



**Benvingut/da
Bienvenido/da
Welcome to**

UPF 2019 /
2020

www.upf.edu/international

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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 to upload 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, 2019 |
| SECOND AND THIRD TERMS | 30th October, 2019 |

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?

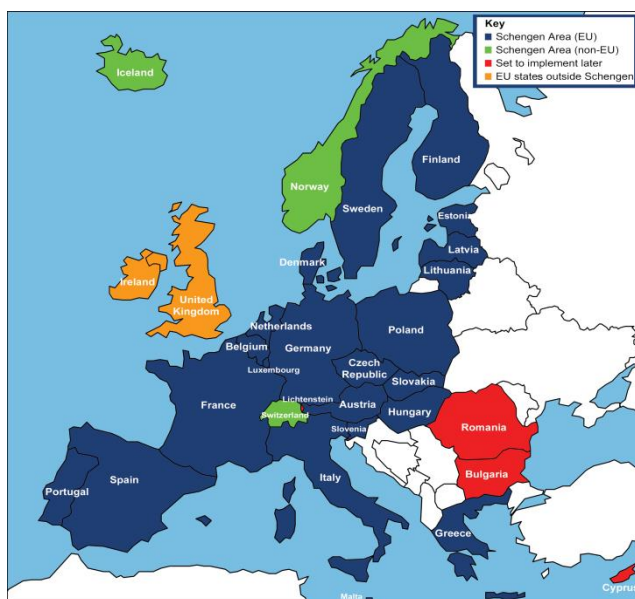
If your citizenship belongs to any of the EU countries, the European Economic Area (EEA) or Switzerland, you do not need to follow any administrative procedure before travelling to Barcelona. If your stay is longer than three months, once you are in Barcelona you will need to register at the "[Registro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

❗ 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 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.

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
Teléfono: (+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. Priority is given to students in economic need and it should be pursued with a document issued by their home university/country.



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. 390€-523€

“Mar Campus” residence: Paseo Salvat Papasseit, 4. 08003 Barcelona. 435.5€-880€

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.
779€ – 1.263€

Melon District Marina:

Sancho de Ávila Street, 22.
08005 - Barcelona
(cerca del Campus del Poblenou)
640€ - 1,522€
It includes access to pool and activities program



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

770€ - 908.6€

It includes air conditioning and kitchen with ceramic hob and microwave

D. ÀGORA residence



For further info:

agora.info@cett.es

Tel: (+34) 93 166 90 00

Fax: (+34) 93 166 90 99



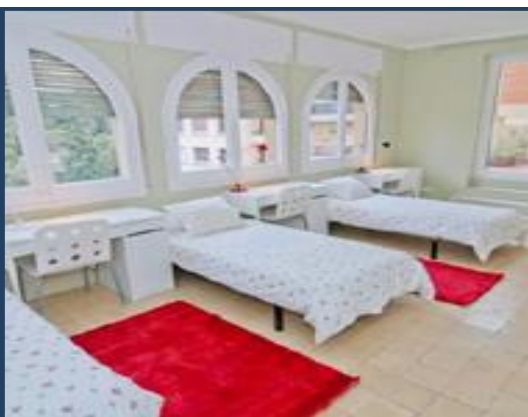
Address:

Passeig dels Castanyers, 21
08035 - Barcelona

529€ - 993€

It includes breakfast and weekly cleaning

E. HERZEGOVINA residence (for girls)



For further info:

studentresidence@studentresidence.es

Tel: (+34) 93 414 63 25

Address:

Hercegovina Street, 27
08006 – Barcelona

380€ - 520€

Weekly cleaning of rooms

F. 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

684€ - 822€

It offers a computer room and a terrace with views



G. BARCELONA RESIDENT



For further info:

info@barcelonaresident.com

Tel: (+34) 93 268 78 79

Address:

Tantarantana Street, 15
08013 - Barcelona

750€ - 855€

Includes fiber optics, telephone and change of sheets



H. Residencia Universitaria SARRIÀ



For further info:

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

Tel: (+34) 93 206 55 40

Address:

Esports Street, 1-7
08017 - Barcelona

940€ - 1,459€

Includes full board, cinema room and access to Can Caralleu sports center



I. Residencia Universitaria BARCELONA UNIHABIT CIUTAT VELLA



For further info:

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

Tel: (+34) 93 595 39 53

Address:

