



**Benvingut/da a la UPF**  
**Welcome to UPF**  
**2020-21**



# Welcome to UPF

## Welcome!

We are grateful that you have selected our institution for your study abroad experience.

UPF is a young, urban, dynamic and cosmopolitan university that attracts more than 1500 international students each year who, like you, come from all over the world.

Thanks to you, the UPF is one of the Spanish Higher Education institutions with a higher rate of internationalization, which year after year, moves ahead in ranking, thus placing itself among the best in Spain.

This handbook aims to make your time at UPF easier and help you plan your experience in Barcelona successfully. Remember that UPF students also take part in this program and they will be here to help!

From the moment when you start 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 handbook carefully.

We are waiting for you in Barcelona!



## TABLE OF CONTENTS

### 1. BEFORE LEAVING YOUR COUNTRY

1.1 Register as an Education Abroad student .....	1
1.2 Do you need a visa? .....	2
1.3 Don't forget to take out medical insurance .....	3
1.4 Book your accommodation in Barcelona .....	4

### 2. THE UPF EDUCATION ABROAD PROGRAM

2.1. Program Presentation.....	6
2.2. Academic Policies.....	7
2.3. Academic Advising.....	8
2.4. Academic Offerings: Courses information and syllabi .....	9
2.5. Academic Calendars & Schedules .....	11
2.6. Register for courses.....	11
2.7. About us.....	11

### 3. ARRIVAL AT UPF

3.1. The Welcome and Orientation Activities .....	12
3.2. How to find a classroom .....	12
3.3. The UPF Library & IT Services .....	13

#### Academics:

3.4. Add-drop.....	14
3.5. Examinations.....	1

3.6. T h e g r a d i n g system.....	16
3.7. T h e E u r o p e a n H i g h e r E d u c a t i o n A r e a a t U P F ... ..	16
3.8. L a n g u a g e programs.....	17
3.9. What else does UPF have to offer?.....	17
3.10. O t h e r u s e f u l information.....	18
4. AT THE END OF YOUR STAY	
Transcripts and evaluation.....	18
5. USEFUL TELEPHONE NUMBERS AND ADDRESSES.....	19
6. CHECKLIST .....	20

# 1. BEFORE LEAVING YOUR COUNTRY

## ***1.1 Register as an Education Abroad Program student***

To register as a study abroad student at UPF, you will need to submit the on-line application (you will get specific instructions from our office).

In order to complete your online application, you will be asked to upload the following admissions documents:

- ✓ A photocopy of your passport.
- ✓ A photocopy of your medical insurance valid during your stay in Barcelona.
- ✓ A passport-size picture.

✓ A photocopy of your transcript of records stating that:

- You are a Junior standing student at the time of the application.
- You have a minimum of a cumulative 3.0 GPA (of a 4.0 scale) or equivalent \*exceptions: If you apply for a Legal Studies Program or Experiential Learning Program, a minimum of 3.3 GPA is required.
- Applicants who wish to take content courses instructed in Spanish should have completed at least four semesters of college-level Spanish for following some of the courses. Please check our [courses syllabi](#) in order to get more details about the Spanish Language requirements for each course. *(\*if this does not show in your transcript, please provide us with a certificate of the language school where you followed the language course).*

*\* If you are a Heritage Speaker of the language, you do not need to submit a proof of language level, but you should inform us of this circumstance.*

*\*It is important that you check all our program language requirements because students are strongly advised to have completed at least four semesters of college-level Spanish for some of our courses. Please check our course syllabi in order to get more details about the Spanish Language requirements for each course.*

Deadlines for online application:

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First Term (Fall) and full year students :	June 30th
Second and/or Third terms (Winter –Spring) students:	October 30th

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Once you have completed your registration, UPF will send you more information so you can prepare your stay in Barcelona, including the welcome program and information about registration to the courses.

## ***1.2 Do you need a visa?***

If you are a citizen in any of the EU countries, the European Economic Area (EEA) or Switzerland, you do not need to follow any administrative procedure before travelling to Barcelona. If your stay is longer than three months, you will need to register at the “Registro de Ciudadanos de la Unión” when you arrive in Barcelona. For further information, please go to our [“Living in Barcelona”](#) section.

If you don't fall into this category, and your stay is longer than 90 days, you **must obtain a students' visa** from the nearest Spanish embassy or consulate to where you live, before you leave your country. To apply for a visa, you will need an acceptance letter from UPF, which our Study Abroad Office will send to your home institution. (If needed, you can e-mail us at [studyabroad@upf.edu](mailto:studyabroad@upf.edu)). In order to send you the acceptance letter, it is essential that you have been correctly registered, as we have stated in section a) above.

The [Foreign Affairs Ministry website](#) will help you in order to find the nearest Spanish embassy or consulate.

