



Universitat
Pompeu Fabra
Barcelona



Benvingut/da
a la UPF
Welcome
to UPF
2016
— 2017

www.upf.edu/international

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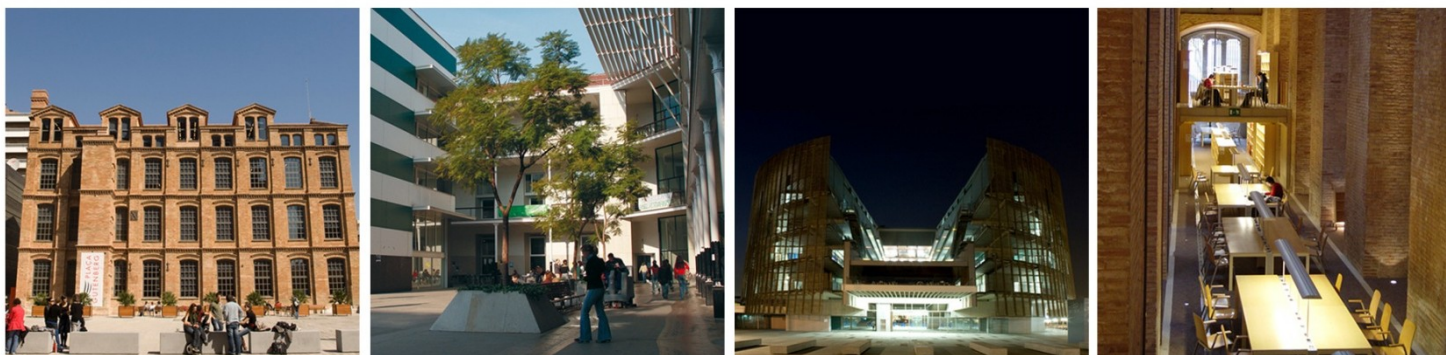
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NOTICE:

This dossier contains very important and basic information which you will find need during the time you spend at UPF. Make sure you read it through carefully before coming to Barcelona!



Welcome to UPF

We are grateful that you have selected our institution to go on exchange. A young, urban, dynamic and cosmopolitan university that attracts over 600 students each year who, like you, come from all over the world. Thanks to you, 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 as the best in Spain and one of the best in Europe .

This handout aims to make your exchange experience easier and help you plan your successful exchange experience at 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, bilateral agreement or SICUE) or a visiting student, once your university has sent us your nomination (in the 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. The registration consists in filling in and sending an online form, which may require uploading the following documents:

1. A copy of your identity card or passport.
2. A copy of your medical insurance valid in Barcelona
3. A passport size picture

Deadlines for registration:

FIRST TERM	30th May, 2016
SECOND AND THIRD TERMS	30th October, 2016

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

b. Do you need a visa?

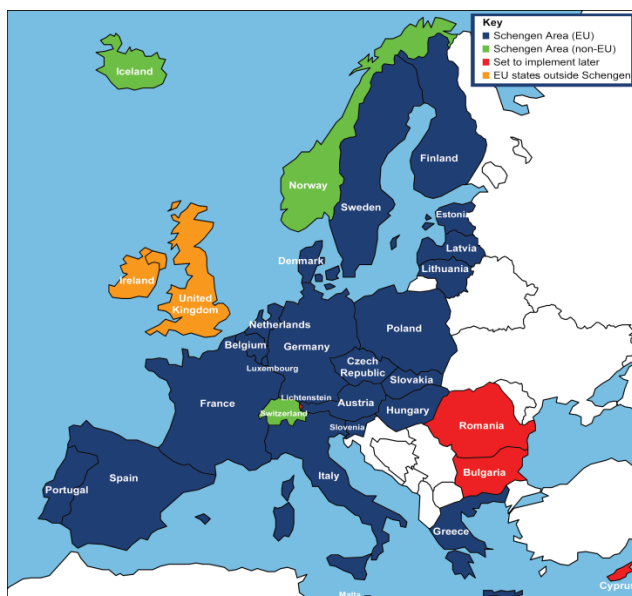
If your citizenship belongs to any of the EU countries, the European Economic Area (EEA) or Switzerland, you do not need to follow any administrative procedure before travelling to Barcelona. If your stay is longer than three months, once you are in Barcelona you will need to register at the "[Registro de Ciudadanos de la Unión](#)".

