

Bachelor's Degree in International Business and Marketing

FACT SHEET 2015-2016

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

TRIMESTER DATES 2015 - 2016

	First Trimester	Second Trimester	Third Trimester
Nomination deadline	June, 15 th	October, 1 st	January, 15 th
Application deadline & Course selection form	July, 1 st	October, 15 th	January, 30 th
Compulsory introductory Session	September, 18 th 10:00 AM	January, 8 th 10:00 AM	TBA
Classes	From September, 21 st to December, 2 nd	From January, 11 th to March, 18 th	From April, 11 th to June, 20 th
Add-Drop period	From September, 21 st to September, 30 th	From January, 11 th to January, 18 th	From April, 11 th to April, 18 th
Final exams	From December, 4 th to December, 16 th	From March, 29 th to April, 7 th	From June, 22 nd to July, 1 st

APPLICATION PROCEDURE

1. Nomination by the home university via email.
2. Nominated students receive the application materials via email.
3. Nominated students complete and return the application materials + additional documents. These documents can be sent through the international relations office of the home university.
4. Accepted students receive a letter of acceptance with the approved subjects.
5. Accepted students can request a student visa at a Spanish consulate (if applicable).

VISA REQUIREMENTS

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

Students from a country outside the EU or the EEA (with the exception of Switzerland) and whose stay is longer than 90 days must obtain a student visa from the nearest Spanish embassy or consulate before leaving their home country. In this case, a student visa is mandatory for any foreigner wishing to study in Spain. The process of applying for a student visa requires an acceptance letter from ESCI-UPF.

Please bear in mind the following points:

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

MEDICAL INSURANCE

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

Students who are citizens of a European Economic Area member country or Switzerland and who are entitled to coverage under the social security system of their country should obtain a European Health Insurance Card (EHIC) from health authorities in their 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 not cover accidents, private health care, or costs such as a return flight to your home country or lost/stolen property. Moreover, the EHIC does not cover any costs incurred if the holder is travelling for the express purpose of obtaining medical treatment.

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

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

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

Students who are citizens of non-EU countries should find out whether there is a mutual health provision agreement between the social security system of their home country and Spain (this is the case for a number of Latin American countries). If such an agreement exists, students can obtain a document from the relevant authorities in their home country that entitles them to free medical coverage in Spain. If not, prior to their departure students must take out private medical insurance for the duration of their stay at ESCI-UPF. The Allianz insurance company offers packages to UPF students at a special price. For further information, click on the link below:

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

ACCOMMODATION

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

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

For more information and online registration, please contact:

Torrent de l'Olla, 219, 08012 Barcelona
Tel: +34 93 238 90 72 Fax: +34 93 228 92 59
Email: info@bcn-housing-students.com
<http://www.resahousing.com/>

Office hours: Monday to Thursday from 09.30 to 13.30 and 15.30 to 17.30 / Friday from 9.00 to 14.00

Additional accommodation options are listed in the accommodation information document provided to students following nomination.

There are other accommodation possibilities listed in the Accommodation information document provided after nomination.

APPROXIMATE COST OF LIVING (PER MONTH)

Accommodation:

(it depends very much on the type of accommodation)

Renting a flat:	€900 - €1300
Renting a room in a shared flat:	€300 - €500
Students residence (depending on the food services included)	€500 - €900

Food: €350 - €400

Transport: €100

Spending money: €450 - €500

ACADEMIC PROGRAMS

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

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

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

LANGUAGES OF INSTRUCTIONS

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

LEARNING EXPECTATIONS

- Class format. Students learn through lectures, case studies, team assignments, presentations and required readings.
- Attendance. Students must attend at least 80% of classes to be assigned a mark for attendance and participation
- Grading system. The Spanish grading system assigns numerical grades from 0 to 10. The minimum passing grade is a 5. The final grade is calculated based on continuous evaluation marks – for midterm exams, presentations, exercises, projects, attendance, participation, etc. – and the final evaluation mark (final exam grade). The grading policy is indicated in the teaching plan (syllabus) for each subject.
- Examinations. At the end of term, students must take a final exam that accounts for a specific percentage of the final grade.
- Class size. Classes range in size from 20 to 60 students, depending on the subject.

- Course load. There is no minimum or maximum course load requirement per term. However, all selected courses and the corresponding academic load must be approved by the home university coordinator. Full-time Spanish students generally taken an average of five courses per term (20 ECTS credits/term, 60 ECTS credits/academic year).
- Level of subjects. The content and level of a subject may be determined by consulting the syllabus and recommended reading (available and updated regularly at <http://www.esci.upf.edu/estudiantes-intercambio>). Each subject is located within the various curricula, and recommended prerequisites are specified in the course catalogue documents for each term (CC01.pdf, CC02.pdf, CC03.pdf), which are provided to students after they have been nominated.
- Application and admission to courses. Students must complete an application form (APL.pdf) and the registration sheet (RS01.pdf, RS02.pdf, RS03.pdf) for the corresponding term. They must also have their selection of subjects approved by the exchange coordinator at their home university.
- Percentage of international visiting students (each term): about 25%
- Percentage of exchange students (each term): about 5%

COMPUTERS

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

STUDENT SERVICES

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

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

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

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

International Doers: this ESCI-UPF student association is committed to create the best exchange experiences for ESCI-UPF international students and they organize activities between the University, organizations and collaborative companies.

Contact information: internationalDOERS@esci.upf.edu

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

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

UPF students benefit from various advantages and discounts at sports clubs, travel agencies and language schools.

STUDYING SPANISH IN BARCELONA

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

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

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

FOR MORE INFORMATION

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