

ESADE LAW SCHOOL - URL

Name of the institution	ESADE Law School – Universitat Ramon Llull
Erasmus ID code	E BARCELO16
Address	Av. de Pedralbes, 60-62 E-08034 Barcelona (Spain) Tel.: +34 932 806 162 Fax: +34 932 048 105
Website	http://www.esade.edu Partners & Students have access to our intranet by entering into the web site, clicking on “intranet” from the bottom menu and entering the codes provided by ESADE.

LAW INTERNATIONAL ACADEMIC RELATIONS UNIT

Director, International Relations	Patricia Saiz Office 147, Building 1 (first floor) Tel. +34 934 953 848 (direct) patricia.saiz@esade.edu
International Relations Manager & THEMIS Coordinator <i>(Bilateral agreements, international partners contact)</i>	Araceli Domènech International Relations Unit Dean’s Office, Building 1 Tel.: +34 932 803 900 (direct) araceli.domenech@esade.edu
International Relations officer <i>(incoming & outgoing students)</i>	Elisabet Pons International Relations Unit Dean’s Office, Building 1 Tel. +34 932 806 162 (ext. 3911) elisabet.pons@esade.edu
Registrar’s Officer <i>(Incoming students helpdesk for academic issues: application documents, course offer, registration, transcripts,...)</i>	Julia Anglès Registrar’s Office Tel. +34 932 806 162 (ext. 2423) lawexchangeprograms@esade.edu
Exchange Students Academic Advisor <i>(Learning Agreements, courses descriptions...)</i>	Elia Marzal Office 120, Building 1 (first floor) Tel. +34 932 806 162 (ext. 2552) elia.marzal@esade.edu
Non-Academic International Student Advisor <i>(Students’ advisor for non-academic issues: housing, visa, insurance...)</i>	Jacqueline Neff Tel. +34 932 806 162 (ext. 5898) jackie.neff@esade.edu isa@esade.edu

NOMINATION & APLICATION PROCEDURE

- **Academic requirements for Admission to the Law Exchange Program**

Student must be in good standing and must be nominated by the partner school.
Students should have at least completed two years of law studies at university level.

- **Nomination Procedure & Deadlines**

Students' nominations should be done online by home university exchange coordinators. Deadlines:

- Fall Term **March 6th to June 23rd, 2017**
- Spring Term **March 6th to October 20th, 2017**

Step 1- All nominations should be done **online only**, through MyESADE www.esade.edu and **by home universities**. These are the steps that universities should follow:

- Enter into our web page www.esade.edu, click where it says "intranet" (screen left bottom menu) and type your username and password.
- Once you have entered, please go to "International Exchange Program" and click where it says "NOMINATIONS". Please fill in all requested information.
- When you finish, please select "completed" and "send nomination".
- Once ESADE Registrar's Office validate your nomination, it will appear "validated" next to the name of your nominated students

Once your nominations are validated,

- We will send to the home university the **original acceptance letters** (for visa purpose) and the **intranet username and passwords** of your nominated students.
- Your students will be receiving an e-mail with a scanned copy of their acceptance letter as well as their password to enter ESADE intranet where all academic information (info package) will be available around June/July.
- Students will do their registration to courses on-line. Course registration will be in July.

- **Application Documents and Deadline**

Required Application Documents to be uploaded by law students after their home university on-line nomination and no later than **June 30th, 2017** for the fall term students / **October 31st, 2017** for spring term students.

Documents to be uploaded on MyESADE by law exchange students:

- Copy of Passport (showing full name)
- Proof of Health Insurance with International Coverage
- Spanish B2 certificate or equivalent required (only for Spring term students)
- 1 passport-sized photograph
- CV / Resumé
- Official Transcript (*Only ORIGINAL scanned transcripts or e-transcripts will be accepted. Students will be required to show their original transcript during the ESADE mandatory check in once in Barcelona, in order to validate the uploaded document.*)

Students with uncompleted application documents will not be allowed to register to courses.

ACADEMIC CALENDAR 2017/18 (tentative dates)

Exchange students are **encouraged to arrive earlier to secure accommodation prior to the start of the program/Spanish course**. Students should arrive not later than the day before the first day of the term.

Fall term 2017

- | | |
|---|---|
| ▪ Spanish Language course <i>(optional)</i> | End August 2017 |
| ▪ Orientation Program <i>(optional)</i> | End August 2017 |
| ▪ First Day of the term <i>(mandatory)</i> | Beginning September 2017 |
| ▪ Welcome Session <i>(mandatory)</i> | First day of the term |
| ▪ Term Dates including exams | Beginning September 2017 to End January 2018
(for students from European partners) |

Beginning September to End December, 2107
(for students from non-European partners) (*)

(*) Exams dates will be set by the Program Direction and could be any date in December.

