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   b. Do you need visa?
   c. Don’t forget to take out Medical Insurance
   d. Book your accommodation in Barcelona
   e. Calendar for the academic year 2012-2013
   f. Check the courses, timetables and language of instruction
   g. Enrol in the courses
   h. The European Higher Education Area at UPF

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   d. How will you be assessed?
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   f. Register for the Catalan/Spanish language courses
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   i. UPF services
   j. Other useful information

3. AT THE END OF YOUR STAY
4. INTERESTING TELEPHONE NUMBERS AND ADDRESSES
5. CHECKLIST

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 the 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

If you are an exchange student (Erasmus/Lifelong Learning Programme, Bilateral Agreement or SICUE/Séneca) or visiting student, once your university has sent us your nomination (in first case) or once you have been accepted as a visiting student (in the second), you’ll receive an e-mail with all the necessary information to register at UPF. This registration consists of filling in and sending an online form and also sending us the following documents by e-mail:

1. A photocopy of your identity card or passport;
2. A photocopy of your medical insurance valid in Barcelona.

These documents should be scanned and sent by e-mail to the Mobility Office (OMA):

| ✓ Human Biology | ✓ Medical  |
| ✓ Law, Criminology and Labour Relations | ✓ Economics and Business |
| ✓ Political Sciences | ✓ Humanities |
| ✓ Audiovisual Communication | ✓ Journalism |
| ✓ Translation and Applied Languages | ✓ Engineering |
| ✓ Advertising and Public Relations | ✓ Engineering |

oma@upf.edu

oma.poblenou@upf.edu

Deadlines for registration:

First Term: 30th May 2012
Second and third term: 30 October 2012

Once you have completed your registration (on-line form and documents) UPF will send you more information in order to prepare your stay in Barcelona, including the welcome program and information about registration to the courses.

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 before travelling to Barcelona. If your stay is
longer than 3 months, you will need to register at the “Registro de Ciudadanos de la Unión” when you arrive in Barcelona http://www.upf.edu/international/living/formalities.html#EU

If you do not 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 you can get from the OMAs (oma@upf.edu or oma.poblenou@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)

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)

1️⃣ Important:

- 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).
- 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

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. 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
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/Erasmus 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:

<table>
<thead>
<tr>
<th>GRUP BATLLE CORREDURÍA DE SEGUROS</th>
<th>UNIVER INCOMING BASIC 29 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>For further information and on-line application:</td>
<td>UNIVER INCOMING 6PLUS 67 €</td>
</tr>
<tr>
<td></td>
<td>UNIVER INCOMING 12PLUS 89 €</td>
</tr>
<tr>
<td></td>
<td>UNIVER INCOMING 12TOP 137€</td>
</tr>
</tbody>
</table>

**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)**

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
info@resahousing.com
Torrent de l’Olla, 219
08012 Barcelona (Spain)
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.

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

b) ÀGORA Residence

For further information:
agorabcn@cett.es
www.agorabcn.com
Phone: (+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 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
www.residenciaonix.com

Address:
Sardenya, 101-137.
08013-Barcelona

---

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

f) San Marius Residence
www.sanmarius.com
info@sanmarius.com
Muntaner, 507 entlo
08022 Barcelona
Tel: (+34) 607 92 79 37

3- HOUSING ANYWHERE

Housing anywhere is an accommodation platform where UPF students may sublet their accommodation in Barcelona and exchange students who come to UPF may find a place to live during their stay in Barcelona. 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. In order to access, you should introduce your home university e-mail.

For further information: www.HousingAnywhere.com

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4- LIVING IN BARCELONA

You can find in http://www.upf.edu/barcelona/es more information about the practical aspects of your stay at UPF. If you are interested, you can also hire through Urban Buddy different services related with your stay in Barcelona

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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 ("tablón de anuncios").

More information:
http://www.bcn.cat/en/ihome.htm (tourism; plan your trip; where to sleep)
http://www.barcelonaturisme.com (practical guide; where to sleep)
e. Calendar for the academic year 2012-2013

<table>
<thead>
<tr>
<th>September 2012</th>
<th>October 2012</th>
<th>November 2012</th>
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<tr>
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<td>1</td>
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<th>December 2012</th>
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<tr>
<th>March 2013</th>
<th>April 2013</th>
<th>May 2013</th>
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<tr>
<td>Mo</td>
<td>Tu</td>
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<th>June 2013</th>
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<td>Mo</td>
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<td>17</td>
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<td>24</td>
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</tbody>
</table>

| Welcome sessions | Lectures | Exams | Bank holidays |
f. Check the courses, timetables and language

You can check the available academic offer (with the language of instruction) at www.upf.edu/international (Exchange students; Course offering). Academic offer for 2012-13 will be available from June 2012 on. You can take 2011/12 academic offer as a reference.

