

Student Guide

Students at ESCI-UPF have access to a wide range of services and resources to help them during their time at university. This guide contains key information on what's on offer at ESCI-UPF and where to turn to with any queries you might have.

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Points of Contact

ACADEMIC MANAGEMENT

Bachelor's Degree in Bioinformatics

Ainhara del Pozo: ainhara.delpozo@esci.upf.edu

Bachelor's Degree in International Business and Marketing

Noèlia Puig: noelia.puig@esci.upf.edu

ACADEMIC TUTORS

Bachelor's Degree in Bioinformatics

[Arnau Cordoní](#), ESCI-UPF Building (5th floor)

[Hafid Laayouni](#), Campus del Mar Building (Office 463.02)

[Cedric Notredame](#), Campus del Mar Building (Office 440.03)

Bachelor's Degree in International Business and Marketing

[Pelayo Corella](#) - ESCI-UPF (3rd floor)

[Joan Pere Plaza](#) - ESCI-UPF (3rd floor)

[Tomislav Rimac](#) - ESCI-UPF (3rd floor)

[Mercè Roca](#) - ESCI-UPF (3rd floor)

[Xavier Carbonell](#) - ESCI-UPF (4th floor)

[Joan Ribas](#) - ESCI-UPF (4th floor)

[Ramon Xifré](#) - ESCI-UPF (4th floor)

[Rosa Colomé](#) - ESCI-UPF (5th floor)

[Jordi Puig](#) - ESCI-UPF (5th floor)

[Marta Segura](#) - ESCI-UPF (5th floor)

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Opening Hours and Academic Timetable

ESCI-UPF

Passeig de Pujades, 1
08003 Barcelona
Tel. (+34) 93 295 47 10

ESCI-UPF Building

Monday to Friday, 8 am to 10 pm; Saturday, 9 am to 2 pm

Academic Management and Administration (1st floor)

Monday to Friday, 8 am to 6 pm

IT (1st floor)

Monday to Friday, 8 am to 8 pm

CAMPUS DEL MAR

Carrer del Dr. Aiguader, 80
08003 Barcelona
Tel. (+34) 93 316 35 01

Campus del Mar Building

Monday to Friday, 7.45 am to 9 pm

BACHELOR'S DEGREE IN BIOINFORMATICS

Induction Week	21, 22 and 23 September
Welcome Session	25 September

First Term (2020)

Term starts	28 September
Last day to apply to cancel your enrolment	30 November
Classes end	2 December
Last day to apply to opt out of 1st-term assessment	2 December
Exams	4 to 17 December
Exam results published	21 December
Exam results reviewed	Until 23 December
Retakes	7 to 11 January
Retake results published	14 January

Second Term (2021)

Term starts	7 January
Enrolment for extra 2nd- and 3rd-term subjects	7 and 8 January
Classes end	17 March
Last day to apply to opt out of 2nd-term assessment	17 March
Exams	19 March to 6 April
Exam results published	9 April
Exam results reviewed	Until 13 April
Retakes	16 to 20 April
Retake results published	22 April

Third Term (2021)

Term starts	7 April
Classes end	17 June
Last day to apply to opt out of 3rd-term assessment	17 June
Exams	21 to 30 June
Exam results published	5 July
Exam results reviewed	Until 7 July
Retakes	12 to 15 July
Retake results published	19 July

BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND MARKETING

Induction Week	21, 22 and 23 September
Welcome Session	25 September
Language Proficiency Test	25 September

First Term (2020)

Term starts	28 September
Last day to apply to cancel your enrolment	30 November
Classes end	2 December
Last day to apply to opt out of 1st-term assessment	2 December
Exams	4 to 17 December
Exam results published	21 December
Exam results reviewed	22 and 23 December
Retakes	8 and 9 January
Retake results published	14 January

Second Term (2021)

Term starts	7 January
Enrolment for extra 2nd- and 3rd-term subjects	7 and 8 January
Classes end	17 March
Last day to apply to opt out of 2nd-term assessment	17 March
Exams	19 March to 6 April
Exam results published	9 April
Exam results reviewed	12 and 13 April
Retakes	16 and 17 April
Retake results published	22 April

Third Term (2021)

Term starts	7 April
Classes end	17 June
Last day to apply to opt out of 3rd-term assessment	17 June
Exams	21 to 30 June
Exam results published	5 July
Exam results reviewed	6 and 7 July
Retakes	12 to 15 July
Retake results published	19 July

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Directory



GROUND FLOOR

Reception
Staffroom
Function Room
Cafeteria

1ST FLOOR

Room 1.1 – Port de Barcelona
Room 1.2 – Ferrocarrils de la Generalitat de Catalunya
Executive Management
Management
ESCI-UPF Alumni
Career Service
Master's Degrees Coordination
International Relations
Academic Management and Administration
ICT

2ND FLOOR

Room 2.1 – Soler & Palau
Room 2.2 – PIMEC
Room 2.3 – ETR
Room 2.4 – Esteve
Reading Room
Computer Lab
Individual Study Room

3RD FLOOR

Room 3.1 – MANGO
Room 3.2 – Covides
Room 3.3
Room 3.4 – Coordonné
Room 3.5 – Ecoembes
Room 3.6 – Fluidra
Communication Department

**4TH
FLOOR**

Room 4.1 – AMEC
Room 4.2
Room 4.3
Room 4.4
Room 4.5
Room 4.6 – El Periódico
Bachelor's Degree Final Project Office

**5TH
FLOOR**

Room 5.1 – Andersen Tax & Legal
Head of International Relations
Career Service Office
Head of Studies (GNMI)
Head of Studies (BDBI)

**CAMPUS
DEL MAR**

Campus del Mar library – 1st Floor
Labs – 2nd Floor
Computer labs – 3rd floor
ESCI-UPF staffroom – 61.215

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Electronic Credentials

ESCI-UPF's ICT Department provides technical support to resolve day-to-day issues with ICT tools and manages access to internal services (eduroam, printing services, the school's IT equipment, etc.) and the internet.

