

# 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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# 01

## Points of Contact

### ACADEMIC MANAGEMENT

#### **Bachelor's Degree in Bioinformatics**

Ainhara del Pozo: [ainhara.delpozo@esci.upf.edu](mailto:ainhara.delpozo@esci.upf.edu)

#### **Bachelor's Degree in International Business and Marketing**

Noèlia Puig: [noelia.puig@esci.upf.edu](mailto:noelia.puig@esci.upf.edu)

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### ACADEMIC TUTORS

#### **Bachelor's Degree in Bioinformatics**

[Arnau Cordoní](#), Campus del Mar Building (Office 61.215)

[Hafid Laayouni](#), PRBB (Office 62.763.02)

[Alberto Meseguer](#), Campus del Mar Building (Office 61.215)

#### **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)

# 02

## Opening Hours and Academic Timetable

### ESCI-UPF

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

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#### **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 Thursday, 8 am to 6 pm; Friday, 8 am to 2.30 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

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#### **Campus del Mar Building**

Monday to Friday, 7.45 am to 9 pm

## BACHELOR'S DEGREE IN BIOINFORMATICS

Induction Week	8 to 19 September
Welcome Session	8 September
Language Proficiency Test	19 and 20 September

### First Term (2022)

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Term starts	20 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	7 to 16 December
Exam results published	23 December
Exam results reviewed	22 and 23 December
Retakes	9 to 14 January
Retake results published	23 January

### Second Term (2023)

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Term starts	9 January
Enrolment for extra 2nd- and 3rd-term subjects	9 and 10 January
Classes end	16 March
Last day to apply to opt out of 2nd-term assessment	16 March
Exams	17 to 24 March
Exam results published	29 March
Exam results reviewed	30 and 31 March
Retakes	11 to 15 April
Retake results published	24 April

### Third Term (2023)

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Term starts	11 April
Classes end	21 June
Last day to apply to opt out of 3rd-term assessment	21 June
Exams	22 to 30 June
Exam results published	5 July
Exam results reviewed	6 and 7 July
Retakes	10 to 13 July
Retake results published	17 July

## **BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND MARKETING**

Induction Week	8 to 19 September
Welcome Session	8 September
Language Proficiency Test	21 and 23 September

### **First Term (2022)**

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Term starts	20 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	7 to 16 December
Exam results published	23 December
Exam results reviewed	23 December
Retakes	9 to 14 January
Retake results published	23 January

### **Second Term (2023)**

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Term starts	9 January
Enrolment for extra 2nd- and 3rd-term subjects	9 and 10 January
Classes end	16 March
Last day to apply to opt out of 2nd-term assessment	16 March
Exams	17 to 24 March
Exam results published	29 March
Exam results reviewed	until 31 March
Retakes	11 to 15 April
Retake results published	24 April

### **Third Term (2023)**

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Term starts	11 April
Classes end	21 June
Last day to apply to opt out of 3rd-term assessment	21 June
Exams	22 to 30 June
Exam results published	5 July
Exam results reviewed	until 7 July
Retakes	10 to 13 July
Retake results published	17 July

# 03

# Directory

ESCI – UPF

## 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)

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**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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# 4

## 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
- Your self-enrolment

Download the app at [Google Play](#) or [AppStore](#)

### **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.

# 05

# 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>

# 06

## 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](mailto: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](mailto: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](mailto:karina.henao@esci.upf.edu)



# UPF Community

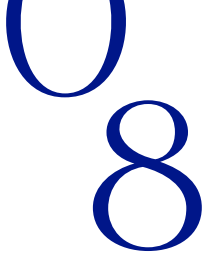
## **Student card**

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

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

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