If you don't fall into the stated 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 OMA (e-mail us at oma.incoming@upf.edu). In order to send you the acceptance letter, it is essential that you have been correctly registered (as stated in section **a**).

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

① IMPORTANT:

The visa must be a student visa (type D). Any other type of visa does not entitle you to the subsequent processing of your Foreign Identity Card (TIE).



What is the Schengen area?

The Schengen area is a zone where the free movement of people through its borders is guaranteed. Therefore, for non-Schengen citizens a student visa is required.

The Schengen area is made up of the EU countries and Switzerland, Liechtenstein, Norway and Iceland; with exception of 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.

c. Don't forget to get a medical insurance

All exchange students are required to have a health cover during their stay.

- **If you are a Spanish citizen or a foreign citizen with residence permit to live in spanish territory**, you must have a health cover which is valid for Barcelona (Social Security, private health insurance, etc.).

- **If you are a citizen of a country member of the European Economic Area or Switzerland** and are entitled to coverage under the social security system of your country, then you are entitled to own a European health Insurance Card, which can be obtained from the public health authorities of your home country.

While the European Health Insurance Card (EHIC) gives EU citizens access to medically necessary, state-provided healthcare during a temporary stay in Spain, the EHIC is NOT an alternative to travel insurance. It does cover NEITHER accidents NOR any private healthcare or costs such as a return flight to your home country or lost/stolen property. Moreover, the EHIC does NOT cover your costs if you are travelling for the express purpose of obtaining medical treatment.

- **If you are a citizen of a country outside the European Economic Area or Switzerland**, then you must find out whether there is a mutual health provision agreement


between the Social Security system of your country and Spain (that is the case of a number of Latin American countries). If there is such an agreement, you can obtain a document from the relevant authorities in your country entitling you to free medical coverage in Spain.

- **If you don't fall into any of the above categories** or cannot give proof of the document issued by the relevant national authority of your country, then prior to departure, you must take out a private medical insurance to cover the whole stay at UPF.

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

<p>GRUP BATLLE CORREDURÍA DE SEGUROS For further info and online application: http://www.gbuniversitats.com/</p>	<ul style="list-style-type: none"> ○ UNIVER INCOMING BASIC 29 € ○ UNIVER INCOMING 6PLUS 67 € ○ UNIVER INCOMING 6TOP 106 € ○ UNIVER INCOMING 12PLUS 89 € ○ UNIVER INCOMING 12TOP 137€
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d. Book your accommodation in Barcelona

 If you are planning on looking for accommodation once you are in Barcelona, you should reserve a hotel or a hostel well in advance. Finding a room can prove very difficult if you have not made an advance booking.

Next, we offer you information about some of the main accommodation options destined to students available in Barcelona.

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:

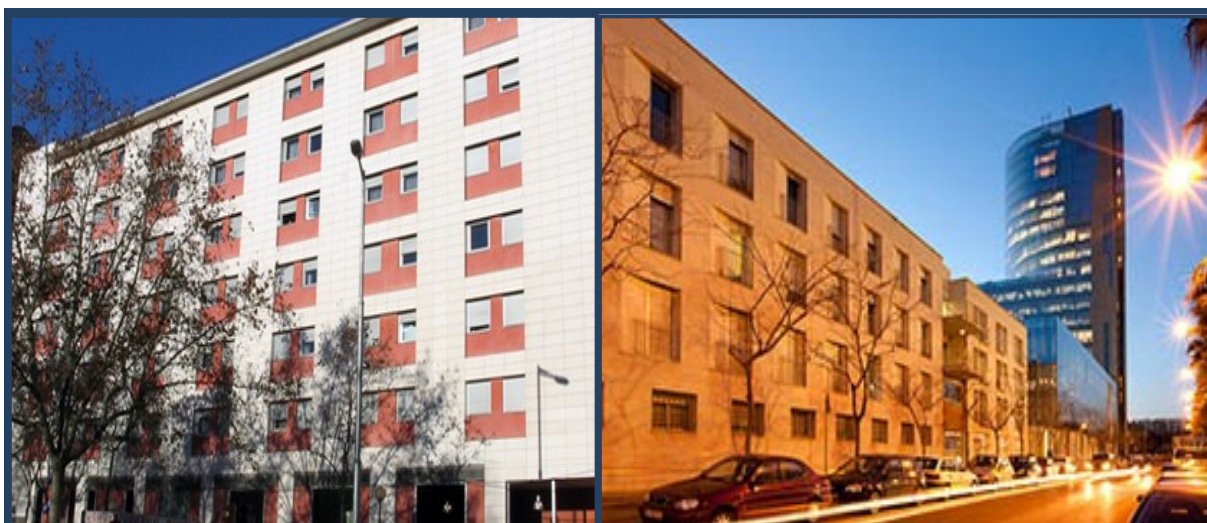
www.resahousing.com
info@bcn-housing-students.com
 Torrent de l'Olla, 219. 08012 Barcelona
Tel: (+34) 93 238 90 72