Email

ESCI-UPF will provide you with a Gmail account to use during your time at university.

Aul@-ESCI

This online learning platform offers additional support to in-person teaching. You'll find information on course subjects, lesson notes, assignments, messages, etc., as well as tools for taking online exams.

SIGMA

This tool lets you manage academic details such as:

- Your enrolment
- Your fees
- Your academic transcript
- Your timetable
- Your grades for each term

Eduroam

This international roaming service gives users in research and higher education centres easy and secure network access when visiting an institution other than their own.

You can access the eduroam Wi-Fi network at ESCI-UPF and other universities worldwide with the electronic credentials linked to your ESCI-UPF email account.

Office 365

All ESCI-UPF students can use their university email account to sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote and Microsoft Teams.

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Academic Management

This department centralises, coordinates and handles all matters, procedures and formalities in the academic life of students taking Bachelor's and Master's degrees. [You can carry out these formalities.](#)

eFormalities

You can use this service to carry out most academic formalities online. The "Forms" section on SIGMA includes the following options:

- Enrolment
- Enrolling for extra subjects
- Changing elective subjects
- Cancelling enrolment
- Minimum course progress requirements
- Academic progression
- Accrediting your command of a foreign language
- Opting out of assessment
- 5th extraordinary exam attempt
- Reviewing grades and/or exams
- Applying for an exchange

Class timetable

You'll find the times and places for all your classes in [SIGMA timetables.](#)

Subject syllabus

- On the programme webpage ([BDBI/GNMI](#)), by clicking on the subject in question.
- Using the [SIGMA](#) search engine, by selecting the academic year and degree or subject.

University Rules and Regulations

You'll find detailed information on different aspects of your degree course at:

<https://www.esci.upf.edu/en/university-regulation/bachelors-degrees-regulations>

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Services

Inclusion Office

The Inclusion Office offers help and support to students with special educational needs and/or at particular socioeconomic risk, as part of its remit to value diversity and maintain an inclusive ethos for all students from the moment they arrive at ESCI-UPF.

Coordinator: mireia.vera@esci.upf.edu

Equality Office

ESCI-UPF's Equality Office handles enquiries and complaints concerning gender violence and LGTBphobia affecting any member of the university community and offers a range of support services.

Coordinator: igualtat@esci.upf.edu

Psychological Support Service

ESCI-UPF has signed a collaboration agreement with [Fundación Salud y Persona](#), whose free telephone helpline offers psychological advice to all members of the ESCI-UPF community and their direct family, 24 hours a day, 365 days of the year. Callers may make as many calls and enquires as they like and talk for as long as necessary.

Mentoring Programme

If you'd like a current student to help you settle in with the ESCI-UPF community, give you a hand with administrative and academic formalities and give you some pointers about university life in general, get in contact with our Mentoring Programme.

Coordinator: karina.henao@esci.upf.edu



UPF Community

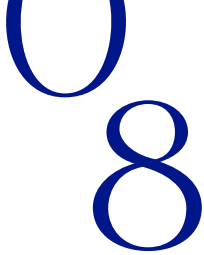
Student card

Your student card is proof that you belong to the UPF community and offers you a wide range of benefits, discounts and services.

[Find out more](#) about all the benefits of your student card.

Other benefits

- [Global Campus](#)
- [Leisure and cultural activities](#)
- [University Community Assistance Service \(SACU\)](#)
- [Library](#)
- [UPF Entrepreneurs](#)
- [Services for UPF students](#)



Other Services

Printers and photocopiers

All the computers in the Reading Room in the ESCI-UPF Building are connected to a printer. And once you've got a card from reception, you can use the photocopier on the 1st floor. You'll need to bring your own paper for the printer and photocopier.

There is a photocopying service in the 1st-floor basement in the Campus del Mar Building.

<https://guiesbibtic.upf.edu/reprografia/imprimir>

Lockers

The ESCI-UPF Building and Campus del Mar Building both have lockers where you can safely leave your belongings. Ask for more information at reception in the building in question.

Bicycles and electric scooters

If you come to university by bike or electric scooter, you can park them safely at dedicated spaces inside the ESCI-UPF Building.

Passeig Pujades, 1
08003 Barcelona
Telf. 900 122 630

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www.esci.upf.edu
[linkedin.com/school/esciupf](https://www.linkedin.com/school/esciupf)

twitter.com/esciupf
[facebook.com/esci.upf](https://www.facebook.com/esci.upf)
[instagram.com/esciupf](https://www.instagram.com/esciupf)

