



UNIVERSITAT  
POMPEU FABRA

# BENVINGUT WELCOME TO UPF



2011-2012

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**ⓘ Notice: This dossier contains very important information which you will find useful during the time you spend at UPF. Make sure you read it through carefully before coming to Barcelona!**



## WELCOME TO THE UPF

Welcome to the UPF! We are grateful that you have selected our institution to go on exchange. A young, urban, dynamic and cosmopolitan university that attracts more than 500 students each year who, like you, come from all over the world. Thanks to you, the UPF is one of the Spanish universities with a higher percentage of international students, which, year after year, goes up in the rankings, thus placing itself among the best in Spain.

This handout aims to make your exchange experience easier and help you plan your successful exchange experience at the 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!

# 1- BEFORE LEAVING YOUR COUNTRY

## a. Register as an exchange or visiting student

To register at UPF as an exchange student (Erasmus/Lifelong Learning Programme or Bilateral Agreement) or if you have been accepted as a visiting student, you need to send us the following documents:

1. A registration form, which you should complete on-line (available at the end of May, we'll send you an e-mail).
2. When registering, you should upload a passport-size digital photograph (JPG format. Size: 176 x 220 pixels, 300ppi)
3. A certificate issued by your university accrediting your status as an exchange student (Erasmus and Bilateral Agreement exchange students only);
4. A photocopy of your identity card or passport;
5. A photocopy of your medical insurance valid in Barcelona.

Deadlines for the registration as exchange/visiting students at UPF:

First term: 30<sup>th</sup> May 2011

Second and third term: 30<sup>th</sup> October 2011

We ask you to send the documentation scanned via e-mail to your Mobility and Reception Office (OMA):

If you study **Health and Life Sciences, Humanities or Social Sciences**  
oma@upf.edu

If you study **Information Technologies and Communication**  
oma.poblenou@upf.edu

After receiving your registration, we will send you acknowledgement of receipt and an acceptance message.

## b. 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 upon arrival in Barcelona. However, if your stay is longer than 3 months, you will need to register at the "Registro de Ciudadanos de la Unión". At the OMA we will explain how to get it.

If you are a citizen of a country outside the European Union (EU), the European Economic Area (EEA) or Switzerland, you must obtain a student's visa from the nearest Spanish Embassy or Consulate to where you live, before you leave your country. To apply for your visa, you will need an acceptance letter from UPF which you can get from the OMAs (oma@upf.edu or oma.poblenou@upf.edu).

The Foreign Affairs Ministry website will help you in order to find the nearest Spanish Embassy or Consulate:

<http://www.maec.es/es/EYC/Paginas/embajadasyconsulados.aspx> (in Spanish)

### ① Important: A tourist visa is not enough to allow you to study in Spain

#### ① Important:

- If your stay in Spain lasts more than six months, make sure that the student visa you get at the Spanish Embassy or Consulate allows you to apply for a student's residence permit, "Autorización de estancia por estudios", in Spain.
- Please bear in mind that if you get 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
- More information about Schengen:

[http://europa.eu/legislation\\_summaries/justice\\_freedom\\_security/free\\_movement\\_of\\_persons\\_asylum\\_immigration/133020\\_en.htm](http://europa.eu/legislation_summaries/justice_freedom_security/free_movement_of_persons_asylum_immigration/133020_en.htm)



### What is the Schengen area?

The Schengen area is a zone where the free movement of people among 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).

## c. Don't forget to take out Medical Insurance

All exchange students must have health cover:

- If you are a **Spanish citizen**, you must have health cover 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 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. This card entitles you to the necessary health coverage in Spain. Should you need free health coverage in Barcelona, you must go to your nearest health clinic (Centre d'Assistència Primària - CAP) and present the European Health Insurance Card and personal identification.

o **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, then prior to departure, you must take out private medical insurance to cover the whole stay at UPF. The following company offers a benefits package to UPF students at a special price:

<p><b>GRUP BATLLE CORREDURÍA DE SEGUROS</b>  <a href="mailto:grupbatlle@grupbatlle.com">grupbatlle@grupbatlle.com</a>          tel: 34 93 488 34 87</p>	<p>"Univer incoming" insurance          Accidents &amp; repatriation: 29 euros          Accidents, repatriation + health assistance: 67 euros</p>
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## d. 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)



The universities of Barcelona offer a wide range of different accommodation options through this service: Flats to be shared, flats, provisional accommodation, etc. through this website. Contact details are as follows:

<http://www.resahousing.com>  
[info@resahousing.com](mailto:info@resahousing.com)  
 Torrent de l'Olla, 219  
 08012 Barcelona (Spain)  
 Telephone: (+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.