**❶ Important:** A tourist visa is not enough to allow you to study in Spain.

- It is very important that the visa is a **student visa (type D)**. Any other type of visa doesn't entitle you to the subsequent processing of your **Foreign Identity Card (TIE)**.
- If your authorised stay is longer than six months, you must apply for your **TIE (Foreigner Identity Card)**, within one month of arrival in Schengen area or Spain.
- Please, bear in mind that if you receive a 180-day student visa with only one Schengen Area Entry, you will not be allowed to extend your stay for a period longer than 180 days, and you will not be able to leave Spain and enter again.

***What is the Schengen area?***

The Schengen area is a zone where the free movement of people through its borders is guaranteed. If you are a citizen of a non-Schengen country, you will need to apply for a student visa.

The Schengen area is made up of the EU countries and Switzerland, except for Bulgaria, Cyprus and Romania. If you are a citizen of a non-Schengen country, please be aware that the Schengen area does not include Great Britain or Ireland (source: European Commission).

### ***1.3 Don' t forget to take out medical insurance***

All exchange students must have a health insurance:

- **If you are a Spanish citizen**, you must have a health insurance which is valid for Barcelona (Social Security, private health insurance, etc.).
- **If you are a citizen of a member country of the European Economic Area or Switzerland** and are entitled to coverage under the social security system of your country, then you must be a European health Insurance Card holder, 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 travelling for the express purpose of obtaining medical treatment.*

*All international students, including Erasmus, are required to have full coverage of eventual risks during their stay in Spain and UPF will check that at least an accident and travel insurance (Univer Incoming/Erasmus Basic) has been contracted to complement the EHIC. These are the minimum requisites. Besides, we recommend considering other benefit packages offered to UPF students at a special price where there is a provision for medical care up to a limit of expenses.*

- **If you are a citizen of a country outside the European Economic Area or Switzerland**, then you must find out whether there is 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 there is such an agreement, 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 a private medical insurance to cover the whole stay at UPF.

The following company offers a benefit package to UPF students at a special price:

**GRUP BATLLE CORREDURÍA DE SEGUROS**

For further information and online application:

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

## ***1.4 Book your accommodation in Barcelona***

⚠ Please bear in mind that...

**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.**

### **1. 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, short stays, residence halls, etc. For more information and online registration, please contact:

<http://bcu.cat/en/accommodation-in-barcelona/>

Torrent de l' Olla, 219

08012 Barcelona

Tel: (+34) 93 238 90 49

Fax: (+34) 93 228 92 59

## 2. STUDENT RESIDENCES

### a) “La Ciutadella” and “Campus del Mar” student residences

This residence, developed in collaboration with UPF, is situated five minutes from the UPF Ciutadella campus. Each apartment is fully furnished and equipped with bathroom, complete kitchen, heating, telephone and free Internet access. Occupants also have access to all the common residence services.

Places are highly limited and are allocated on a first-come first-served basis, from the month of April of the previous academic year. Applications for the full academic year are given priority.



**For further information and reservations:**

**RESA. Viviendas y Servicios Universitarios**

Telephone: (+34) 902 444 447 | Fax: (+34) 93 218 32 50

resa@resa.es | www.resa.es



**Residences addresses:**

Residencia “La Ciutadella” :

Passeig Pujades, 33-37. 08018 Barcelona.

### b) ÀGORA Residence



**For further information:**

agorabcn@cett.es

www.agorabcn.com

Pone: (+34) 93 166 90 00

Fax: (+34) 93 166 90 99



**Address:**

Passeig dels Castanyers, 21

### c) THE STUDENT HOTEL Residence

**For further information:**

<https://www.thestudenthotel.com/tshcampus-barcelona/es/>

Phone: (+34) 932 17 88 12

**Melon District Poble Sec address:**

Avinguda Paral.lel, 101. 08012 Barcelona.

**Melon District Marina address:**

Sancho de Ávila, 22. 08005 – Barcelona

(near Poblenou Campus)



### d) ONIX Residence



**For further information:**

Phone: (+34) 93 266 61 00

Fax: (+34) 93 266 61 01

[reservas.residenciaonix@icyesa.es](mailto:reservas.residenciaonix@icyesa.es)

[www.residenciaonix.com](http://www.residenciaonix.com)



**Address:**

### e) Barcelona Resident



**For further information:**

Phone: (+34) 93 268 78 79

[info@barcelonaresident.cat](mailto:info@barcelonaresident.cat)

[www.barcelonaresident.cat](http://www.barcelonaresident.cat)

**Address:**

Tantarantana, 15

### f) Residence Herzegovina (Female)

www.studentresidence.es  
studentresidence@studentresidence.es  
Hercegovina, 27  
08006 Barcelona  
Tel: (+34) 93 414 63 25