Spring Term 2018

- | | |
|------------------------------|----------------------------------|
| ▪ Spanish Language course | Middle -End January 2018 |
| ▪ Orientation Program | End January - beginning February |
| ▪ Term Dates including exams | February to June 2018 |

(*) IMPORTANT NOTE: Exchange students are requested to stay until the end of the scheduled exams. No special dates for exams to be arranged. Please advise your students to pay attention to exam dates when booking any flights.

COURSES OFFER & ONLINE REGISTRATION

▪ Law courses offer

Courses list 17/18 and syllabus will be available on ESADE's intranet (MyESADE) by June/July. Meanwhile students will see the information for 2016/17.

[MyESADE > My Studies > Welcome Pack > Academic Information > Law Exchange Program courses](#)

▪ Law courses syllabus

[MyESADE > My Studies > Syllabus](#)

▪ Law Courses online registration

Registration must be done by students online through ESADE's Intranet (MyESADE).

[MyESADE > My Office > Registration > on-line registrations](#)

- Fall Term Open Registration Dates July 2017
- Spring Term Open Registration Dates November 2017

Once the registration is confirmed and during the first month of the term, students must deliver to ESADE Registrar's Office the document of the **Learning Agreement** properly signed and stamped by the home university.

▪ Spanish Language course online registration

Students will be informed on how to proceed with the online registration in due time.

MYESADE: ONLINE INFO PACKAGE

From ESADE's intranet STUDENTS can carry out all formalities, including access to the **Exchange Information Package** (around June/July) and **On-line Course Registration** once the enrolment period is opened in July.

PARTNER UNIVERSITIES have access to all ESADE academic information and registration/grades for their students by entering ESADE intranet (MyESADE) and checking on the top menu.

Law Courses & Syllabus	Law courses both at Bachelor's and Master's Degree Courses list and syllabus will be available on ESADE intranet by June/July.
Language of Instruction	Spanish and English (Fall term) Spanish (Spring Term) Spanish B2 certificate or equivalent required
Credit system	ECTS credit system.
Workload	30 ECTS per semester (27 to 33 ECTS are accepted for students from EU universities and a minimum of 23 ECTS for students from non EU universities.) * THEMIS students are required to register for 30 ECTS at ESADE. (10% variation allowed: minimum 27 ECTS and maximum 33 ECTS).
Course Registration	All registrations should be requested on-line only, through the ESADE Intranet mid July.
Course Attendance	Attendance is required in all courses.
Assessment	Students are evaluated at the end of the semester as well as continuously throughout the semester. Exams are mostly written, but are sometimes conducted orally, or even take-home assignments. Projects may also be required.
Transcripts	We will send the official transcripts to the exchange office of the partner institution around March (first term) and July (second term).
Grading	ESADE grades are on a scale of 0 to 10, as follows:

POINTS	DESCRIPTIVE VALUE
9.0 - 10	Excellent
7.0 - 8.9	Distinction
5.0 - 6.9	Pass
0 - 4.9	Fail
Non-numerical grades	
AP	Pass
NAP	Fail
NP	Not Attended
PENDIENTE	Not released yet
MATRICULADO	Registered

ORIENTATION PROGRAM & SPANISH LANGUAGE COURSE

At the beginning of each semester, ESADE Law School organises an orientation program for all new exchange students. Exchange students are strongly encouraged to participate in it.

The ESADE orientation program includes:

- **Spanish language course.** The language online registration will be at the same time as the course online registration and through ESADE intranet. More information is available in MyESADE
- **City tour around Barcelona** with the International Relations team.
- **Orientation Day:** welcome by the Law Faculty directors and International Relations Office. We provide students with detailed information about registration procedures and courses. This session will also include an introduction to Barcelona and Spain, housing advice, Alumni Association and Library resources.

ESADE International Student Association - CIEE offers a **buddy service** for exchange students. Their main aim is to help exchange students get used to their new academic, urban and social surroundings. CIEE organises welcome parties, cultural trips and others.

Please advise your students to contact them at cieederecho@gmail.com

WHERE STUDENTS SHOULD GO WHEN THEY ARRIVE AT ESADE

Exchange students should report their arrival at the Registrar's Office (building 1).

This is the Office for all academic matters before and during your students' stay at ESADE.

Main contact person: **Julia Anglès**, lawexchangeprograms@esade.edu

Information students will be given by the Registrar's officer on arrival:

- **Course schedule and final registration** with a list of the courses students will be taking at ESADE. Students who were unable to register for any course for reasons of overcrowding/cancellation or who were enrolled on a waiting list should also check with the Registrar's Office to see if there have been any changes in their situation.
- **Student identification card**, which not only proves they are enrolled at ESADE, but also gives them access to the school library as well as other services.