Courses may be given in Catalan, Spanish or English. Besides, the same subject may have different groups and be given in different languages, according to the group. In any case, exams may be written in any of the three languages, acknowledged as working languages at UPF, regardless of the language used in class. For further information, check the UPF Languages Portal http://www.upf.edu/llengues/en/index.html

Choose the subjects according to your academic interest and language skills. It is not possible to change the language of the courses.

---

g. Enrol in the courses

Registration is done through Campus Global (UPF intranet) each term. You’ll receive the instructions by e-mail one month and a half before the beginning of first and second term. You should pay attention to our registration deadlines.

<table>
<thead>
<tr>
<th>First Term</th>
<th>Deadline: 27th August 2012</th>
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<tbody>
<tr>
<td>Second Term</td>
<td>Deadline: 30th November 2012</td>
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<tr>
<td>Third Term</td>
<td>Deadline: 30th November 2012</td>
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</table>

When enrolling, you should bear in mind:

- **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. Once the term starts, by way of an exception, only if there are places still available and with the previous allowance of the UPF exchanges coordinator, you can apply to enrol in courses offered by other studies.

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

If you are an exchange/visiting student, 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.

If you are Séneca student, you should follow “Ministerio de Educación Cultura y Deporte” regulations, regarding the minimum amount of credits to enrol.

**Important:**
Registration is processed on a “first-come, first-served” basis.
h. The European Higher Education Area at UPF

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. In the academic year 2012-13, all studies are 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, being the case at UPF of Medicine studies (360 ECTS).

Master’s degree studies

Master’s degree studies aim for students to acquire specialised or multidisciplinary advanced training. The syllabuses 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.

For further information:  
http://www.upf.edu/estudiantes/en/que-son-graus/  
http://www.universidad.es/titulaciones/el_sistema_universitario.espanol

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, Translation or Engineering:

Mobility and Reception Office (OMA) - 52.011  
Poblenou Campus. Roc Boronat Building.  
Roc Boronat, 138. 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 information and 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 17th to 21th September, 2012. The schedule of the week will be available at the end of June at [www.upf.edu/international](http://www.upf.edu/international).

**IF YOU ARRIVE AT UPF FOR THE SECOND TERM:**
The Orientation Day will be held the 7th January, 2013. The agenda of the day will be available in November 2012 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, 2013. The agenda of the day will be available in February 2013 at [www.upf.edu/international](http://www.upf.edu/international).