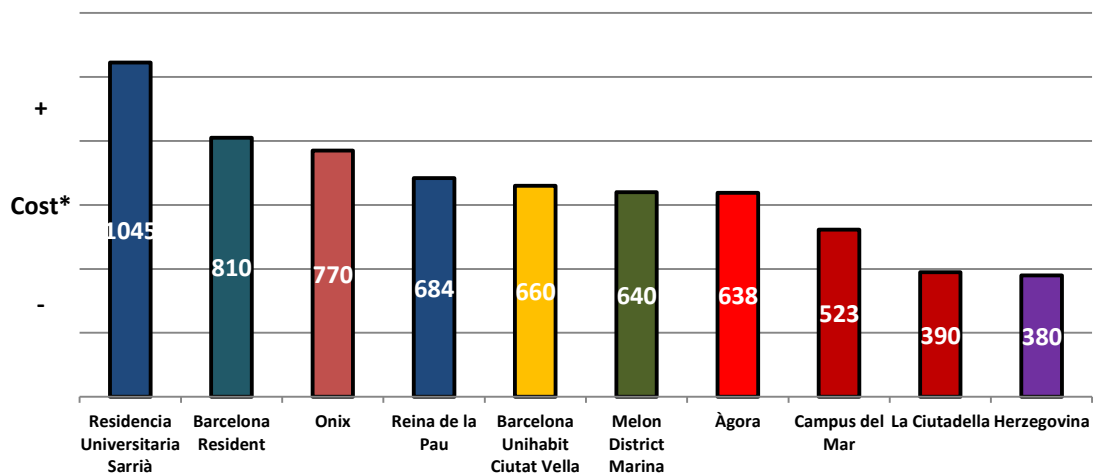
Plaça de les Caramelles, 5
08001 – Barcelona

unihabit

470€ - 1,125€

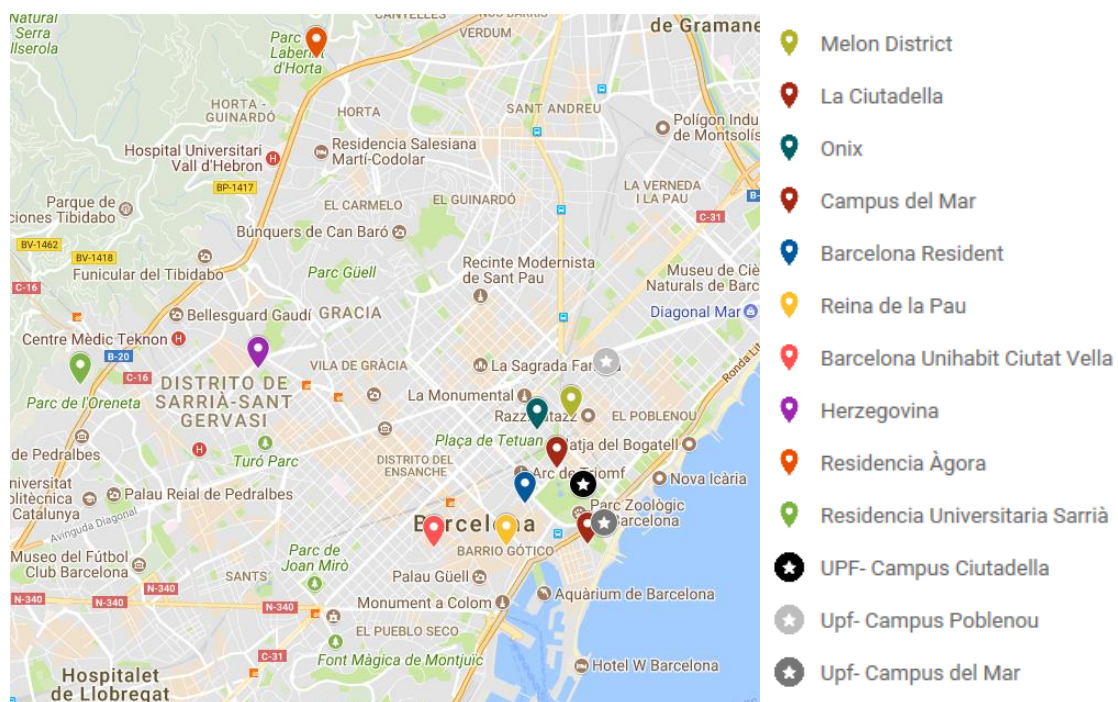
It Includes multimedia area and weekly cleaning