Residencia "Mar Campus":

Passeig Salvat Papasseit, 4. 08003 Barcelona.

### b) ÀGORA Residence



#### For further information:

agorabcn@ceff.es

www.agorabcn.com

Pone: (+34) 93 166 90 00

Fax: (+34) 93 166 90 99



#### Address:

Passeig dels Castanyers, 21  
08035 Barcelona.

### c) MELON DISTRICT Residence

#### For further information:

info@melondistrict.com

www.melondistrict.com

Phone: (+34) 93 217 88 12

Fax: (+34) 93 416 08 45

#### Melon District Poble Sec address:

Avinguda Paral.lel, 101. 08012 Barcelona.

#### Melon District Marina address:

Sancho de Àvila, 22. 08005 - Barcelona



## d) ONIX Residence



### For further information:

Phone: (+34) 93 266 61 00

Fax: (+34) 93 266 61 01

reservas.residenciaonix@icyesa.es

www.residenciaonix.com



### Address:

Sardenya, 101-137.

08013-Barcelona

## 3- FINDING A ROOM IN A SHARED FLAT VIA THE INTERNET

If you are interested in renting a room in a student flat, sharing the communal rooms (kitchen, bathroom and living room) with other students, usually local students, you can find out what is available via the Internet:

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

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

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

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

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

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

## 4- NOTICE BOARDS

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

You will find lists of hotels, hostels and youth hostels in Barcelona on the following websites:

[www.bcn.es](http://www.bcn.es) (tourism; where to sleep)

[www.barcelonaturisme.com](http://www.barcelonaturisme.com) (tourist; where to sleep)

## e. Calendar for the academic year 2011-2012

September 2011							October 2011							November 2011						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													
December 2011							January 2012							February 2012						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29				
							30	31												
March 2012							April 2012							May 2012						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
June 2012							September 2012													
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su							
				1	2	3						1	2							
4	5	6	7	8	9	10	3	4	5	6	7	8	9							
11	12	13	14	15	16	17	10	11	12	13	14	15	16							
18	19	20	21	22	23	24	17	18	19	20	21	22	23							
25	26	27	28	29	30		24	25	26	27	28	29	30							
Welcome Sessions			Lectures				Exams				Bank holidays									

## f. Check the courses, timetables and language

You can see which undergraduate courses are available at [www.upf.edu/international](http://www.upf.edu/international) (Exchange students; studying at UPF; your studies at UPF; Course Choices (ECTS)). Academic offer for 2011-12 will be available in June 2011.

⚠ Please bear in mind that courses may be taught in Catalan, Spanish or English. Moreover, the same course may be divided into various groups and taught in different languages depending on the group. Choose the subjects according to your needs and language skills. It is not possible to change the language of the courses.

## g. Towards the European Higher Education Area

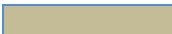
The UPF has been one of the pioneer institutions in the implementation of the Bologna process in Spain. In the academic year 2009-2010, all UPF undergraduate studies started to gradually replace their "licenciaturas" and "diplomaturas" for the new "grados" or bachelors. Graduate programmes (master's degrees and doctoral programmes) are fully adapted already.

If you are willing to undertake "grado" studies, you should bear in mind that, depending on the field of studies your university has an agreement, you will need to deal with different levels of implementation of the Bologna process, and thus some of them may combine both *grado* with *licenciatura* or *diplomatura* courses.