**b. Meet your mobility coordinator**

**What can the mobility coordinator do for you?**

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

<table>
<thead>
<tr>
<th>Study</th>
<th>Coordinator</th>
<th>e-mail</th>
<th>Telephone</th>
<th>Office</th>
<th>Building/Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Elena BOSCH</td>
<td><a href="mailto:elena.bosch@upf.edu">elena.bosch@upf.edu</a></td>
<td>(34) 93 316 0841</td>
<td>62.411</td>
<td>PRBB/Mar</td>
</tr>
<tr>
<td>Political Sciences</td>
<td>Josep IBÁÑEZ</td>
<td><a href="mailto:josep.ibanez@upf.edu">josep.ibanez@upf.edu</a></td>
<td>(34) 93 542 1918</td>
<td>40.1E02</td>
<td>Roger de Llúria/Ciutadella</td>
</tr>
<tr>
<td>Audiovisual Communication</td>
<td>Joan FERRES</td>
<td><a href="mailto:joan.ferres@upf.edu">joan.ferres@upf.edu</a></td>
<td>(34) 93 542 2344</td>
<td>53.902</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
<tr>
<td>Law/ Labour Relations/ Criminology</td>
<td>Josep CAPDEFFERRO</td>
<td><a href="mailto:intercanvis.dret@upf.edu">intercanvis.dret@upf.edu</a></td>
<td>(34) 93 542 1985</td>
<td>40.128</td>
<td>Roger de Llúria/Ciutadella</td>
</tr>
<tr>
<td>Economics/ Business</td>
<td>Angel GIL</td>
<td><a href="mailto:incoming.facecon@upf.edu">incoming.facecon@upf.edu</a></td>
<td>(34) 93 542 2748</td>
<td>20.1E52</td>
<td>Jaume I/Ciutadella</td>
</tr>
<tr>
<td>Humanities</td>
<td>Michael PFEIFFER</td>
<td><a href="mailto:michael.pfeiffer@upf.edu">michael.pfeiffer@upf.edu</a></td>
<td>(34) 93 542 2593</td>
<td>20.2E54</td>
<td>Jaume I/Ciutadella</td>
</tr>
<tr>
<td>Engineering</td>
<td>Antoni IVORRA</td>
<td><a href="mailto:antoni.ivorra@upf.edu">antoni.ivorra@upf.edu</a></td>
<td>(34) 93 542 1578</td>
<td>51.008</td>
<td>La Nau/ Poblenou</td>
</tr>
<tr>
<td>Advertising and Public Relations</td>
<td>Pilar MEDINA</td>
<td><a href="mailto:pilar.medina@upf.edu">pilar.medina@upf.edu</a></td>
<td>(34) 93 542 1237</td>
<td>53.914</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
<tr>
<td>Journalism</td>
<td>Núria ALMIRON</td>
<td><a href="mailto:nuria.almiron@upf.edu">nuria.almiron@upf.edu</a></td>
<td>(34) 93 542 1237</td>
<td>53.914</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
<tr>
<td>Translation and Interpretation</td>
<td>Gemma ANDUJAR</td>
<td><a href="mailto:gemma.andujar@upf.edu">gemma.andujar@upf.edu</a></td>
<td>(34) 93 542 1256</td>
<td>52.721</td>
<td>Roc Boronat/ Poblenou</td>
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<tr>
<td></td>
<td>(general coordinator)</td>
<td></td>
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<tr>
<td></td>
<td>Maria WIRF</td>
<td><a href="mailto:maria.wirf@upf.edu">maria.wirf@upf.edu</a></td>
<td>(34) 93 542 2412</td>
<td>53.412</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
<tr>
<td></td>
<td>French: Guilhem NARO</td>
<td><a href="mailto:guilhem.naro@upf.edu">guilhem.naro@upf.edu</a></td>
<td>(34) 93 542 2412</td>
<td>53.412</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
<tr>
<td></td>
<td>English: Lisa GILBERT</td>
<td><a href="mailto:lisa.gilbert@upf.edu">lisa.gilbert@upf.edu</a></td>
<td>(34) 93 542 2223</td>
<td>53.614</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
<tr>
<td></td>
<td>SICUE/Séneca: Sergi TORMER</td>
<td><a href="mailto:sergi.tomer@upf.edu">sergi.tomer@upf.edu</a></td>
<td>(34) 93 542 2369</td>
<td>53.422</td>
<td>Roc Boronat/ Poblenou</td>
</tr>
</tbody>
</table>
c. 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 mobility coordinator, and from your home university.

d. How will you be evaluated?

The evaluation system is set for each subject and it will be explained by the teacher during the first session. In general terms, evaluation may be “continuous”, taking into account the marks obtained during the term, or “unique”, when your mark depends on a final exam.

e. The grading system

Spanish universities use a quantitative and qualitative grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Matrícula de honor (10) A</strong></td>
<td>with Honours</td>
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<tr>
<td><strong>Excel·lent (9-10)</strong></td>
<td>Very Good</td>
</tr>
<tr>
<td><strong>Notable (7-8.9)</strong></td>
<td>Good</td>
</tr>
<tr>
<td><strong>Aprovat (5-6.9)</strong></td>
<td>Pass</td>
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<tr>
<td><strong>Suspenso (0-4.9)</strong></td>
<td>Fail</td>
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</table>

The examination periods are as follow:

- **First term:** from 10\(^{th}\) until 21\(^{st}\) December 2012
- **Second term:** from 18\(^{th}\) until 22\(^{nd}\) March and from 2\(^{nd}\) until 5\(^{th}\) April 2013
- **Third term:** from 17\(^{th}\) until 27\(^{th}\) June 2013

f. Register for the Catalan/Spanish language courses

UPF Languages 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:

UPF Languages
Tel.: (34) 93 542 19 21
Office: 40.177 (Roger de Llúria building) - Ciutadella Campus
www.upf.edu/pei e-mail: idiomes@upf.edu

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g. Take part in the Language Voluntariate 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.

All exchange students are periodically informed by e-mail about the programmed activities. For further information, visit the Internet address www.upf.edu/vl or write to voluntariat.linguistic@upf.edu

**h. ESN (Erasmus Student Network)**

ESN BCN is a non lucrative, apolitical, aconfesional, 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 www.esnalaupf.org/upf or write to upf.esn@gmail.com or mentor.program@esnalaupf.org

**i. UPF services**

**UPF Library**

The University Library forms a single entity comprising the Library/CRAI (Learning and Research Resources Center) 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 and the CRAI are as follows:

- 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: 1st January, 1st May, 11th September, 25th and 26th December. Opening hours are extended during exam periods and reduced during Christmas and summer holidays.