Exchange students are also welcome to visit the **International Relations Officer, Elisabet Pons** elisabet.pons@esade.edu (building 1, Deans' Office, Law International Relations Unit) for further queries regarding their exchange program or their stay in Barcelona.

LOCATION & CAMPUS FACILITIES



ESADE is located in a residential neighbourhood called Pedralbes in the upper part of Barcelona. The main building is located at the top of Avinguda Pedralbes on the right-hand side of the street if you are coming up from the centre of town.

It can be easily reached by:

- Metro: Line 3 - Green Maria Cristina stop, 15 minute walk
- Ferrocarrils Catalans: local commuter railway Reina Elisenda stop, 10 minute walk
- Buses: 78, 63, 75, 22 and 64, for a 5 minute walk
- Taxi: Taxis provide fast service in Barcelona. The fare from the city centre, Plaça Catalunya to ESADE is about €15.

Taxis provide the fastest transportation from the airport approximately €25-€30. However, there is also bus and train service directly to the city centre, where you can transfer to the public transportation network.

- **Building 1**
Avinguda de Pedralbes, 60-62
Law School
Law School Dean's Office
Law International Relations Office
Office of the Registrar
Computer rooms
EsadeForum
Cafeteria
- **Building 2**
Carrer Marqués de Mulhacén, 40-42
Library and Corporate Documentation Centre
- **Building 3**
Avinguda d'Esplugues, 92-96
Language School
Language Learning Centre

COST OF LIVING

Estimated monthly budget for a single student sharing an apartment:

Housing (shared)	€450 – €600
Utilities	€80 – €150
Groceries	€160 – €200
ESADE lunch	€170
Public Transportation	€45 – €78
Sports	€45 - €80
Misc Expenses	€190 – €500
<i>Monthly Budget</i>	€1140 - €1778

NOTE: This is a rough estimate and depends on your lifestyle while here.

NON – ACADEMIC INFORMATION (VISA, housing, health insurance, ...)

For non-academic issues such as housing, visas, medical contacts, health insurance or any other matters, students should:

- contact the ESADE International Student Advisor:

Ms. Jackie Neff at jackie.neff@esade.edu or isa@esade.edu

- or/and check ESADE intranet in ESADE Student Guide (Housing / Spanish Paperwork)

1. VISA

STUDENTS FROM EU-COUNTRIES and citizens of Norway, Iceland, Liechtenstein and Switzerland do not require a visa to enter Spain. All you need is a national identification card or passport.

STUDENTS FROM NON-EU-COUNTRIES

All applicants from Non-EU nations need a visa to study in Spain. In order to get a visa, all students must apply at the embassy or consulate of Spain in their home country **at least** 2 months before their planned date of departure.

The documentation that you may be required to present when applying for a Student Visa includes:

- Passport
- Passport-size photos
- Proof of financial means
- Admission Letter from ESADE
- Proof of medical insurance including repatriation
- Proof of Accommodation*
- Other documentation specific to your situation

**Please contact jackie.neff@esade.edu for this document.*

NOTE:

- If you plan to travel outside of Spain during the period shown on your Student Visa, be sure to ask for a multiple-entry visa. Even then, there is no guarantee that you will get it.
- Keep your plane ticket stub or receipt in case you need to prove date of entry and your passport is not stamped on entering Spain or the Schengen Area, However, be warned that you may be required to return to the airport to get the stamp.
- If you are living outside your home country when you apply for a Student Visa, the Spanish Embassy or Consulate in the country where you are currently residing may require you to return to your home country to apply for the Student Visa. Do not assume that you will be able to obtain a Student Visa from a Spanish Embassy or Consulate outside your home country.

2. HEALTH INSURANCE

All international students are **required to have valid medical insurance coverage** for the entire time they are in Spain. *Proof of health insurance with international coverage will be required to complete registration.*

Students from EU/EEA countries need to bring the European Health Insurance Card for free medical assistance from the Spanish public health system.

Students from Non-EU countries are required to arrange private insurance to cover medical care in Spain and check with the insurance company about the specific details and exact procedure to follow should they need medical attention while in Spain.

3. HOUSING

ESADE does not have housing facilities for students in Barcelona – Pedralbes but students are welcome to stay at the Residencia Sarria, which is a 15 minute walk down to the Pedralbes campus and about 25 minutes to the Sarrià FGC station.