In order to help you out to understand in which step the process is now you can check the chart below:

	1st year	2nd year	3rd year	4th year
<b>Business Sciences</b>				
<b>Biology</b>				
<b>Business Management &amp; Administration</b>				
<b>Political and Administration Sciences</b>				
<b>Audiovisual Communication</b>				
<b>Criminology</b>				
<b>Law</b>				
<b>Economics</b>				
<b>Audiovisual Systems Engineering</b>				
<b>Computer Sciences</b>				
<b>Telematics Engineering</b>				
<b>International Business Economics</b>				
<b>Humanities</b>				
<b>Applied Languages</b>				
<b>Journalism</b>				
<b>Advertising and Public Relations</b>				
<b>Labour Relations</b>				
<b>Translation and Interpretation</b>				

 New EHEA Bachelors

 Licenciatura/Diplomatura

## 2 – ARRIVAL AT UPF

The Mobility and Reception Offices (OMA) are the offices in charge of exchange students at UPF:

If you study **Health and Life Sciences, Social Sciences or Humanities:**

Mobility and Reception Office (OMA) - 20.063  
Ciutadella Campus. Jaume I Building  
Ramon Trias Fargas, 25-27. 08005- Barcelona. Spain  
Tel.: (+34) 93 542 25 04 / 24 11 Fax: (+34) 93 542 28 60 / oma@upf.edu  
Office hours: Mon-Thu: 10Am-1Pm, 3.30Pm-5.30Pm. Fri: 10Am-1Pm

If you study **Communication or Information Technologies:**

Mobility and Reception Office (OMA) - 55.008  
Communication Campus. Tànger Building.  
Tànger, 122-140. 08018- Barcelona. Spain  
Tel.: (+34) 93 542 12 64 Fax: (+34) 93 542 13 06 / oma.poblenou@upf.edu  
Office hours: Mon-Fri: 10Am-1Pm

### a. *Compulsory attendance to the Orientation Days*

Orientation days are our way to welcome you to the UPF and make you feel like home. Throughout those days, you will receive all the necessary documents for your UPF stay as well as your student card.

#### **IF YOU ARRIVE AT UPF FOR THE FIRST TERM:**

The Orientation Week will be held from 14th to 20th September, 2011. The schedule of the week will be available in June at [www.upf.edu/international](http://www.upf.edu/international). It's very important for you to take part!

#### **IF YOU ARRIVE AT UPF FOR THE SECOND TERM:**

The Orientation Day will be held the 9th January, 2012. The agenda of the day will be available in November 2011 at [www.upf.edu/international](http://www.upf.edu/international).

#### **IF YOU ARRIVE AT UPF FOR THE THIRD TERM:**

The Orientation Day will be held the 9th April, 2012. The agenda of the day will be available in February 2012 at [www.upf.edu/international](http://www.upf.edu/international).

### b. *Meet your exchange coordinator*

#### **What can the exchange co-ordinator do for you?**

1. Give you academic advice: subjects to do with a particular topic, difficulty of subjects, etc.
2. Sign your enrolment application (if you apply for courses offered by other faculties)
3. Allow you to extend your stay

Study	Coordinator	E-mail	Telephone	Office	Building/ Campus
Biology	Elena BOSCH	elena.bosch@upf.edu	(+34) 93 316 08 41	62.411	PRBB/Mar
Political Sciences	Josep IBÁÑEZ	josep.ibanez@upf.edu	(+34) 93 542 19 18	40. 1E02	Roger de Llúria/ Ciutadella
Audiovisual Communication	Joan FERRES	joan.ferres@upf.edu	(+34) 93 542 23 44	53.902	Roc Boronat/ Communication
Law	Josep CAPDEFFERRO	josep.capdeferro@upf.edu	(+34) 93 542 19 85	40. 128	Roger de Llúria/Ciutadella
Economics / Business Management & Administration	Àngel GIL	incoming.facecon@upf.edu	(+34) 93 542 27 48	20.1E52	Jaume I/ Ciutadella
Humanities	Michael PFEIFFER	michael.pfeiffer@upf.edu	(+34) 93 542 25 93	20.2E54	Jaume I / Ciutadella
Computer Engineering / Telecom. Engineering	Antoni IVORRA	antoni.ivorra@upf.edu	(+34) 93 542 15 78	51.008	La Nau / Communication
Advertising and Public Relations	Nuria ALMIRON	nuria.almiron@upf.edu	(+34) 93 542 23 44	53.902	Roc Boronat / Communication
Translation and Interpretation	German & French: Itziar ARECHEDERRA	itziar.arechederra@upf.edu	(+34) 93 542 24 11	53.122	Roc Boronat/ Communication
	English: Lisa GILBERT	lisa.gilbert@upf.edu	(+34) 93 542 22 23	53.614	Roc Boronat/ Communication
	SICUE/Séneca Students Carles TEBÉ	carles.tebe@upf.edu	(+34) 93 542 23 69	53.422	Roc Boronat/ Communication