**g) Barcelona Unihabit**

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

### 3. OTHER OPTIONS

- ***Housing Anywhere***

*[Housing Anywhere](#) is a free student-to-student housing platform that lets you rent accommodation from students who are in an exchange programme abroad. Besides, it allows you to offer your room to foreign students in your home city. In order to log in, incoming students must enter their UPF e-mail address.*

- ***Social Programme***

*Pompeu Fabra University is involved in alternative housing programmes:*

*[Programa Vive y Convive](#) [Living Together]. This initiative promotes coexistence with elderly people living alone. Students involved in this programme benefit from low rent accommodation and other services.*

- ***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.*

### 5. NOTICE BOARDS

You can find adverts for rooms to rent in the UPF buildings, particularly Jaume I and Roc Boronat. You can also find information at the CIAJ. Address: Sant Oleguer, 6-8. 08001 Barcelona. [www.bcn.es/ciaj](http://www.bcn.es/ciaj) ( "tauler d' anuncis" ).

**More information:**

<http://www.barcelona.cat/en/> (tourism; plan your trip; where to sleep).

<http://www.barcelonaturisme.com> (practical guide; where to sleep).

## **2. THE UPF EDUCATION ABROAD PROGRAM**

### ***2.1 Program Presentation***

Universitat Pompeu Fabra (UPF) is a young, modern and prestigious public university that hosts a high quality Education Abroad Program fully integrated in the university academic life.

Semester and all year students are able to enroll in Spanish Language courses, regular courses at all UPF Schools and [Hispanic, European Studies Program \(HESP\)](#) courses or academic internships. The HESP, core of UPF Study Abroad, is specially designed to meet the needs of international students interested in learning about Catalonia, Spain, Europe and the issues of a Global world from the Liberal Arts and with an interdisciplinary perspective.

All courses are instructed by engaging UPF faculty and maintain the same quality standards that all UPF academic offerings. Topic-based programs contribute to enrich our offerings for students who are interested in focusing on a specific discipline, such as the Legal Studies Abroad Program or the International Business Program.

Additionally, our international [UPF Barcelona Summer School](#) provides a variety of courses in the disciplines of Humanities, Political Sciences and Communication combined with hands-on seminars and on-site learning activities.

Please, note that the different programs under the Education Abroad umbrella may have differences in calendars and academic policies. Use the following sections to

check the different course options, calendars and timetables for each of the divisions to work a suitable schedule of classes.

## ***2.2 Academic Policies***

### ***Attendance Policy***

Attendance at lectures is compulsory and shall be monitored daily by teaching staff. Students are deemed responsible for managing their absences, and no distinction shall be made between justified and unjustified absences. Emergency situations (hospitalization, family crises, etc.) shall be studied on a case-by-case basis by the program's academic director, once appropriate, valid documentation has been provided to that end.

Please see [course syllabi](#) for details of how absences affect final grades.

### ***Academic honesty and student conduct***

Students who enroll on and participate in the program are required to attend and actively contribute to lectures, to study and to complete the corresponding workload (exams and assignments).

Students are expected to attend all sessions well prepared and in good condition to learn and participate, and to respect the general principles of academic honesty. Poor conduct (plagiarism, apathy, disrespectful behavior towards lecturers or classmates, etc.) shall result in a warning letter being sent to the corresponding student's home institution or, in the case of UPF students, to their dean. Repeated poor conduct may result in expulsion from the program.

### ***Specific policies for fieldwork activities***

All students enrolled on the program shall participate in academic visits, tours and other course-related activities. The said activities are closely connected to the academic program and have been designed with input from each lecturer in order to incorporate them into the course assessment process. Students must regard such

activities as off-campus lectures and behave accordingly, including studying the necessary reading material and completing assignments as scheduled by lecturers. The same academic conduct policies apply to off-campus activities as to classroom sessions and activities on other UPF premises.

## 2.3 Academic Advising

Each of the divisions in the Education Abroad Program has an Academic Coordinator to contact in case of need of advice on courses (subjects to do on with a particular topic, required levels of subjects, etc.), concerns about professors, language of instruction, etc.

Remember that, if you have any academic concern, questions regarding course contents, etc. you can contact the academic coordinator for each program:

