER'S DEGREE IN INTERNATIONAL BUSINESS-OFFICIAL (MIB)

ENGLISH

The Official Master in International Business presents a unique opportunity for people with diverse backgrounds to obtain a specialization in international business. This degree focuses on the key skills, techniques, and behaviours critical to understanding and succeeding in today's global business environment. Offered jointly by Escola Superior de Comerç Internacional and Barcelona School of Management, the objective of the Official MIB is to provide executive training on international managerial capabilities, whilst fostering the ability to coordinate teams with different cultural backgrounds, communication and international negotiation skills.



03

ARRIVAL AT ESCI-UPF

A ORIENTATION SESSION

Orientation session is our way to welcome you to ESCI-UPF and make you feel like home. Throughout this session, you will receive all the information and necessary documents for you ESCI-UPF stay, as well as your student card.

These days will be informed to students by email after their nomination by their home university.

INTERNATIONAL RELATIONS OFFICE

Passeig Pujades 1, 08003 Barcelona
Tel: (+34) 93 295 47 10 (ext. 231 or 208)

esci-intal@esci.upf.edu

Opening hours:
Mon-Fri: 08h am - 04h pm

B REGISTER FOR THE CATALAN AND SPANISH LANGUAGE COURSES

The Spanish Program offers a range of 30-hour Spanish language courses from CEFR levels A1 to C2. These courses can also be studied in conjunction with other types of courses within the program related to Spanish history, culture, business etc. and specialized writing and speaking courses.

The Spanish Program has four entry points throughout the year (September, October, January and April) plus an intensive summer program in July.

All of the Spanish language courses are highly communicative in nature and have a strong focus on acquiring and consolidating a sound knowledge of the language in the context of actively using Spanish in spoken and written forms.

Many of the cultural courses use the city of Barcelona as an active backdrop for learning about a wide variety of aspects relating to Spanish society.

On successful completion of any course, students are awarded a Pompeu Fabra University certificate.

Full details of the program and courses are available on our website at the following link.



UPF WEBSITE

[www.upf.edu/web/idiomesupf/
spanish-descripcio](http://www.upf.edu/web/idiomesupf/spanish-descripcio)

C VOLUNTARIAT LINGÜÍSTIC-LANGUAGE VOLUNTARIATE

THE LANGUAGE VOLUNTARIATE

Is an instrument for the linguistic and cultural integration of students and teachers from non-Catalan territories that study or teach at the University (whether in the framework of European programmes, or bilateral co-operation agreements, of the future only university district or of other cases). Its aim is that the necessary internationalisation of Catalan university generally and that of Universitat Pompeu Fabra particularly will not be an obstacle for a fully normalised usage of the language of the country.

The Language Office chiefly focuses on two different action areas:



A linguistic and cultural dynamisation programme, aiming at organising leisure and cultural activities to favour linguistic and social integration of the aforesaid students and teachers.



A support programme for non-Catalan speakers, aiming at promoting linguistic and cultural exchange with the students and teachers from outside the Catalan territories.



Scan the QR codes with your smartphone to visit the websites or click on it if you are reading the online version.



D ESN (ERASMUS STUDENT NETWORK)

ESN BCN

Is a non-lucrative students association based on the principles of ESN: apolitical, non-denominational, open and tolerant. They organize social and cultural integration activities with the aim of making Exchange students' integration easier at ESCI-UPF.



FOR MORE
INFORMATION
CHECK THEIR WEBSITE

<http://esnupf.org/>



E ESCI-UPF SERVICES

UPF CIUTADELLA CAMPUS AND UPF MAR CAMPUS FACILITIES

ESCI-UPF is located in Parc de la Ciutadella surroundings as Campus de la Ciutadella and Mar Campus.



ESCI-UPF BUILDING



EL BORN CULTURAL AND MEMORIAL CENTER



UPF CIUTADELLA CAMPUS



10 MIN



UPF MAR CAMPUS



15 MIN



BARCELONA METRO
ARC DE TRIOMF
CIUTADELLA - VILLA OLÍMPICA



BARCELONA TRAM
WELLINGTON
CIUTADELLA - VILLA OLÍMPICA

UPF LIBRARIES

The University Library forms a single entity comprising the Main Library (in the Ciutadella Campus) and the Rambla, França and Mar libraries and the Library of the Jaume Vicens Vives University Institute of History.

LIBRARY IN THE CIUTADELLA CAMPUS



OPENING HOURS

Monday through Friday
from 8 a.m. to 9 p.m.

THE LIBRARY IS CLOSED



1 January, 1 May,
11 September and 25-26 December.

Opening hours are extended during exam periods.

THE RAMBLA LIBRARY

THE FRANÇA LIBRARY

THE MAR LIBRARY

THE LIBRARY OF THE JAUME VICENS VIVES (UNIVERSITY INSTITUTE OF HISTOR)



OPENING HOURS

Monday through Friday
8 a.m. to 1.30 a.m.