### c. Enrol in the courses

To enrol, you have to complete an ENROLMENT APPLICATION FORM which we will send you via e-mail. On this form you will have to write the courses for which you would like to enrol, including the course code, and the group.

You will have to send your enrolment application form at your Mobility and Reception Office (Ciutadella Campus or Communication Campus) before the deadline.

<b>FIRST TERM</b> <b>Deadline: 29<sup>th</sup> August 2011</b>
<b>SECOND TERM</b> <b>Deadline: 11<sup>th</sup> November 2011</b>
<b>THIRD TERM</b> <b>Deadline: 11<sup>th</sup> November 2011</b>

When enrolling, you should bear in mind the following points:

- **IF YOU ARE AN EXCHANGE STUDENT** (LLP/Erasmus, Bilateral Agreement), you may enrol in the courses run by the STUDY CORRESPONDING TO YOUR EXCHANGE PROGRAMME. By way of an exception, but only if there are places still available, you can apply to enrol in courses offered by other studies. Bear in mind that if you want to take courses from different studies of your exchange programme, you have to be allowed by the exchange coordinator of those studies.

- o **IF YOU ARE A VISITING STUDENT**, you may enrol exclusively in courses offered by the school where you have been accepted.

Exchange/visiting students: as a guideline, exchange students' recommended workload is 20 ECTS per term. You should get in touch with the person responsible for this at your home university to find out which and how many subjects you should take while you are at UPF.

**ⓘ Important:**

**Registration is processed on a "first-come, first-served" basis.**

**Please bear in mind that in some studies such as Economics, Business Management and Administration or Audiovisual Communication, some of the courses have limited places for exchange students.**

### d. How to extend your stay at UPF

If you want to extend your stay at UPF (provided it is within the same academic year), you will have to get the authorisation of your UPF coordinator, and from your home university.

### e. How you will be evaluated?

An exam is the usual system used at UPF to evaluate students together with the marks obtained during the term. Please take into account that every term at UPF is divided into ten weeks of lectures and two weeks of exams. Class attendance is considered extremely important at UPF.

Enrolment in a course entitles you to sit the examination twice: at the end of the term and in September. The examinations calendar is published about one month before the exam period starts. You can check it at: Campus Global (Intranet) in the "Academic Secretariat" section or on the notice boards in each Faculty.

**📢 The examination periods are as follow:**

- **First term:**  
from 9<sup>th</sup> until 23<sup>rd</sup> December 2011
- **Second term:**  
from 20<sup>th</sup> until 30<sup>th</sup> March 2012
- **Third term:**  
from 20<sup>th</sup> until 30<sup>th</sup> June 2012
- **Retake exams:**  
from 3<sup>rd</sup> until 12<sup>th</sup> September 2012

### f. The grading system

Spanish universities use a quantitative and qualitative grading scale:

**Matrícula de honor (10) A with Honours**

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

**Suspenso (0-4.9) Fail**

The student receiving this grade does not pass the subject and he can retake it in September

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

The Language Training Programme, known as **PEI**, runs Catalan and Spanish courses for foreign students. These courses are partially subsidized, open to exchange students but with limited places. To obtain further information or enrol, please contact:

### **PEI**

Office: 40.177 Roger de Llúria building. Ciutadella Campus

Tel.: 34 93 542 19 21

www.upf.edu/pei e-mail: pei@upf.edu

## *h. Take part in the Language Voluntary Programme (VL)*

The aim of this programme is to help exchange students studying at UPF to integrate as regards language and culture. This programme operates essentially by arranging two different types of activity:

- **Entertainment and cultural activities:** sight-seeing tours in Barcelona and other towns (Tarragona, Girona, Reus, Figueres, etc.), visits to museums, attendance at sports events (football, basketball, etc.).