2) STUDENT RESIDENCES

A. La Ciutadella and Campus del Mar residences

These residences, developed in collaboration with UPF, are situated five minutes from the UPF's 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 info and reservations: RESA

www.resa.es | resa@resa.es

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



Residences addresses:

“La Ciutadella” residence : Paseo Pujades, 33-37. 08018 Barcelona.

“Mar Campus” residence: Paseo Salvat Papasseit, 4. 08003 Barcelona.

B. MELON DISTRICT residences

For further info:

info@melondistrict.com

Tel: (+34) 93 217 88 12

Melon District Poble Sec:

Avenida Paral·lel, 101. 08012 Barcelona.

Melon District Marina:

Sancho de Ávila Street, 22.

08005 - Barcelona

(cerca del Campus del Poblenou)



C. ONIX residence



For further info:

frontdesk@residenciaonix.com

Tel: (+34) 93 266 61 00

Fax: (+34) 93 266 61 01

Address:

Sardenya Street, 101-137.

08013 - Barcelona



D. ÀGORA residence



For further info:

agora.info@cett.es

Tel: (+34) 93 166 90 00

Fax: (+34) 93 166 90 99

Address:

Passeig dels Castanyers, 21

08035 - Barcelona



E. HERZEGOVINA residence (for girls)



For further info:

studentresidence@studentresidence.es

Tel: (+34) 93 414 63 25

Address:

Hercegovina Street, 27
08006 - Barcelona

F. SAN MARIUS residence



For further info:

info@sanmarinus.com

Tel: (+34) 607 92 79 37

Address:

Muntaner Street, 507 entl.
08022 - Barcelona



G. REINA DE LA PAU residence (for girls)



For further info:

reinadelapau@reinadelapau.com

Tel: (+34) 93 315 15 08

Address:

Bellafila Street, 4.
08002 - Barcelona



H. MESTRAL residence



Mestral Mar
Residència mixta de estudiants

For further info:

info@mestralmar.com

Tel: (+34) 93 515 78 88

Address:

Gran Via de les Corts Catalanes, 701
08013 - Barcelona

I. BARCELONA RESIDENT



For further info:

info@barcelonaresident.com

Tel: (+34) 93 268 78 79

Address:

Tantarantana Street, 15
08013 - Barcelona

barcelona resident
residència de estudiants

J. Residencia Universitaria SARRIÀ



For further info:

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

Tel: (+34) 93 206 55 40

Address:

Esports Street, 1-7
08017 - Barcelona

Sarrià
Residència Universitària

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.

In order to log in, you must enter your UPF e-mail address, according to this format:
name.surname01@estudiant.upf.edu

4) **PORTAL“LIVING IN BARCELONA”**

In <http://www.upf.edu/barcelona/es/> you can find more useful tips and information about the practical aspects of your stay in Barcelona and at the UPF.

Further information:

<http://www.bcn.cat/es/ehome.htm> (Tourism ➤ Plan your trip > Where to sleep)

<http://www.barcelonaturisme.com> (Practical guide ➤ Where to sleep)

e. Calendar for the 2016-2017 academic year

Academic calendar																							
September 2016							October 2016							November 2016									
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						30										
December 2016							January 2017							February 2017									
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								
							30	31															
March 2017							April 2017							May 2017									
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	5						1	2	1	2	3	4	5	6	7			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28			
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31							
June 2017							July 2017							August 2017									
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	7			
5	6	7	8	9	10	11	3	4	5	6	7	8	9	8	9	10	11	12	13	14			
12	13	14	15	16	17	18	10	11	12	13	14	15	16	15	16	17	18	19	20	21			
19	20	21	22	23	24	25	17	18	19	20	21	22	23	22	23	24	25	26	27	28			
26	27	28	29	30			24	25	26	27	28	29	30	29	30	31							
							31																
	School		Exams																				
														</									

f. Check the courses, timetables and language

You can check the available academic offer (including the language of instruction of every subject) at: www.upf.edu/international (Exchange students > Course offering). The academic offer for the 2016-2017 academic year will be available in June 2016.