### Who to contact?

Program	Coordinator	Telephone	Building (Office)
<b>Education Abroad Program courses</b>			
Hispanic and European Studies Program	EAP staff <a href="mailto:studyabroad@upf.edu">studyabroad@upf.edu</a>	935 422 081	Roger de Llúria (40.261)
International Business Program (ESCI)	Jordi PUIG <a href="mailto:jordi.puig@esci.upf.edu">jordi.puig@esci.upf.edu</a>	932 954 710	<b>Born</b>
STEM Abroad Program	Lucía Conte <a href="mailto:lucia.conte@upf.edu">lucia.conte@upf.edu</a>	935 421 935	Roger de Llúria (40.261)
International Relations Program (IBEI)	EAP staff <a href="mailto:studyabroad@upf.edu">studyabroad@upf.edu</a>	935 422 081	Roger de Llúria (40.261)
<b>UPF regular courses (Communication School)</b>			
Global Mobility Coordinator	Manuel GARIN <a href="mailto:manuel.garin@upf.edu">manuel.garin@upf.edu</a>	935 422 277	Roc Boronat (52.818)
Public relations and advertising	Pilar MEDINA <a href="mailto:pilar.medina@upf.edu">pilar.medina@upf.edu</a>	935 421 237	Roc Boronat (53.914)
Audiovisual Communication	Joan FERRÉS <a href="mailto:joan.ferres@upf.edu">joan.ferres@upf.edu</a>	935 422 344	Roc Boronat (53.902)
<b>UPF regular courses (Economics School)</b>			
All degrees	Jeaninne HOROWITZ <a href="mailto:coordintercanvis.facecon@upf.edu">coordintercanvis.facecon@upf.edu</a>	935 421 672	Jaume I (20.151)
<b>UPF regular courses (Health &amp; Life Sciences School)</b>			
All degrees	Francesc CALAFELL <a href="mailto:francesc.calafell@upf.edu">francesc.calafell@upf.edu</a>	933160842	PRBB (62.409)
<b>UPF regular courses (Humanities School)</b>			
All degrees	Rosa CERAROLS <a href="mailto:rosa.cerarols@upf.edu">rosa.cerarols@upf.edu</a>	935 421 633	Jaume I ( )



UPF regular courses (Law School)			
All degrees	Clara VELASCO <a href="mailto:clara.velasco@upf.edu">clara.velasco@upf.edu</a>	935 421 997	R. de LLúria (40.242)
UPF regular courses (Political Sciences School)			
All degrees	John PALMER <a href="mailto:john.palmer@upf.edu">john.palmer@upf.edu</a>	935 422 346	Jaume I (20.100)
UPF regular courses (Polytechnic School)			
All degrees	Rafael RAMÍREZ <a href="mailto:Rafael.ramirez@upf.edu">Rafael.ramirez@upf.edu</a>	935 421 365	Tànger (55.316)
UPF regular courses (Translation & Interpretation School)			
English & Italian	Lisa GILBERTI <a href="mailto:lisa.gilberti@upf.edu">lisa.gilberti@upf.edu</a>	935 422 223	Roc Boronat (53.614)
French	Guilhem NARO <a href="mailto:guilhem.naro@upf.edu">guilhem.naro@upf.edu</a>	935 422 245	Roc Boronat (53.412)
German	María WIRF <a href="mailto:maria.wirf@upf.edu">maria.wirf@upf.edu</a>	935 422 412	Roc Boronat (53.412)

Remember that you can also first contact the Study Abroad Office at [studyabroad@upf.edu](mailto:studyabroad@upf.edu) or at 93 542 2982 / 2081/ 2566. We will be happy to answer your petition or have it forwarded to the appropriate person in charge if needed.

## ***2.4 Academic Offerings: Course information and syllabi***

You can check all UPF Study Abroad general academic program offer here:

<http://www.upf.edu/web/studyabroad/academic-programs/>

For further information about each program (such as program requirements, courses syllabi and contents), please, visit the following links:

- **HESP (Hispanic and European Studies Program)**
- **ESCI – UPF International Business Program**
- **ESCI – Undergraduate regular courses**

\*(!) All ESCI courses will take place at **ESCI-UPF Edifici Born**, which is about a ten-minute walk from our Ciutadella Campus. Please, be aware of this when configuring your class schedules.



- **IBEI- UPF International Relations Program**

- **Basic Biomedical Sciences Program**

- **ICT Program**

- **Experiential Learning Program :**

Project-based Academic Internships

Undergraduate Research Abroad

- **UPF undergraduate regular courses offer**

Here you can check the available UPF regular undergraduate courses (with the language of instruction), and course schedules.

Click on each Faculty/school to check the academic offer for exchange students. Note that these are not the whole list of courses open to you, but an advancement of courses for which language of instruction is guaranteed. We invite you to check the broader and complete offering, where you will find more courses in Catalan, Spanish and English under the “grado course offering” .

🔊 Please bear in mind that courses may be taught in Catalan, Spanish or English. Moreover, the same course may be divided into various sections/groups and taught in different languages depending on the group.

Choose the classes according to your needs and language skills. It is not possible to change the language of the courses.

For further information about UPF language policies, please check the Plan of Action for Multilingualism at the UPF, which may be checked at <http://www.upf.edu/llengues/en/pam/pam.html>

Fall courses are listed as “term 1” , Winter courses are listed as “term 2” and Spring courses are listed as “term 3” .

### **Useful tips to understand UPF regular course listings:**

"Multilingüe" means that there is more than one language of instruction. Theory and practical lessons are taught in two languages (usually Spanish / Catalan).