- **Language and cultural exchanges:** between UPF students and exchange students in the form of conversation groups, weekly meeting point, etc.

For further information, visit the Internet address below: [www.upf.edu/vl](http://www.upf.edu/vl) or write to: [voluntariat.linguistic@upf.edu](mailto:voluntariat.linguistic@upf.edu)

## *i. Join ESN*

ESN BCN is a non lucrative, apolitical, aconfesional, open and tolerant students association, based on the principles of ESN. Everybody is more than welcome to join the social and cultural integration activities. Their aim is "students helping students.

For more information check their web & facebook group.

[www.joesn.org](http://www.joesn.org)

Facebook: ESN UPF 2010-2011

Twitter: ESN\_UPF

## *j. UPF services*

### **UPF Library**

The University Library forms a single entity comprising the Main Library (in the Ciutadella Campus), the CRAI (Communication Campus) and 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 and the CRAI are as follows:

- o Monday to Friday: 8:00 a.m. to 1:30 a.m.
- o Saturdays and holidays: 10:00 a.m. to 9:00 p.m.

The Mar Library is opened Monday through Friday from 8:00 a.m. to 9:00 p.m.

The Library is closed only on 1 January, 1 May, 11 September and 25-26 December. Opening hours are extended during exam periods.

### **How to access the UPF computers**

The Mobility and Reception Office (OMA) will give you a user name, password and appropriate instructions so that you can access the UPF computers. If you have a question about this, contact the IT service "Servei d'informàtica" in your building:

**Jaume I Building: office S25**  
**Tallers Building: office 54.009**  
**Mar Building: office 025**

You will also be given a user name and password so that you can access Campus Global (the UPF intranet). If you have any queries, please contact your OMA.

### **Sports Activities, Cultural Activities, etc**

The University Community Assistance Service (SACU) is in charge of both cultural and sportive activities. They offer a wide range of activities every academic year. If you are interested in taking part in one of those activities please visit their website: <http://www.upf.edu/sacu/es/> (this website is in Spanish)

### **University canteen**

There are university canteens in the Roc Boronat, Jaume I and Roger de Llúria buildings. The price of the mid-day menu ranges from 5,00 € to 7,25 €.

### **Bookshop – Stationer's**

There are two bookshops. One is located in the Roger de Llúria building at Ciutadella Campus and the other one is located in the Roc Boronat Building at Communication-Poblenou Campus. It is open Monday to Friday from 10 to 2:30 p.m. and from 4 to 7 p.m. It is a specialist bookshop, although it also sells fiction and stationery.

### **Photocopying service (OCÉ)**

The copy shops are located in Jaume I, Roc Boronat and Mar buildings. They are open morning and afternoon, except summer period, when this is open only in the morning.

These facilities are located at:

Jaume I Building	Roc Boronat Building	Mar Building
Ground Floor	Ground Floor	2nd Floor

### **Self-service photocopiers**

The self-service photocopiers operate with a rechargeable card that you can buy from the dispensing and recharging machines in each of the buildings or at the Photocopying Service (OCÉ).

## 3 - AT THE END OF YOUR STAY

At the end of your stay in Barcelona, you should come to the Mobility and Reception Office (OMA) to collect your attendance certificate. When you do so, you will be given a questionnaire so that you can rate the different aspects of your stay at UPF.

The OMA will post an academic record certificate regarding the subjects you have taken to your university and your home address (together with the certificate of the Catalan language course, if attended).