The language of instruction of the courses can be Catalan, Spanish or English. Besides, it is possible that the same subject may have different groups and be given in different languages depending on 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](#)



Choose your subjects according to your academic interest as well as your language skills. Please be aware that it is not possible to change the language of the courses.

g. Enrol in the courses

You will receive the self-enrolment instructions at the end of June (for the first term) or beginning of November (for the second and third terms), depending on the trimester in which you will start your stay at UPF. Please bear in mind the following enrolment deadlines:

FIRST TERM 1st – 8th July 2016
SECOND AND THIRD TERM 15th – 21st November 2016

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, 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.

Regarding the subjects you may be taking, if you are an exchange or visiting student, the recommended workload (as a guideline) 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:

Enrolment is processed on a first-come, first-served basis. That is, according to the order of arrival of enrolment applications and in basis of the approved learning agreement. Bear in mind that some subjects are highly demanded, therefore it is recommended to have alternative options. Especially at the Faculty of Economics.

h. The European Higher Education Area at UPF

UPF has been one of the pioneer institutions in the implementation of the Bologna process in Spain. In the academic year 2009 – 2010, all UPF undergraduate studies started to gradually replace their “*llicenciatures*” and “*diplomatures*” for the new “*graus*” or bachelor’s degrees. In the academic year 2016-2017, all studies have been fully adapted to the new structure of studies which consists of: degree, master and doctorate.

Undergraduate studies

Undergraduate studies aim for students to gain general training focused 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, in some cases they may consist of more credits, this being the case at UPF of Medicine studies (360 ECTS credits).

Master’s degree studies

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

Doctoral studies

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

For further information:

<http://www.upf.edu/estudiants/es/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) – Office 20.063

Ciutadella campus. Jaume I building
Ramón Trias Fargas Street, 25-27. 08005 – Barcelona

Tel: (+34) 93 542 25 04 / 93 542 22 03 / 93 542 13 91
oma.incoming@upf.edu

Office hours: Mon-Thur: 10.00 am - 1.00 pm
4.00 pm - 5.00 pm
Fri: 10.00 am – 1.00 pm.

If you study

Communication, Translation or Engineering:

Mobility and Reception Office (OMA) – Office 52.001

Poblenou Campus. Roc Boronat building
Roc Boronat Street, 138. 08018 – Barcelona

Tel: (+34) 93 542 12 64
oma.incoming@upf.edu

Office hours: Mon-Fri: 10.00 am – 1.00 pm

a. Obligatory attendance to the Orientation Days

Orientation days are our way to welcome you to 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.

These are the days they will be taking place:

- **If you arrive at UPF for the first term:**

The Orientation Week will be held from 20th to 23rd of September 2016. The schedule of the week will be available at the end of June at www.upf.edu/international.

■ **If you arrive at UPF for the second term:**

The Orientation Day will be held on the 9th of January, 2017. The agenda of the day will be available in December 2016 at www.upf.edu/international.

■ **If you arrive at UPF for the third term:**

The Orientation Day will be held on the 31st of March, 2017. The agenda of the day will be available in March 2017 at www.upf.edu/international.

b. Meet your mobility coordinator

Mobility coordinators are teachers from each study that have been elected to function as tutors to international students.

STUDY	COORDINATOR	EMAIL	TELEPHONE	OFFICE	BUILDING/ CAMPUS
Biology	Berta ALSINA	berta.alsina@upf.edu	(34) 93 316 0837	62.328	PRBB/Mar
Political Sciences	Josep IBÁÑEZ	josep.ibanez@upf.edu	(34) 93 542 1918	40.1E02	Roger de Llúria/ Ciutadella
Audiovisual Communication	Joan FERRÉS	joan.ferres@upf.edu	(34) 93 542 2344	53.902	Roc Boronat/ Poblenou
Law / Labour Relations/ Criminology	Esther FARNÓS	intercanvis.dret@upf.edu	(34) 93 542 1573	40.104	Roger de Llúria/ Ciutadella
Economics/ Business	Angel GIL	incoming.facecon@upf.edu	(34) 93 542 2748	20.1E52	Jaume I / Ciutadella
Humanities	Rosa CERAROLS	rosa.cerarols@upf.edu	(34) 93 542 1633	20.258	Jaume I/ Ciutadella
Engineering	Rafael RAMÍREZ	rafael.ramirez@upf.edu	(34) 93 542 1365	55.316	Tànger/ Poblenou