Spanish weekdays' abbreviations: L (Lunes-Monday), M (Martes-Tuesday), X (Miercoles-Wednesday), J (Jueves-Thursday), V (Viernes-Friday), S (Sabado-Saturday) and D (Domingo-Sunday).

Catalan weekdays' abbreviations: Dl (Dilluns-Monday), Dt (Dimarts-Tuesday), Dc (Dimecres-Wednesday), Dj (Dijous-Thursday), Dv (Divendres-Friday), Dss (Dissabte-Saturday) and Dg (Diumenge-Sunday).

UPF terms: the academic year has 3 terms. Some courses are taught in different terms. It will be specified in 1, 2 or 3 and if it's taught in different terms the same year as 1/3 for example.

Please click on the course title to have a full version of the syllabus.

\*If you wish to take a course that has not been included in the classification above, please let us know. We will contact the faculty of studies to ask for permission.

## ***2.5 Academic calendars & Schedules***

- [Education Abroad Program](#) academic calendar & program course schedules.

*Note that calendars will be divided by terms, and useful information about our Welcome Sessions, non lecture days and special calendars for our different programs are included.*

- [UPF regular courses timetables](#)

You can both select “search by subject” and introduce the course code or “search by study” and sort by Faculty/School and click the course code to find out the basic information about the class: brief course description, times when it is being offered, sections/groups and language of instruction, among others.

## ***2.6 Register for courses***

Course registration is done pre-arrival. The UPF Education Abroad Program will provide you and/or your study abroad coordinator with the necessary information to carry out the on-line course registration at UPF Education Abroad Program.

Please, take into account that students are allowed to take a maximum of 5 courses per term or the equivalent to 30 ECTS credits.

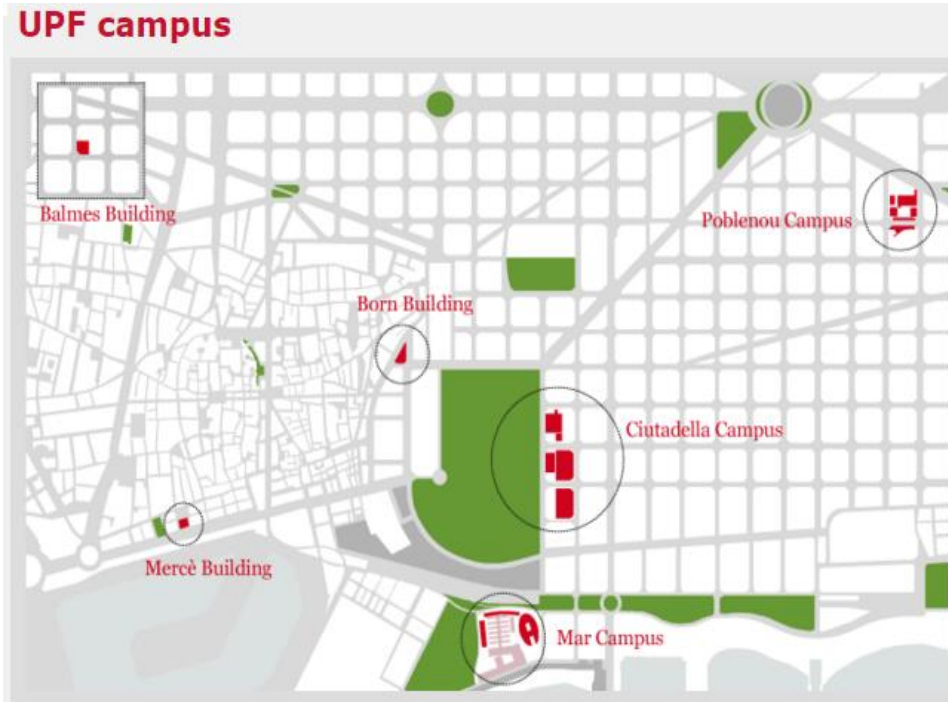
## ***2.7 About us***

Our **Education Abroad Office** is located in the Ciutadella Campus:

Education Abroad Office – 40.261  
Ciutadella campus. Roger de Llúria building  
Ramon Trias Fargas, 25-27. 08005 Barcelona  
Tel.: (+34) 93 542 29 82 / 2566 / 20 81  
Fax: (+34) 93 542 28 60 / studyabroad@upf.edu  
Office hours: Mon-Fri: 10:00 am – 1:00 pm, afternoons by appointment

[About us](#)

## **3. ARRIVAL AT UPF**



interactive maps [online](#).

UPF has three main campuses (Ciutadella, Mar and Poble Nou) formed by several buildings, some of them historic buildings refurbished to host the university premises.

You can check how to get to our different campuses and their

### ***3.1 Welcome and Orientation Sessions***

We have prepared a comprehensive program of orientation activities for you, which is posted for each arrival (Fall and Winter) in the [program calendars page](#).