There is a large amount of available housing in Barcelona, but it can be relatively expensive and it takes time to find. Looking for an apartment on your own requires knowledge of the different areas (barrios) in Barcelona because prices can vary substantially from one area to another. **It is highly recommended that you plan to arrive in Barcelona at least one week prior to the start of your programme to locate accommodation.** With this in mind you should book a room in a hotel, hostel or student residence for this initial period before arriving. Investing this time to look for housing in person will help ensure your longer-term accommodations are of a reasonable price and standard of comfort. **The neighbourhoods which are most popular with ESADE students are Gràcia, Sant Gervasi, Sarria and l'Eixample; Les Corts and Sants are also conveniently located.**

Housing possibilities**FOR A FEW DAYS or longer: STUDENT RESIDENCE HALLS & HOSTELS****Residència Universit ria Sarri **

Cristina Toro
c/ Esports 1-3; 08017 Barcelona
+34 93 206 5540
www.residenciasarria.com

Roberto de Nobili Residence Hall

c/Llaceres, 29
08173 Sant Cugat-Barcelona
+34 93 554 3015
www.resa.es/eng/Residences/Roberto-de-Nobili
Special conditions for ESADE students

Melon District

MelonDistrict Marina
c/Sancho de  vila 22; 08018 Barcelona
+34 93 309 98 30
www.melondistrict.com

MelonDistrict Poble Sec

Avda. Paral.lel 101; 08004 Barcelona
+34 93 329 96 67
www.melondistrict.com

Residencia EMILIE de VILLANEUVE

c/ de La Marquesa de Villalonga 19;
08017 Barcelona
+34 934 177 121
Women only
Convenient to FGC Sarri 
www.residenciaemilie.com/es/inicio.htm

Residencia MESTRAL MAR

Gran V a 701 principal 1 ; 08013
Barcelona
+34 932 463 190
www.mestralmar.com

Residencias SAN MARIUS

Several residences located around the city.
c/ Muntaner 507 – entresuelo
08022 Barcelona
+34 93 417 48 02
www.sanmarius.com

Residencia LESSEPS

Plaza Lesseps 12; 08023 Barcelona
+34 902 444 447
www.resa.es/en

Resid ncia Erasmus Gr cia

c/Torrent de l'Olla 212-214, 08012,
Barcelona
+34 934 151 203
<http://www.residenciaerasmusgracia.com>

Blanc – B&B

C/ Tuset, 27 - 1  (first floor)
08006 Barcelona (Spain)
Ph. +34 93 676 18 56
www.blancquesthouse.com

www.airbnb.com
<http://flat-club.com/>

Barcelona has a variety of hostels, which are another alternative for short-term housing. Here are a few links to help you find something you like:

www.hostelworld.com/hostels/Barcelona
www.hostels.com/barcelona

More Permanent Accommodation

Not looking forward to house-hunting on your own? Let Margarita and Pura advise you on what the best neighborhood and housing solution is for you. They work directly with property owners, no agencies, so whether you're looking for a studio, an apartment, a room or a homestay, they are certain to find it for you. If you contact them in advance, you can move into your new home when you arrive in Barcelona or they can arrange visits to properties you've chosen. Contact them for a consultation, no strings attached; they come highly recommended. www.bcn-nest.com info@bcn-nest.com

<http://www.livefurther.com>

Founded by an ESADE alumnus from Barcelona with experience as an exchange student. 20% discount on booking fee for ESADE students.

www.housinganywhere.com

This is a website which helps incoming exchange students to rent a room directly from ESADE students who are going on exchange. Students deal directly with students; there are no intermediaries.

Rental Agencies

The following agencies specialize in arranging short-term and long-term accommodation in furnished apartments. These agencies charge a fee for their services; it may be equivalent to a month's rent, a percentage of the rent, or it may be included in the monthly rent. Before going to one of these agencies you should read the section "About Rental Agencies" that follows the listings below.

... in Barcelona

BARCELONA HOUSING SERVICE FOR STUDENTS

C/ Torrent de l'Olla, 219
08012 Barcelona
+34 932 389 072

www.bcn-housing-students.com

M-F: 10:00-13:30 & 15:30-17:45

HABITATGE JOVE

C/ Enric Granados, 19 Bajos 1
08007 Barcelona
+34 933 239 068

www.habitatgejove.com

info@habitatgejove.com

M-F: 10:00-14:00 & 16:00-18:00

Sh Barcelona

Franck Anais
Carrer Casanova 99, bajos
08011 Barcelona
+34 934 521 347

www.shbarcelona.com

M-F: 9:30-14:00 & 17:00-20:00

ALTIRO

Aitana Modolell & Cristina Baylina
Carrer Mallorca 304, entlo, 1^a
08037 Barcelona
+34 932 530 427

www.altiro2000.com

M-Th: 10:30-14:00 & 15:30-18:30

F: 10:00-15:00

NOTE: These three agencies are student friendly and work directly with students when there are repairs to be made or other issues come up.