Cost comparison

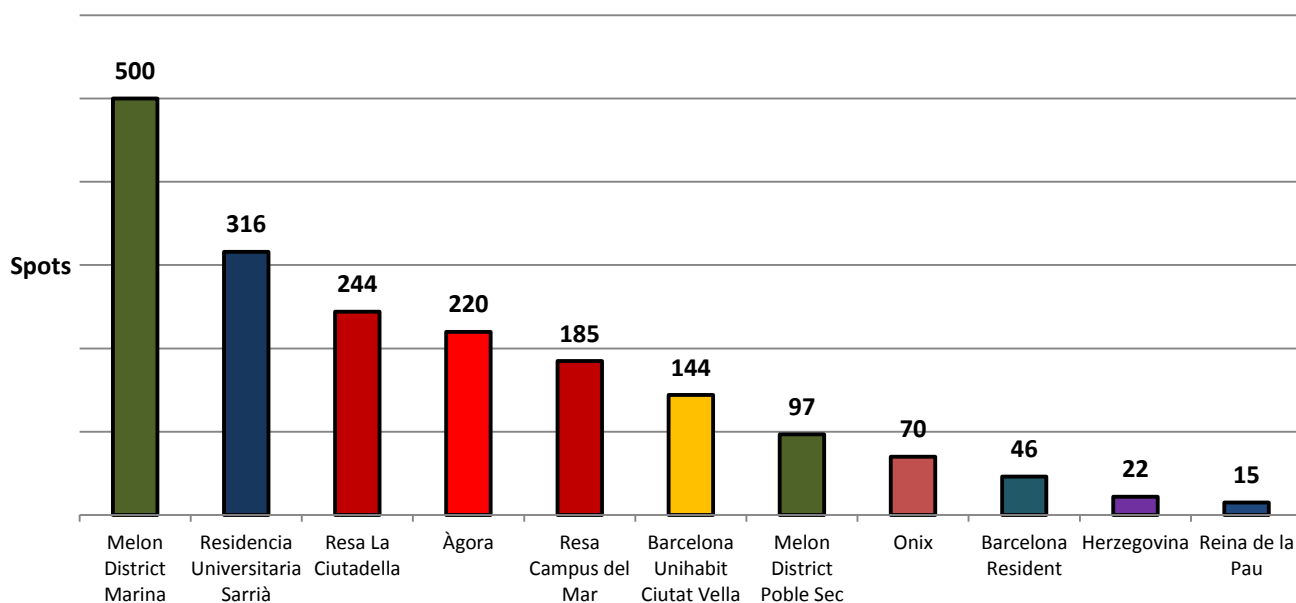


* Cost: price of a double room for an intermediate period of time (approximately 6 months)

Residences' location



Available spots



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 shortlength 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 our portal [Living in Barcelona](#), 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 2019-2020 academic year

SEPTEMBER

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| | | | | | | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

OCTOBER

| M | T | W | T | F | S | S |
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| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER

| M | T | W | T | F | S | S |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER

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| 09 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

JANUARY

| M | T | W | T | F | S | S |
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| 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

FEBRUARY

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | |

MARCH

| M | T | W | T | F | S | S |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

APRIL

| M | T | W | T | F | S | S |
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| 27 | 28 | 29 | 30 | | | |

MAY

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

JUNE

| M | T | W | T | F | S | S |
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| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

JULY

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
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| 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

- WELCOME DAYS
- RETAKE EXAMS
- SCHOOL DAYS
- ADD&DROP
- HOLIDAYS
- EXAMS

f. Check the courses, timetables and language

You can check the available academic offer (including the language of instruction of every subject) [here](#) (Exchange students > Academic Information > Course offer). The academic offer for the 2019-2020 academic year will be available from the end of June 2019.

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 beginning of (for the first term) or 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 2nd – 8th July 2019 |
| SECOND AND THIRD TERM Mid-November 2019 |

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 Economic and Business Sciences.

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 “*licenciaturas*” and “*diplomatures*” for the new “*graus*” or bachelor’s degrees. In the academic year 2018-2019, 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/>

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

Ciudadella 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

Fax: 93 542 28 60 / 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

Fax: 93 542 13 06 / 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 18th to 21st of September 2019. The schedule of the week will be available at the end of June [here](#).

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

The Orientation Day will be held on the 7th of January, 2020. The agenda of the day will be available in December 2019 at [here](#).

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

The Orientation Day will be held on the 29th of March, 2020. The agenda of the day will be available in March 2020 at [here](#).

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 | Francesc CALAFELL | francesc.calafell@upf.edu | (34) 93 316 0842 | 62.763.02 | PRBB/Mar |
| Political Sciences | John PALMER | john.palmer@upf.edu | (34) 93 542 2346 | 20.100 | Jaume I/ Ciutadella |
| Audiovisual Communication/ Advertising and Public Relations/Journalism | Ruth RODRÍGUEZ | ruth.rodriquez@upf.edu | (34) 93 542 2437 | 52.815 | 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 | Jeaninne HOROWITZ | jeanine.horowitz@upf.edu | (34) 93 542 1672 | 20.151 | Jaume I / Ciutadella |
| Humanities | Rosa CERAROLS | rosa.cerarols@upf.edu | (34) 93 542 1633 | 20.263 | Jaume I/ Ciutadella |
| Engineering | Rafael RAMÍREZ | rafael.ramirez@upf.edu | (34) 93 542 1365 | 55.316 | Tànger/ Poblenou |

| | | | | | |
|--------------------------------|---|-----------------------|------------------|---------------|--------------------------|
| Translation and Interpretation | Coordinator (French) Guilhem NARO | guilhem.naro@upf.edu | (34) 93 542 2245 | 53.412 | Roc Boronat/ Poblenou |
| | (German) Maria WIRF | maria.wirf@upf.edu | (34) 93 542 2412 | 53.412 | Roc Boronat/ Poblenou |
| | (English) Marta CARULLA | marta.carulla@upf.edu | (34) 93 542 1131 | 52.601 | 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:** 10th - 21st December, 2019
- **Second term:** 19th – 29th March, 2020
- **Third term:** 21st - 29th June, 2020