Please check our website in order to get further information about our welcome sessions and their specific dates.

Attending the UPF Welcome Session and the Academics Orientation Session is **mandatory** to all Study Abroad Students. All students taking Spanish Language courses have to take an **on-site placement test** to be assigned to the appropriate level. Please make sure that you arrive in Barcelona well in time for both events. It is very important that you don't miss any of them!

🔊 If, exceptionally, you are not able to attend the placement test, you should need to arrange another date to take the exam with the PEI (Programa d'Ensenyament Idiomes) which is in charge of the Spanish courses. They are located in office 40.175. Email address: [pei@upf.edu](mailto:pei@upf.edu)

### ***3.2 How to find a classroom***

The classrooms for each course will be posted on the notice boards located next to the reception hall of each Campus on the first day of the term. Please, take into account which schools are located in each campus in order to find the place where your courses will take place (if you are taking UPF regular courses).

HESP and language courses take place at Campus de la Ciutadella and ESCI courses at the ESCI premises. As UPF Study Abroad students, you are most likely to attend classes in either ESCI-Born building, Ciutadella Campus Jaume I building, Roger de Llúria building and Annex Ramon Turró (for Spanish language instruction).

You can find information on the buildings below:

<b>Building codes</b>	<b>Building name (Campus)</b>
01	Balmes building
10	Dipòsit de les Aigües (Ciutadella Campus)
61	Dr. Aiguader building (Mar Campus)
ESCI	Esci-Born building
70	França building
20	Jaume I building (Ciutadella Campus)
50	La Fàbrica building (Communication campus - Poblenou)
51	La Nau building (Communication campus - Poblenou)
12	Annex Llull (Ciutadella Campus)
80	Mercè building
23	Mercè Rodoreda building (Ciutadella Campus)

51	La Nau building (Communication campus - Poblenou)
13	Annex Ramon Turró (Ciutadella Campus)
52 and 53	<u>Roc Boronat building</u> (Communication campus - Poblenou)
40	Roger de Llúria building (Ciutadella Campus)
54	<u>Tallers building</u> (Communication campus - Poblenou)
55	<u>Tànger building</u> (Communication campus - Poblenou)

### ***3.3 The UPF Library & IT Services***

The University Library forms a single entity comprising the Library/CRAI (Learning and Research Resources Centre) at the Ciutadella campus, the Library/CRAI at the Communication campus, the Mar library and the library of the Jaume Vicens Vives University Institute of History.

The opening hours of the Main Library, the Library of the Jaume Vicens Vives University Institute of History are:

- Monday to Friday: 8.00 a.m. to 1.00 a.m.
- Saturdays and holidays: 10.00 a.m. to 9.00 p.m.

The rest of the libraries are open from Monday to Friday from 8.00 a.m. to 9.00 p.m.

The Library is closed five days a year: 1<sup>st</sup> January, 1<sup>st</sup> May, 11<sup>th</sup> September, 25<sup>th</sup> and 26<sup>th</sup> December. Opening hours are extended during exam periods and reduced during Christmas and summer holidays.

[Updated schedules](#)

- **How to set up the UPF Wireless Newtork (Eduroam):**

Please visit the [Eduroam Guidelines](#) and discover how to set up your device.

For further information: <http://www.upf.edu/bibtic/en/>

Jaume I building: office S25  
Tallers building: office 54.009  
Mar building: office 025

In order to access the UPF computers, you' ll need to use the same login and password of your **Campus Global**, the UPF intranet.

The Education Abroad Program Office will give you the instructions on How to get your Campus Global keys.

Should you have any problem about access, please contact the IT service in your campus/building.

### ***3.4 The Add-drop***

Each term, Study Abroad students are given the opportunity to change their schedules, once on-site and after few class sessions, and always depending on if the chosen courses have free spots available.

Due to limitation of spots per class, students will be allowed to register up to 5 courses (30 ECTS credits) per term. The EAP administrators reserve the right to remove any course from your UPF registration if you overregister, in order to distribute the opportunities equally among the students.

All students should have the same number of courses before and after the add/drop, i.e. each course drop shall include an add or vice-versa. **Drop only of courses will not be allowed.** If your home university asks you to register for more than 30 ECTS or to drop only a course from your original registration, please contact us at [studyabroad@upf.edu](mailto:studyabroad@upf.edu)


After the Add-drop session, enrolment will be deemed finalized and no further changes will be admitted or processed. There is no cancellation policy, and no refunds will be provided for any reason at this stage.

The Education Abroad Program staff will provide you with an Add-Drop handbook describing the process. Please visit our calendar site in order to know the specific add drop dates for each term.

