HANDBOOK FOR INTERNATIONAL STUDENTS

WELCOME TO THE UPF BARCELONA SUMMER SCHOOL 2017 EDITION!
We are grateful that you have selected our institution for your summer program 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 Summer School 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!
1. BEFORE LEAVING YOUR COUNTRY
   a. Register as a Study Abroad student at the BSS
   b. Do You Need a Student Visa?
   c. Don’t Forget to Secure Medical Insurance
   d. Book your Accommodation in Barcelona
   e. The UPF Barcelona Summer School
      1. Summer Program 2017 Calendar
      2. Course Offerings
      3. Meeting Times for UPF Barcelona Summer School Courses
      4. Enroll in Courses

2. ARRIVAL AT UPF
   a. Attend the Welcome and Orientation Activities
   b. How to Find a Classroom
   c. Add-Drop Courses
   d. Examinations
   e. The Grading System
   f. The UPF Library and IT Services
   g. What Else Does UPF Have to Offer?
   h. Other Useful Information

3. AT THE END OF YOUR STAY
   Transcripts and Evaluation

4. CONTACTS AND ADDRESSES

5. CHECKLIST
1. BEFORE LEAVING YOUR COUNTRY

A. REGISTER AS A STUDY ABROAD STUDENT AT THE UPF BARCELONA SUMMER SCHOOL

Please download the on-line application from our website at registration instructions and provide us with the following documents proving you accomplish the admission requirements:

✓ A scanned copy of your transcript stating that:
  • You are a second, third or fourth-year degree student at the time of the application.
  • A minimum GPA of 3.0 or a B grade (notable or good).
  • 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 studied).

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.

✓ A scanned copy of your identity card or passport.
✓ A scanned copy of your medical insurance valid in Barcelona.
✓ A passport-size photo to upload in our system: jpeg format, 176 x 220 pixels, 75 Kb.
  No sunglasses, hats, etc. and plain background.

These documents must be uploaded in electronic format to the UPF online registration system:

Deadline for the registration and sending documentation: June 15th

B. DO YOU NEED A STUDENT VISA?

Please, check with your consulate whether you need a visa to study in Spain for 6 weeks.

If so, you will need an acceptance letter from UPF, which will be provided by our Study Abroad Office once we receive the necessary requirements to admit you as a study abroad student (SECTION 1.a).

We will then send an acceptance letter to the address you provide us with at the online registration form so that you can start the process of your student visa application.

For further information about this matter, please check our website

C. DON’T FORGET TO SECURE MEDICAL INSURANCE

All international students must have health coverage:

○ If you are a Spanish citizen, you must have health coverage that 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.

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 traveling 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 accidents and travel insurance (Univer Incoming Basic) has been contracted to complement the EHIC. These are the minimum requisites.

Besides, we recommend considering other benefits 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 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 or cannot give proof of the document issued by the relevant national authority of your country, 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:

**GRUP BATLLE CORREDURÍA DE SEGUROS**

Further information and online application:
http://universitats.cobertis.com/upf/es/7-incoming

- **UNIVER INCOMING 6PLUS** 100’50 €
- **UNIVER INCOMING 6TOP** 159 €
- **UNIVER INCOMING 12PLU** 133’50 €
- **UNIVER INCOMING 12TOP** 205’50€

You can find addresses and details of CAPs, hospitals, private medical centers, etc. at the Barcelona City Council website:

[www.bcn.es](http://www.bcn.es)
Health and Care, Primary Attention

### D. BOOK YOUR ACCOMMODATION IN BARCELONA

There are no residence halls or dormitories on campus and the UPF Study Abroad office does not provide direct housing services.

Students should find their independent housing accommodation.

You can find below useful addresses and contact information of housing services having an agreement with UPF so that you have special rates as UPF students.

**PLEASE BEAR IN MIND THAT...**

If you intend to look for accommodation upon arrival in Barcelona, you should book a hotel or hostel room well in advance. Otherwise, finding a room can be very difficult, especially during the Summer.

**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://www.resahousing.com](http://www.resahousing.com)
[info@resahousing.com](mailto:info@resahousing.com)

Torrent de l'Olla, 219
08012 Barcelona (Spain)
Tel: (+34) 93 238 90 49
Fax: (+34) 93 228 92 59
"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.

RESA. VIVIENDAS Y SERVICIOS UNIVERSITARIOS
Tel: (+34) 902 444 447
Fax: (+34) 93 218 32 50
res@resa.es || www.resa.es

Residencia "La Ciutadella":
Passeig Pujades, 33-37.
08018 Barcelona.

Residencia "Mar Campus":
Passeig Salvat Papasseit, 4. 08003 Barcelona.