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

**How to access the UPF computers**

The Mobility and Reception Office (OMA) will give you a login/password and appropriate instructions so that you can access the UPF computers. If you had any problem about access, you should contact the IT service “Servei
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.
For further information: 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 lunch menu ranges from 4,75 € to 7,50 €.

Bookshop – Stationer’s
There are two bookshops, one located in the Roger de Llúria building at Ciutadella Campus and the other one 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 specializing 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 from 9.00 am to 2.00 pm and from 3.00 pm to 6.00 pm and afternoon, except Fridays and summertime, when this is open only in the morning. These facilities are located at:

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

j. Other useful 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.


3 - AT THE END OF YOUR STAY
At the end of your stay in Barcelona, you can rate the different aspects of your stay at UPF with an online questionnaire.
You should come to the OMA to verify the address we’ll send your academic certificate.
The OMA will post an academic record certificate regarding the subjects you have taken to your home address, together with the certificate of the Catalan/Spanish language course you have attended. Another academic certificate will be sent to your home university.
### 4 - USEFUL TELEPHONE NUMBERS AND ADDRESSES

**Universitat Pompeu Fabra**

<table>
<thead>
<tr>
<th><strong>International Relations Service</strong></th>
<th><strong>Mobility and Reception Office (OMA)</strong></th>
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<tbody>
<tr>
<td>Mercè Building. Rectorate.</td>
<td>Mobility and Reception Office (OMA)</td>
</tr>
<tr>
<td>Address: Plaça de la Mercè, 10-12. 08002 Barcelona</td>
<td>Office 52.011 – Roc Boronat Building</td>
</tr>
<tr>
<td>Phone: (+34) 93 542 20 63 / 29 72</td>
<td>Address: Roc Boronat, 138. 08018 Barcelona</td>
</tr>
<tr>
<td>Fax: (+34) 93 542 20 81</td>
<td>Phone: (+34) 93 542 12 64</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:uri@upf.edu">uri@upf.edu</a></td>
<td>Fax: (+34) 93 542 13 06</td>
</tr>
<tr>
<td>Twitter: Exchange_UPF</td>
<td>E-mail: <a href="mailto:oma.poblenou@upf.edu">oma.poblenou@upf.edu</a></td>
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<tr>
<th><strong>Mobility and Reception Office (OMA)</strong></th>
<th><strong>UPF Languages</strong></th>
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<tbody>
<tr>
<td>Office 20.063 - Jaume I Building</td>
<td>Roger de Llúria Building</td>
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<tr>
<td>Address: Ramon Trias Fargas, 25-27. 08005 Barcelona</td>
<td>Address: Ramon Trias Fargas, 25-27. 08005 Barcelona</td>
</tr>
<tr>
<td>Phone: (+34) 93 542 2504 / 1391 / 2203</td>
<td>Phone: (34) 93 542 19 21</td>
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<tr>
<td>Fax: (+34) 93 542 28 60</td>
<td>E-mail: <a href="mailto:idiomes@upf.edu">idiomes@upf.edu</a></td>
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<tr>
<th><strong>Language Voluntariate</strong></th>
<th><strong>Student’s Information Desk (PIE)</strong></th>
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<tr>
<td><a href="http://www.upf.edu/vl">www.upf.edu/vl</a></td>
<td>Ciutadella Campus: Jaume I Building. Address: Ramon Trias Fargas, 25-27. 08005 Barcelona</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:voluntariat.linguistic@upf.edu">voluntariat.linguistic@upf.edu</a></td>
<td>Communication Campus: Crai Building. Address: Roc Boronat, 138. 08018 Barcelona</td>
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<td></td>
<td>Mar Campus: Dr. Aiguader Building. Address: Dr. Aiguader, 80. 08003 Barcelona</td>
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<tr>
<th><strong>Information Telephone</strong></th>
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<tr>
<td>(34) 93 542 22 28 (Mon-Fri: 9.00-21.00 h)</td>
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### 5 - CHECK LIST

**Don’t forget:**

- Register as an exchange student and send the required documents
- Apply for a student visa and make sure you have a valid medical insurance during your stay in Barcelona
- Make your travel plans (see academic calendar and welcome programme)
- Arrange your housing in Barcelona. If necessary, book a temporary accommodation (hotel, hostel, etc)
- Check the academic information available in the web site
- Apply for the courses you want to enrol filling the online registration form
Finally we would like to remind you that your OMA office and your mobility coordinator are ready to help you out during your stay at UPF.