### ***3.5 Examinations***

### **HESP and Spanish Language courses:**

HESP final exams are usually scheduled for the antepenultimate or penultimate session of the term. Your instructors will inform about the specific dates well in advance and the date for all exams and evaluation exercises (tests, take-home or mid-term exams, presentations, final exam...) are published in the course syllabus.

 Plan your traveling around classes! By no means will a HESP exam date be changed due to student's independent traveling. You will find the HESP exam dates in the course syllabi or you will be informed by professors the first day of class.

### **ESCI courses:**

Registration in a course entitles any student to sit the examination twice: at the end of the trimester and in September. **Only students who fail the first exam will have the possibility to retake it.**

The regular examinations calendar is published in the Visiting Students folder in the aul@ESCI-Intranet about a month before the exams period starts.

International students will have to take the exams at the same dates and under the same conditions as regular and exchange students. All students have the responsibility to find out about examination dates, rooms as well as the assessment method used in each subject. Final grades will be posted through aul@-ESCI and Intranet. Student's identification for these final grades shall be done through the NIA (personal identification number). The exams reviews dates and times, as well as the deadline for requesting them, will be published also in the Visiting Students folder. Students that won't be in ESCI in the posted dates can ask for a written report of the obtained grade. This report will be sent to the student's ESCI email account.

### **UPF regular courses:**

Registration for UPF course entitles you to sit the examination twice: at the end of the term and in the retake exam periods (established by each Faculty/School). Please note that only students who fail the first exam will be able to participate in the retake exam periods. The exam dates for each course are published about one month before the exam period starts. You can check them at: Campus Global (Intranet) - "Academic Secretariat" section, or on the notice boards in each Faculty.



### ***3.6 The grading system***

Spanish universities use a quantitative and qualitative grading scale:

**Matrícula d'honor (10) A with Honours**

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

**Excel·lent (9-10) Very Good**

Awarded to students whose performance is considered very good.

**Notable (7-8.9) Good**

Awarded to students whose performance is considered good.

**Aprovat (5-6.9) Pass**

This grade means that the student's performance has been adequate.

**Suspens (0-4.9) Fail**

Students receiving this grade do not pass the subject, and they can retake it in September

### ***3.7 The European Higher Education Area at UPF***

UPF has been one of the pioneer institutions in the implementation of the Bologna process in Spain. In the academic year 2009-2010, all UPF undergraduate studies started to gradually replace their "*llicenciatures*" and "*diplomatures*" for the new "*graus*" or *bachelor's degrees*. By the academic year 2013-2014, all studies were fully adapted to the new structure: degree, master and doctorate.

#### **Undergraduate studies**

Undergraduate studies aim for students to gain general training focusing on preparing for professional life. Bachelor's degrees consist of 240 ECTS credits, which are the equivalent of a minimum study period of four years. Exceptionally, they may consist of more credits, this being the case at UPF of Medicine studies (360 ECTS credits).

#### **Master's degree studies**

Master's degree studies aim for students to acquire specialized or multidisciplinary advanced training. The master's course plans have a load of between 60 and 120 credits and include both theoretical and practical training.

## **Doctoral studies**

[Doctoral studies](#) aim to provide students with advanced training in research techniques and include the writing and presentation of a doctoral thesis, consisting of an original research paper.

### ***3.8 Language programs***

#### ***Register for the Catalan language courses***

Languages UPF runs Catalan language courses for foreign students. These courses are partially subsidized, open to exchange students but with limited places. To obtain further information or enroll, please contact:

Languages UPF

Tel.: (34) 93 542 19 21

Office: 40.177 (Roger de Llúria building) - Ciutadella campus

[www.upf.edu/idiomes](http://www.upf.edu/idiomes) e-mail: [idiomes@upf.edu](mailto:idiomes@upf.edu)

#### ***Take part in the Language Volunteering Program (VL)***

The Language Volunteering program is open to all UPF community members. Its aims are to help familiarize international students with Catalonia, its culture and its language, and to foster internationalization and language learning among Catalan students. To achieve this dual goal, the program organizes a range of cultural outings and tours in Barcelona and other parts of Catalonia throughout the year, as well as a language tandem initiative so that international and Catalan students can learn and practice each other's languages.

For further information, visit the webpage [www.upf.edu/vl](http://www.upf.edu/vl) or e-mail at [voluntariat.linguistic@upf.edu](mailto:voluntariat.linguistic@upf.edu).

### **3.9 What else does UPF have to offer?**

#### ***ESN (Erasmus Student Network)***

ESN BCN is a non lucrative, apolitical, non-denominational, open and tolerant students association, based on the principles of ESN. They organize social and cultural integration activities and also have a Mentor Program, in which they assign a local

student to one or more exchange students who have asked for participating in the program, with the aim of making exchange students' integration easier at UPF. For more information check their webpage <http://esnupf.org/> or write to [upf.esn@gmail.com](mailto:upf.esn@gmail.com) or [mentor.program@esnalaupf.org](mailto:mentor.program@esnalaupf.org)

### ***Sports activities, cultural activities, etc***

The University Community Assistance Service ([SACU](#)) is in charge of both cultural and sports activities. They offer a wide range of activities every academic year.