ÀGORA RESIDENCE
agorabcn@cett.es
www.agorabcn.com
Tel: (+34) 93 166 90 00
Fax: (+34) 93 166 90 99
Passeig dels Castanyers, 21
08035 Barcelona.

ONIX RESIDENCE
reservas.residenciaonix@icyesa.es
www.residenciaonix.com
Tel: (+34) 93 266 61 00
Fax: (+34) 93 266 61 01
Sardenya, 101-137.
08013 Barcelona

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

SAN MARIUS RESIDENCE
www.sanmarius.com
info@sanmarius.com
Tel: (+34) 607 92 79 37
Muntaner, 507 entlo
08022 Barcelona
3. HOUSING ANYWHERE

Housing anywhere is an accommodation platform where UPF students sublet their housing in Barcelona and exchange students who come to UPF may find a place to live during their stay.

It is a student-to-student platform where short-length accommodation’s supply and demand meet.

This webpage has restricted access to students coming from universities participating in the platform.

To access, you should introduce your home university e-mail.

www.HousingAnywhere.com

4. LIVING IN BARCELONA

For more information about the practical aspects of your stay at UPF, visit http://www.upf.edu/barcelona/en.

5. NOTICE BOARDS

You can find adverts for rooms to rent in UPF buildings, particularly in Jaume I and Roc Boronat.

You can also find information at the CIAJ.

Sant Oleguer, 6-8.
08001 Barcelona.
www.bcn.es/ciaj ("tablón de anuncios")

MORE INFORMATION:

www.upf.edu/barcelona/en  
Check our “Living in Barcelona” page for updated information on housing, health, safety, cost of living and providers of other services

(Tourism; planning; where to sleep)

www.barcelonaturisme.com  
(Practical guide; where to sleep)

E. THE UPF BARCELONA SUMMER SCHOOL

UPF is a young, modern, prestigious public university that runs a first-rate Study Abroad Program designed to surpass the expectations of highly demanding students and student advisors. Granted Campus of International Excellence status by the Spanish Ministry of Education, UPF is consistently ranked among the top European universities.

Since being founded in 1990, UPF has built up a strong reputation in the fields of social sciences, humanities, information and communication technologies, and health and life sciences. The institution offers a rich variety of undergraduate and postgraduate programs in the disciplines in question, taught by engaged, highly rated lecturers.

Centrally located in Barcelona, UPF is deeply committed to improving society by contributing to research, innovation and the training of highly employable young professionals with a wide-ranging, international outlook.

The institution applies the same principles and standards to its Study Abroad Program. Participating international students will become part of the UPF community, work alongside the University's students and contribute to enhancing the fine reputation that UPF and its Study Abroad Program have earned over the years.

The UPF Barcelona Summer School is a for-credit program geared to highly demanding undergraduate students from home and abroad with an interest in furthering their knowledge of Hispanic Studies, Audiovisual Communication and Political Science at Pompeu Fabra University (UPF) during the summer term.

The program creates a truly international environment in Barcelona. Designed as an academic challenge that showcases the vibrant city as a modern, cosmopolitan melting pot and an ideal forum for discussing current global issues, it offers flexibility and scope for enrolment on language and subject-specific courses revolving around the arts, society and the audiovisual industry, with a focus on Barcelona, Catalonia, Spain and Europe.

Taught by regular UPF lecturers and highly renowned guests, in either Spanish or English, the program's courses provide students with the opportunity to participate in hands-on seminars, as well as fieldwork and off-campus activities (course sessions include special events, such as visits to relevant public and political institutions, museums and monuments).
1. CALENDAR FOR THE 2017 EDITION

Arrival date: Before June 18
Welcome Day: June 19 (mandatory for all students)
Spanish Placement test: June 19*
Landing Program: June 19 - June 22

Spanish language courses: June 20-July 27
Content courses: June 26 - July 27
Add Drop: June 28
Program Day trip: June 22

Exam period: July 26-27
Earliest departure date: July 28
Holidays and non lecture days: June 24

*For students studying Spanish Language only
Holidays and non lecture days: June 24

2. COURSE OFFERINGS:

You can download the syllabi for the courses at academic offerings

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LANGUAGE</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Society and Politics in Contemporary Spain</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Crisis. ¿Por qué crisis?: claves para abordar la crisis española</td>
<td>Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Modern Statistical Computing in R</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Current Issues on the European Union in a Global World</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>&quot;Sketches of Spain&quot;: Spain in Contemporary Mass and Visual Culture</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Imágenes de España en el Cine Contemporáneo</td>
<td>Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Barcelona on Stage: Documentary Workshop</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Spanish Postmodernism and Beyond</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Contemporary Barcelona and its Cultural History</td>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Cultura y Literatura de los Siglos de Oro</td>
<td>Spanish</td>
<td>5</td>
</tr>
<tr>
<td>La Edad de Plata: Intelectuales y Artistas en las Vanguardías Españolas de Entreguerras</td>
<td>Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Movimientos sociales y cambio político-cultural en España s.XXI</td>
<td>Spanish</td>
<td>5</td>
</tr>
</tbody>
</table>
3. MEETING TIMES AND ROOMS FOR UPF BARCELONA SUMMER SCHOOL COURSES 2017:

You can check our updated program calendar, course schedules and rooms in our website.