## 4 - USEFUL TELEPHONE NUMBERS AND ADDRESSES

### UNIVERSITAT POMPEU FABRA

<b>International Relations Service</b> Mercè Building. Rectorate. Address: Plaça de la Mercè, 10-12. 08002 Barcelona Phone: (+34) 93 542 20 63 / 29 72   Fax: (+34) 93 542 20 81   E-mail: <a href="mailto:uri@upf.edu">uri@upf.edu</a>	
<b>Mobility and Reception Office (OMA)</b> Office 20.063 - Jaume I Building Address: Ramon Trias Fargas, 25-27. 08005 Barcelona Phone: (+34) 93 542 2504 / 24 11 Fax: (+34) 93 542 28 60 E-mail: <a href="mailto:oma@upf.edu">oma@upf.edu</a> Twitter: Exchange_UPF	<b>Mobility and Reception Office (OMA)</b> Office 55.008 - Tànger Building Address: Tànger, 122-140. 08018 Barcelona Phone: (+34) 93 542 12 64 Fax: (+34) 93 542 13 06 E-mail: <a href="mailto:oma.poblenou@upf.edu">oma.poblenou@upf.edu</a> Twitter: Exchange_UPF
<b>Language training Programme (PEI)</b> Roger de Llúria Building Address: Ramon Trias Fargas, 25-27. 08005 Barcelona Phone: (34) 93 542 19 21 E-mail: <a href="mailto:pei@upf.edu">pei@upf.edu</a>   <a href="http://www.upf.edu/pei">www.upf.edu/pei</a>	<b>Language Voluntaryate</b> <a href="http://www.upf.edu/vl">www.upf.edu/vl</a> E-mail: <a href="mailto:voluntariat.linguistic@upf.edu">voluntariat.linguistic@upf.edu</a> <b>ESN</b> <a href="http://www.joesn.org">www.joesn.org</a> E-mail: <a href="mailto:upf.esn@gmail.com">upf.esn@gmail.com</a>
<b>Student's Information Desk (PIE)</b> Ciutadella Campus: Jaume I Building. 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	
<b>Information Telephone:</b> (34) 93 542 22 28 (Mon-Fri: 9.00-21.00 h)   Web: <a href="http://www.upf.edu">www.upf.edu</a>	

### OTHER USEFUL INFORMATION

In Barcelona public health-care is divided into Health Centres and Hospitals:

**Health Centres (CAPs):** Each neighbourhood has its own CAP. It is the first place you should go if you need a doctor. These centres offer both general and specialized medicine. Please bear in mind that those centres are only available for those who have the European Health insurance Card or if your country have a mutual health provision agreement with Spain.

[http://www.seg-social.es/Internet\\_6/Internacional/Conveniosbilaterales/index.htm](http://www.seg-social.es/Internet_6/Internacional/Conveniosbilaterales/index.htm)

You can locate your CAP by visiting this link:

[http://w3.bcn.es/XMLServeis/XMLHomeLinkPI/0,4022,250572327\\_250594088\\_3,00.html](http://w3.bcn.es/XMLServeis/XMLHomeLinkPI/0,4022,250572327_250594088_3,00.html)

If you suffer a medical emergency you must go to a Hospital or call the Medical Emergency Service (SEM) phone number: **061**

This link will help you to locate hospitals both public and private in Barcelona:

[http://w3.bcn.es/XMLServeis/XMLHomeLinkPI/0,4022,250572327\\_250576828\\_3,00.html](http://w3.bcn.es/XMLServeis/XMLHomeLinkPI/0,4022,250572327_250576828_3,00.html)

**Police and emergencies phone number: 112**

**Transport:** [www.tmb.es](http://www.tmb.es) and [www.upf.international/living](http://www.upf.international/living)

## 5 - CHECK LIST

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

- ✓ Register as an exchange student and send the required documents
- ✓ Apply for a student visa
- ✓ Make your travel plans (see academic calendar and orientation programme)
- ✓ Arrange your housing in Barcelona. If necessary, book a room in a hotel or hostel
- ✓ Check the academic information available in the Web site
- ✓ Participate in the Welcoming programme

*Finally we would like to remind you that your OMA office and your Exchange Coordinator are ready to help you out during your stay at UPF.*