### ***University canteen***

There are university canteens in the Roc Boronat, Jaume I and Roger de Llúria buildings. The price of the lunch menu ranges from 4,75 € to 7,50 €.

### ***Bookshop – Stationer's***

There is a bookshop located in the Roger de Llúria building at Ciutadella campus. It is open Monday to Friday from 10.00 a.m. to 2.30 p.m. and from 4.00 to 7.00 p.m. It is a specializing bookshop, although it also sells fiction and stationery.

### ***Photocopying service (RICOH)***

The copy shops are located in Jaume I, Roc Boronat and Mar buildings. They are open from 9.00 a.m. to 2.00 p.m. and from 3.00 p.m. to 6.00 p.m., except Fridays and summertime, when they open only in the morning. These facilities are located at:

Jaume I building	Roc Boronat building	Mar building
Ground floor	Ground floor	2nd floor

### ***How to use the printing services and self-service photocopiers:***

The self-service photocopiers operate with your Campus Global user identification.

*Please check the following link for complete information about our printer and photocopies services:* <https://www.upf.edu/web/biblioteca-informatica>

## ***3.10 Other useful information***

**Emergencies:** Should you have a medical emergency, you should dial **061** or go to the emergency service ( "*Urgències*" ) of the nearest hospital.

In case of general emergency, dial **112**.

**Transport:** <http://www.tmb.cat/en/home>

## 4. AT THE END OF YOUR STAY

### Transcripts

The Study Abroad Office will mail an official transcript with the courses you have taken and the grades obtained to your university (or third-party provider through which you organized your stay at the UPF). The certificate of the Catalan language course, if attended, will also be included.

Additional copies of the transcript may be available upon request and have an extra cost.

### Evaluation

We kindly ask you to participate in the evaluation of the program and the courses at the end of your stay. Your collaboration is vital to help us improve.

## 5. USEFUL TELEPHONE NUMBERS AND ADDRESSES

UNIVERSITAT POMPEU FABRA

### International Relations Service

Roger de Llúria building.

Address: Ramon Trias Fargas, 25-27. 08005 Barcelona

Phone: (+34) 93 542 20 63 / 29 72 | Fax: (+34) 93 542 20 81 | E-mail: [uri@upf.edu](mailto:uri@upf.edu)

### Study Abroad Office

Office 40.261 – Roger de Llúria building

Address: Ramon Trias Fargas, 25-27. 08005 Barcelona

Phone: (+34) 93 542 2982 / 2566 / 2081 / 1935

Fax: (+34) 93 542 28 60

Office hours: Mon-Fri: 10.00 am-1.00 pm, afternoons by appointment

**E-mail:** [studyabroad@upf.edu](mailto:studyabroad@upf.edu)

**Website:** [www.upf.edu/studyabroad](http://www.upf.edu/studyabroad)

Twitter: @StudyAbroadUPF

### **Languages UPF**

Roger de Llúria Building

Address: Ramon Trias Fargas, 25-27.

08005 Barcelona

Phone: (34) 93 542 19 21

E-mail: [idiomes@upf.edu](mailto:idiomes@upf.edu) |

Website: [www.upf.edu/idiomes](http://www.upf.edu/idiomes)

### **Language Volunteering**

E-mail: [voluntariat.linguistic@upf.edu](mailto:voluntariat.linguistic@upf.edu)

Website: [www.upf.edu/vl](http://www.upf.edu/vl)

### **Student Information Desk (PIE)**

Ciutadella campus: Jaume I building (Library). Address: Ramon Trias Fargas, 25-27. 08005 Barcelona

Communication campus: Crai building. Address: Roc Boronat, 138. 08018 Barcelona

Mar campus: Dr. Aiguader building. Address: Dr. Aiguader, 80. 08003 Barcelona

Website: <https://www.upf.edu/bibtic/en/>

### **Information telephone:**

(+34) 93 542 22 28 (Mon-Fri: 9.00 a.m. -9.00 p.m.)

Website: [www.upf.edu](http://www.upf.edu)

## 6. CHECKLIST

### **Don' t forget to:**

- ☐ *Register as a study abroad student and send the required documents.*
- ☐ *Apply for a student visa.*
- ☐ *Make your travel plans and check the welcome program.*
- ☐ *Arrange your housing in Barcelona. If necessary, book a room in a hotel or hostel.*
- ☐ *Check the academic information available on our website.*
- ☐ *Select your course choices to pre-register as a study abroad student.*
- ☐ *Attend the Spanish Placement test and Welcome Sessions.*

**Welcome to Barcelona!**

**Welcome to the UPF Education Abroad Program!**