4. ENROLL IN COURSES

Once you have registered (SECTION 1.a.) and been admitted (a message from our office will confirm your admission), you can enroll online in courses and pay the tuition fees.

Please, download the enrollment instructions from our website here.

2. ARRIVAL AT UPF

Orientation days are our way to welcome you to UPF and make you feel at home.

Please be aware of our 2017 Welcome program dates:

**Arrival date**: Before June 18  
**Welcome Day**: June 19 (mandatory for all students)  
**Spanish Placement test**: June 19*  
**Landing Program**: June 19* - June 22

We will post the complete Welcome Activities program in our website, please check it regularly.

A. ATTEND THE WELCOME AND ORIENTATION ACTIVITIES

We have prepared a program of orientation activities for you, which will be posted at the program calendar page:

Attending the UPF Welcome Session and the Academics Orientation Session is mandatory.

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 advance for both events. It is very important that you do not miss them!

B. HOW TO FIND A CLASSROOM

UPF has three campuses formed by several buildings, including historic buildings refurbished to host the university premises.

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.

Barcelona Summer School courses will be held at Campus de la Ciutadella except for "Barcelona on stage: Documentary Workshop."

This course will meet at the Communication Campus (Poblenou) as students will be using the technical facilities, TV sets, editing rooms, etc.
There is a 10-minute tram ride between both campuses.

For more information on buildings and their location, click on the links in the table below:

<table>
<thead>
<tr>
<th>Building Code</th>
<th>Building Name (Campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Dipòsit de les Aigües (Ciutadella Campus)</td>
</tr>
<tr>
<td>20</td>
<td>Jaume I building (Ciutadella Campus)</td>
</tr>
<tr>
<td>50</td>
<td>La Fàbrica building (Communication campus - Poblenou)</td>
</tr>
<tr>
<td>51</td>
<td>La Nau building (Communication campus - Poblenou)</td>
</tr>
<tr>
<td>12</td>
<td>Annex Llull (Ciutadella Campus)</td>
</tr>
<tr>
<td>51</td>
<td>La Nau building (Communication campus - Poblenou)</td>
</tr>
<tr>
<td>13</td>
<td>Annex Ramon Turró (Ciutadella Campus)</td>
</tr>
<tr>
<td>52 and 53</td>
<td>Roc Boronat building (Communication campus - Poblenou)</td>
</tr>
<tr>
<td>40</td>
<td>Roger de Llúria building (Ciutadella Campus)</td>
</tr>
<tr>
<td>54</td>
<td>Tallers building (Communication campus - Poblenou)</td>
</tr>
<tr>
<td>55</td>
<td>Tànger building (Communication campus - Poblenou)</td>
</tr>
</tbody>
</table>

C. **ADD-DROP COURSES**

UPF Barcelona Summer School students are given the opportunity to change their schedules once on-site and after visiting two class sessions (provided the courses have free spots available).

The add-drop day is always scheduled after two class sessions (**28 June**). The UPF Barcelona Summer School staff will provide you with instructions once on site.
D. EXAMINATIONS

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

E. THE GRADING SYSTEM

Spanish universities use a quantitative and qualitative grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10)</td>
<td>Matrícula De Honor // A with Honours</td>
<td>This is the highest grade possible and is awarded to a small number of students whose performance is considered exceptional (maximum 5% of registered students).</td>
</tr>
<tr>
<td>(9 – 10)</td>
<td>Excel·lent // Very Good</td>
<td>Awarded to students whose performance is considered to be very good.</td>
</tr>
<tr>
<td>(7 – 8.9)</td>
<td>Notable // Good</td>
<td>Awarded to students whose performance is considered to be good.</td>
</tr>
<tr>
<td>(5 – 6.9)</td>
<td>Aprovat // Pass</td>
<td>This grade means that the student's performance has been adequate.</td>
</tr>
<tr>
<td>(0 – 4.9)</td>
<td>Suspens // Fail</td>
<td>The student receiving this grade does not pass the course and can retake it in September.</td>
</tr>
</tbody>
</table>

Please note that we cannot equate this system with letter grades and that your home university will convert the official UPF transcript.