SATURDAYS AND HOLIDAYS

10 a.m. to 9 p.m.

UNIVERSITY CANTEEN

There are university canteens in:



THE RAMBLA BUILDING

JAUME I BUILDING

ROGER DE LLÚRIA BUILDING

MAR CAMPUS



THE PRICE OF THE MID-DAY MENU

Ranges from 3.69 € to 5.84 €.

BOOKSHOP - STATIONER'S

This is situated in:



THE ROGER DE LLÚRIA BUILDING ON LA CIUTADELLA CAMPUS.



OPENING HOURS

Monday to Friday
from 10 a.m. to 7 p.m.
and does not close for lunch.

It is a specialist bookshop, although it also sells fiction and stationery.

PHOTOCOPYING SERVICE

The copy shops are open:



OPENING HOURS



Monday to Friday
from 9 a.m. to 2 p.m.
and again from 4 p.m. to 7 p.m.



OPENING HOURS DURING THE SUMMER

from 8 a.m. to 3 p.m. only.
(from 1 July to the day before the new academic year begins in September)

These facilities are located at:

JAUME I BUILDING: GROUND FLOOR

RAMBLA BUILDING: GROUND FLOOR

MAR CAMPUS

SELF-SERVICE PRINTERS



The self-service photocopiers operate with a rechargeable card that you can buy from the dispensing and recharging machines in each of the buildings.

E ESCI-UPF SERVICES

SPORTS, CULTURAL ACTIVITIES, ETC.

The University Community Assistance Service is in charge of organizing a wide range of activities and other cultural services every academic year. That includes events such as workshops and contests, as well as the management leagues and interuniversity sports competitions.



UPF WEBSITE

www.upf.edu/sacu/en/

ESCI - BUILDING

ESCI-UPF-BUILDING AND SALA DE LECTURA



OPENING TIMES

Mondays to Fridays

8 a.m to 9.45 p.m.

COMPUTER'S ROOM



OPENING TIMES

Mondays to Fridays

08 a.m. to 9.45 p.m. (Conditions may apply)

(See schedule time at the entrance door)

SELECTION OF ADVANTAGES AND DISCOUNTS FOR ESCI-UPF STUDENTS



UPF CAMPUS GLOBAL

www.colectivosvip.com/upf/#0



UPF SPORTS

www.upf.edu/esports/en/avantatges/



UPF CULTURA

www.upf.edu/cultura/en/descomptes

Scan the QR codes with your smartphone to visit the websites or click on it if you are reading the online version.



04

AT THE END OF YOUR STAY

At the farewell session you will receive an exchange student certificate.

Transcript of records will be sent to your home university approximately a month after the end of the exams' period.

05 TIPS FROM PREVIOUS EXCHANGE STUDENTS

CAREFULLY READ SYLLABUS OF EACH COURSE BEFORE CHOOSING IT.

D.T. CATÓLICA PORTUGUESA, PORTUGAL

REMEMBER ALL EMERGENCY NUMBERS.

Q.D. NANKAI UNIVERSITY, CHINA

COME WITH A LOT OF TIME BEFORE THE PERIOD OF STUDY STARTS, SO YOU CAN FIND THE CORRECT LOCATION FOR LIVING.

A.A. TEC, MEXICO, MEXICO

GET A TRIMESTER METRO CARD RIGHT AWAY.

J.B. UNIVERSITY OF FLORIDA, USA

PARTICIPATE IN THE WELCOME WEEK ORGANIZED BY ESN-UPF. SO FUN & GOOD OPPORTUNITY TO MEET NEW PEOPLE.

S.R. UNIVERSITÉ LAVAL, CANADA

GET IN TOUCH WITH CATALAN PEOPLE TO LEARN ABOUT THEIR CULTURE.

M.A. UNIVERSITY OF MUNSTER, GERMANY

THE ASSOCIATION OF STUDENTS (DOERS) WAS REALLY NICE WITH US AND IT WAS A GREAT WAY TO DISCOVER OTHER INTERNATIONAL STUDENTS.

M.S. ESSEC, FRANCE

VOLUNTARIAT LINGUISTIC WAS A REALLY VERY NICE AND USEFUL TO DISCOVER CATALAN CULTURE.

A.S. ESSEC, FRANCE

CONSIDER RENT AN APARTMENT/ROOM BEFORE YOUR ARRIVAL.

L.Q. SINGAPORE MANAGEMENT UNIVERSITY, SINGAPORE

CHOOSE YOUR COURSES WISELY.

C.T. MANAGEMENT CENTER INNSBRUCK, AUSTRIA

TRY TO GET IN CONTACT WITH LOCAL STUDENTS IN YOUR CLASSES FROM THE BEGINNING.

P.N. UNIVERSITY OF MUNSTER, GERMANY

CONSIDER LIVING TO CLOSE TO THE CENTER; ALL CAN BE DONE BY FOOT.

F.PICHEC, FRANCE



ESCI-UPF

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08003 Barcelona

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 @ESCIupf

 ESCI UPF

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