Advertising and Public Relations	Pilar MEDINA	pilar.medina@upf.edu	(34) 93 542 1237	53.914	Roc Boronat/ Poblenou
Journalism	Manuel GARÍN	manuel.garin@upf.edu	(34) 93 542 2399	52.818	Roc Boronat/ Poblenou
Translation and Interpretation	Coordinator Guilhem NARO	guilhem.naro@upf.edu	(34) 93 542 1137	52.725	Roc Boronat/ Poblenou
	(German) Maria WIRF	maria.wirf@upf.edu	(34) 93 542 2412	53.412	Roc Boronat/ Poblenou
	(French) Guilhem NARO	guilhem.naro@upf.edu	(34) 93 542 2245	52.725	Roc Boronat/ Poblenou
	(English) Lisa GILBERT	lisa.gilbert@upf.edu	(34) 93 542 2223	53.614	Roc Boronat/ Poblenou

What can the mobility coordinator do for you?

Give you academic advice on subjects related to a particular topic, requirement levels of subjects, sign your learning agreement, etc.

c. How will you be assessed?

The assessment system is set for each subject and it will be explained by the teacher during the first session. In general terms, assessment may be “continuous” or “unique”:

- **If the assessment is continuous** your results will be determined by taking into account the marks obtained during the term and the exam.
- **If the assessment is unique** your results will depend on the marks you get on a final exam only.

The examinations schedule is published approximately after a few weeks after the beginning of each term. You may be able to check it in the Campus Global (Intranet) in the “Academic Secretary” section or in the news feed of your faculty (in the main page of Campus Global).



The examination periods are as follow:

- **First term:** 12th - 22nd December, 2016
- **Second term:** 20th - 31st March, 2017
- **Third term:** 19th - 29th June, 2017

d. The grading system

Spanish universities use a quantitative and qualitative grading scale:

Matrícula d'honor (10)	"A with Honors". This is the highest grade and it is awarded to a small number of students whose performance is considered exceptionally good (máximum 5% of enrolled students).
Excel·lent (9 -10)	"Very Good". Awarded to students whose performance is considered very good.
Notable (7 - 8.9)	"Good". Awarded to students whose performance is very good.
Aprovat (5 - 6.9)	"Pass". This grade means that the student's performance has been adequate. El estudiante no ha superado la asignatura, y por lo tanto debe presentarse a un nuevo examen (el número de convocatorias es limitado).
Suspens (0 - 4.9)	"Fail". This grade means that the student's performance has not been good enough to pass the subject.

e. Register for the Catalan and Spanish language courses

[Idiomas UPF](#) runs [Catalan](#) and [Spanish](#) courses for foreign students. These courses are partially subsidized, open to exchange students but with limited places.

Besides the language courses, *Càtedra Pompeu Fabra* offers through Idiomas UPF a collection of courses during September for those students who might be interested in learning about the Catalan culture: "Catalan Survival-Kit" (14th-16th September), "A Quick Glance at Catalonia"(19th-23rd September) and "What else Should I Know about Catalan Culture?"(26th-30th September).

To obtain further information about any of all these courses or enrol, please contact:

Secretaría de Idiomas UPF – Office 40.177

Ciudadella campus. Roger de Llúria building
Ramón Trias Fargas Street, 25-27. 08005 – Barcelona

Tel: (+34) 93 542 19 21

Email: idiomes@upf.edu

Office hours: Mon-Thu: 9.00 am -2.00 pm / 3.30 am – 6.00 pm

Fri: 9.00 am - 2.00 pm

f. Join the Language Volunteering programme (VL)

The [Language Volunteering programme](#) is open to all UPF community members. Its aims are to help familiarize international students with Catalonia, its culture and its language, and to foster internationalization and language learning among Catalan students. For that, centers itself in two areas of activity:

- **Language tandem initiative:** among the students who apply in it, international students are paired up with local students, so that they can meet up and practice each other's languages.
- **Cultural outings and tours:** The programme organizes a range of cultural outings and tours in Barcelona and other parts of Catalonia throughout the year. All international students might receive emails announcing the events that might be organized during their stay.