Suggested conversion scale:
http://www.upf.edu/international/study/academics/structure.html

F. THE UPF LIBRARY AND ITS SERVICES

The university library forms a single entity composed of the main library (Ciutadella Campus), the CRAI (Communication Campus), the Mar library and the Library of the Jaume Vicens Vives University Institute of History.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Opening Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN LIBRARY</td>
<td>Mon. – Fri. 8:00 a.m. – 1:30 a.m.</td>
</tr>
<tr>
<td>LIBRARY OF THE JAUME VICENS VIVES UNIVERSITY INSTITUTE OF HISTORY AND THE CRAI</td>
<td>Saturdays and Holidays: 10:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>MAR LIBRARY</td>
<td>Mon.–Fri. 8:00 a.m. – 9:00 p.m</td>
</tr>
</tbody>
</table>

The Library is closed on:
1 January // 1 May // 11 September // 25-26 December

Hours are extended during exam periods.

The Library hosts all the University services related to information and new technologies that support your learning: Library services, IT services, audiovisuals... etc.

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

Please visit the Eduroam Guidelines and check how to set up your device. For further information: http://www.upf.edu/bibtic/en/

**How to access the UPF computers**

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.

The following guide introduces you to what you need to know to access these services:

ESN (International Exchange Student Network)
ESN BCN is a non-lucrative, apolitical, non-confessional, open and tolerant student 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 to participate with the aim of making exchange students’ integration easier at UPF.

For more information check their website: www.esnalaupf.org/upf
Or write to: upf.esn@gmail.com
mentor.program@esnalaupf.org

Sports Activities, Cultural Activities, ... etc
Inquire at the Punt d’Informació a l’Estudiant (Student Information Desk - PIE), located at the entrance to each of the library facilities.

For further information, you can also check SACU (University Community Services) at the following page:
http://www.upf.edu/sacu/es/

University Cafeteria
There are university cafeterias in the Roc Boronat, Jaume I and Roger de Llúria buildings.

The price of the mid-day menu ranges from 4.90 € to 6.30 €.

Bookshop – Stationery
It is located in Roger de Llúria building in La Ciutadella Campus. It is open Monday to Friday from 10 a.m. to 7 p.m. and does not close for lunch. Although it is a specialist bookshop, it also sells fiction and stationery.
**Copy Centre (RICOH)**

The copy centers are open mornings and afternoons (only mornings during the summer period).

These facilities are located at:

<table>
<thead>
<tr>
<th>Jaume I Building</th>
<th>Roc Boronat Building</th>
<th>Mar Building</th>
<th>França Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>Ground Floor</td>
<td>2nd Floor</td>
<td>Ground Floor</td>
</tr>
</tbody>
</table>

**Self-service photocopy machines**

The self-service photocopy machines 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 (RICOH).

**More information on photocopying and printing can be found here:**
http://www.upf.edu/bibtic/en/serveis/impressions/

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**H. OTHER INFORMATION**

**Emergencies:**

If you had a medical emergency, you should dial **061** or go to the emergency service ("Urgencias") of the nearest hospital.

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

**Transportation:**

Barcelona is well known for the quality of its public transportation system.

For more information about moving around in Barcelona, click here:
http://www.tmb.cat/en/home

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**3. 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 directly to you (or third-party provider through which you organized your stay at the UPF).

Additional copies of the transcript may be available upon request and do not 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.
4. CONTACTS AND ADDRESSES

Barcelona Summer School- Mobility and Welcome Office (OMA)
20.063 || Jaume I Building

Ramon Trias Fargas, 25-27.
08005 Barcelona
Phone: (+34) 93 542 1391
Fax: (+34) 93 542 28 60
E-mail: barcelonasummerschool@upf.edu

Barcelona Summer School- Mobility and Welcome Office (OMA)
52.011 || Roc Boronat Building

Roc Boronat, 138.
08018 Barcelona
Phone: (+34) 93 542 24 11
Fax: (+34) 93 542 13 06

Student Information Desk (PIE)

- Jaume I Building (Ciutadella Campus)
  Address:
  Ramon Trias Fargas, 25-27.
  08005 Barcelona
- Roc Boronat Building (Poblenou Campus)
  Address:
  Roc Boronat, 138.
  08018 Barcelona
- Dr. Aiguader Building (Mar Campus)
  Address:
  Dr. Aiguader, 80.
  08003 Barcelona

Tel.: (+34) 93 542 22 28
Mon-Fri: 9.00-21.00 h
www.upf.edu

5. CHECKLIST

Don’t Forget To...

- Register as a UPF Barcelona Summer School student and send the required documents
- Apply for a student visa (if you need it)
- Book travel plans and check the welcome program
- Arrange for housing in Barcelona.
  If necessary, book a room in a hotel or hostel
- Check the academic information available on the website www.upf.edu/barcelonasummerschool
- Select courses to pre-register for as a study abroad student
- Attend the Spanish Placement Test and Welcome Sessions

WELCOME TO BARCELONA!

WELCOME TO UPF!