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 (maximum 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. |
| Aprobat (5 - 6.9) | "Pass". This grade means that the student's performance has been adequate. |
| 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

Idiomes UPF 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:

| |
|--|
| <p>Secretaria de Idiomas UPF – Office 40.177</p> <p>Ciutadella campus. Roger de Llúria building Ramón Trias Fargas Street, 25-27. 08005 – Barcelona</p> <p>Tel: (+34) 93 542 19 21 email: idiomes@upf.edu</p> <p>Office hours: Mon-Thu: 9.00 am -2.00 pm / 3.30 am – 6.00 pm Fri: 9.00 am - 2.00 pm</p> |
|--|

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.

For further information, check their [website](#) or write to voluntariat.linguistic@upf.edu.

g. ESN (Erasmus Student Network)

ESN Barcelona UPF is an association formed by students from Universitat Pompeu Fabra. They belong to the biggest European association present in 40 countries and work selflessly to help exchange students and make their life abroad easier and encourage their integration through all kind of social, cultural and leisure activities.

They also offer your participation in the Buddy Program, in which they assign a local student to two or more exchange students so that you can have someone to count on, and ask him/her all about Barcelona and Pompeu Fabra University at the beginning of your stay.

For more information, you can check their [website](#) or [Facebook page](#), or write an e-mail to esn@upf.edu.

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, consult the [Library and IT webpage](#).

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. You can find more information [here](#).

University canteen

There are [university canteens](#) in the Roc Boronat (Poblenou campus), Jaume I, Roger de Llúria buildings (Ciutadella campus) and in Campus Mar. 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 | Monday to Thursday: 9.00 am-2.00 pm / 3.00-6.00 pm Friday: 9.00 am-3.00 pm |
|--|---|

| | |
|---|---|
| (Ground floor) | |
| 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 |

Ciutadella campus' and Poblenou campus' copy shops 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 non-lective periods the opening hours are reduced by not opening on the evening hours.

For further information, click [here](#).

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 ▪ Biblioteca: Planta Baja |
| Mar campus | <ul style="list-style-type: none"> ▪ Dr. Aiguader building: 61.025 office |

You can find more information [here](#).

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.
- Visit our website "[Living in Barcelona](#)" to learn other tips and information that might be helpful for your stay at the city.

3. AT THE END OF YOUR STAY

At the end of your stay in Barcelona, we will welcome your feedback on the different aspects of your stay at UPF with an online questionnaire.

Before leaving you should come to the Mobility and Welcome Office (OMA) in order to verify the address to which we will be sending your academic certificate. In case you may need it, you can also ask for a certificate accrediting your stay at the UPF.

You may receive the academic certificate approximately a month after the end of your courses at the 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 in the case that you did. Another academic certificate will be sent to your home university.

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>Adress : Ramón Trias Fargas Street, 25-27. 08005 - Barcelona (Spain) Tel: (+34) 93 542 20 63 / 93 542 29 72 Fax: (+34) 93 542 20 81 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>Adress: Ramón Trias Fargas Street, 25-27. 08005 - Barcelona (Spain) Tel: (+34) 93 542 25 04 / 93 542 22 03 Fax: (+34) 93 542 28 60 Email: oma.incoming@upf.edu Twitter: Exchange_UPF</p> | <p>Poblenou campus. Roc Boronat building.</p> <p>Adress: Roc Boronat Street, 138. 08018 - Barcelona (Spain) Tel: (+34) 93 542 12 64 Fax: (+34) 93 542 13 06 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 Trías 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: www.upf.edu/web/guiaestudiant/pie/</p> | |

| Idiomas UPF | Language Volunteering Programme |
|---|---|
| <p>Ciutadella campus. Roger de Llúria building</p> <p>Adress: Ramón Trias Fargas Street, 25-27. 08005 - Barcelona (España)</p> <p>Tel: (+34) 93 542 19 21</p> <p>Email: idiomes@upf.edu</p> <p>Website: www.upf.edu/es/web/idiomesupf</p> | <p>Email: voluntariat.linguistic@upf.edu</p> <p>Website: www.upf.edu/vl</p> |

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)
- ✓ To check the academic information available in the website. If necessary, book a temporary accommodation (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.