All exchange students will receive newsletter about the VL's activities at their email addresses. For further information, check their [website](#) or write to voluntariat.linguistic@upf.edu.

g. ESN (Erasmus Student Network)

ESN BCN is a non lucrative students association based on the principles of ESN: apolitical, non-denominational, open and tolerant. They organize social and cultural integration activities and also have a Mentor Programme, 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](#) or write to upf.esn@gmail.com or mentor.program@esnlaupf.org

h. UPF services

UPF Library

There's a library in every one of the UPF campuses: Library/CRAI (Learning and Research Resources Centre) at the Ciutadella campus, Library/CRAI at the Poblenou campus, Mar Library at the Mar campus and the Jaume Vicens Vives University Institute of History (IUHJV, in Ciutadella). All of them conform together the UPF Library.

Opening hours:

Ciutadella library	Monday to Friday: 8.00 am-1.00 am Weekends and holidays: 10.00 am-9.00 pm
Poblenou library	Monday to Friday: 8.00 am-9.00 pm
Mar library	Monday to Friday: 8.00 am-9.00 pm

Ciutadella library is closed only five days of the year:

- 1st of January.
- 1st of May.
- 11th of September.
- 25th and 26th of December.

(Some academic years it is also closed for a week during winter holidays)

Opening hours during examination periods and during holidays

Opening hours are extended during examination periods and reduced during Winter and Summer holidays. For further information: <http://www.upf.edu/bibtic/es/index.html>

How to Access the UPF computers?

The Mobility and Reception Office (OMA) will give you the login and password and appropriate instructions so that you can access the UPF computers. Should you have any problem about access, please contact the IT service in your campus/building. Furthermore, you will also have a personal login and password so that you can access Campus Global, the UPF intranet. Más información sobre las aulas de informática y los horarios:

<http://www.upf.edu/bibtic/es/serveis/equipaments/aulasInfo/capac.html>

University canteen

There are university canteens in the Roc Boronat (Poblenou campus), Jaume I and Roger de Llúria buildings (Ciutadella campus). The price of the lunch menu ranges from 5,15€ to 7,90€. There are also cafeteria products available too.

Reprography service

There is a copy shop available in each one of the UPF campuses. You can check here their location and timetable:

Ciutadella campus Jaume I building (Ground floor)	Monday to Thursday: 9.00 am-2.00 pm / 3.00-6.00 pm Friday: 9.00 am-3.00 pm
Poblenou campus Roc Boronat building (Ground floor)	Monday to Thursday: 9.00 am-2.00 pm / 3.00-6.00 pm Friday: 9.00 am-3.00 pm
Mar campus Dr. Aiguader building (2 nd floor)	Monday to Friday: 9.00-11.00 am Tuesday and Thursday also: 4.00-6.00 pm

The copy shops of Ciutadella and Poblenou campuses extend their opening hours during the first two weeks of each term (opening an extra hour during the evening, until 7.00 pm). Meanwhile, during holiday periods the opening hours are reduced by not opening on the evening hours.

For further information: <https://www.upf.edu/serveis/altres/reprografia.html>

Self-service photocopiers

All students have access to the use of self-service photocopiers. You can use them to copy documents, as well as to scan or print. It is possible to print documents from all computers and laptops provided by the UPF. To be able to do so, though, you must obtain firstly your ID number, which you can get here: <https://imprimir.s.upf.edu/> (login with your Campus Global username and password). Once you get in, you must select the "Change details" option and there, you have the option "generate your number". After this, you might have access to all self-service photocopiers facilities. You can put money in your user account through the recharging machines available in each campus. They require for you to identify your account either by your student card or by introducing your ID number in them. These are their locations:

Ciutadella campus	<ul style="list-style-type: none"> ▪ Jaume I building: S25 office ▪ Library: Sala de impresoras
Poblenou campus	<ul style="list-style-type: none"> ▪ Tallers building: 54.001 office ▪ Library: Ground Floor
Mar campus	<ul style="list-style-type: none"> ▪ Dr. Aiguader building: 61.025 office

For further information: https://www.upf.edu/biblic/es/informatica/impressions/index_impressio.html

Sports, cultural activities, etc.

The [University Community Assistance Service](#) (SACU) is in charge of organizing and offering a wide range of activities and other cultural services every academic year. That includes events such as workshops and contests, as well as the management of internal leagues and interuniversity sports competitions. Students can get ETCS credits by taking part (and passing the corresponding assessment) in some of these university activities.

Bookshop – Stationer's

You can find it in Ciutadella campus, in the Roger de Llúria building. Opening hours are from 10.00 am to 2.30 pm, and from 4.00 pm to 7.00 pm. It is closed on weekends. Although it is a specializing bookshop, fiction and stationery products are also sold.

i. Other useful information

- **Emergencies.** Should you ever have a medical emergency, dial **061** or go to the emergency service ("urgencias") of the nearest hospital. Otherwise, in case of general emergency, dial **112**.
- **Transport.** Barcelona is a quite well connected city when it comes to public transport. It counts with the service of bus, underground and tram networks. Check Transport Metropolità de Barcelona's (TMB) official website for more detailed information: <http://www.tmb.cat/es/home>.
- Visit our website "Living in Barcelona" to learn other tips and information that might be helpful for your stay at the city: <https://www.upf.edu/barcelona/en/>

3. AT THE END OF YOUR STAY

A transcript of records will be sent to your home university approximately a month after the end of your exams at UPF. It will contain a record of the subjects you have taken and it will be sent together with the certificate of the Catalan/Spanish language course you have attended, if that was the case.

4. USEFUL TELEPHONE NUMBERS AND ADDRESSES

U N I V E R S I T A T P O M P E U F A B R A

International Relations Service	
<p>Ciutadella campus. Roger de Llúria building</p> <p>Address : Ramón Trias Fargas Street, 25-27. 08005 - Barcelona (Spain) Tel: (+34) 93 542 29 72 Email: uri@upf.edu</p>	
Ciutadella's Mobility and Welcome Office (OMA)	Poblenou's Mobility and Welcome Office (OMA)
<p>Ciutadella campus. Jaume I building.</p> <p>Address: Ramón Trias Fargas Street, 25-27. 08005 - Barcelona (Spain) Tel: (+34) 93 542 25 04 / 93 542 22 03 Email: oma.incoming@upf.edu Twitter: Exchange_UPF</p>	<p>Poblenou campus. Roc Boronat building.</p> <p>Address: Roc Boronat Street, 138. 08018 - Barcelona (Spain) Tel: (+34) 93 542 12 64 Email: oma.incoming@upf.edu Twitter: Exchange_UPF</p>
Student Information Desk (PIE)	
<p>Ciutadella campus:</p> <p>Jaume I building, at the library's entrance. Ramón Trias Fargas Street, 25-27. 08005 - Barcelona.</p> <p>Opening hours: Monday to Friday 9.00 am – 9.00 pm</p> <p>Poblenou campus:</p> <p>La Fábrica building, at the library's ground floor. Roc Boronat Street, 138. 08018 - Barcelona.</p> <p>Opening hours: Monday to Friday 9.00 am – 9.00 pm</p> <p>Mar campus:</p> <p>Dr. Aiguader building, at the library's entrance. Doctor Aiguader Street, 80. 08003 - Barcelona</p> <p>Opening hours: Monday to Friday 9.00 am – 9.00 pm</p> <p>Tel: (+34) 93 542 22 28 (Monday to Friday 9.00 am-9.00 pm)</p> <p>Website: https://www.upf.edu/bibtic/es/pie/</p>	
Idiomas UPF	Language Volunteering Programme
<p>Ciutadella campus. Roger de Llúria building</p> <p>Address: Ramón Trias Fargas Street, 25-27. 08005 - Barcelona (España) Tel: (+34) 93 542 19 21</p>	<p>Email: voluntariat.linguistic@upf.edu Website: www.upf.edu/vl</p>

Email: idiomes@upf.edu Website: www.upf.edu/pei	
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5. CHECKLIST

Don't forget...

- ✓ To register as an exchange student
- ✓ To apply for a student visa and to make sure you have a valid medical insurance during your stay in Barcelona.
- ✓ To make your travel plans (check the academic calendar and the welcome programme). If necessary, book a temporary accomotadion (hotel, hostel, etc.)
- ✓ To check the academic information available in the website.
- ✓ To apply for the courses you want to enrol into.

Finally, we would like to remind that your OMA office and your mobility coordinator are ready to help you out during your stay at UPF.