Welcome to ESADE Law Exchange Program 2019/2020!
We are very glad to host you in Barcelona!

While you are preparing for your study term here, you will find in MyESADE (ESADE intranet) important information to help your transition to ESADE and to Barcelona. You will have access to MyESADE by entering into the web site www.esade.edu, clicking on “intranet” from the menu at the bottom of the page and entering your codes that ESADE Registrar’s Office will provide you shortly.

Please find here relevant information and the steps to follow from now on.

MAIN DATES FALL 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law course offer available on MyESADE</td>
<td>June</td>
</tr>
<tr>
<td>Spanish language course application deadline</td>
<td>May 24</td>
</tr>
<tr>
<td>Required application documents to be uploaded by students</td>
<td>March 12 to June 15</td>
</tr>
<tr>
<td>Law courses online bidding registration</td>
<td>July 2 to 9</td>
</tr>
<tr>
<td>Course allocation communication</td>
<td>July 12</td>
</tr>
<tr>
<td>Mandatory check-in</td>
<td>August 26 to September 20</td>
</tr>
<tr>
<td>Exceptional changes to course registration</td>
<td>September 3 to 17</td>
</tr>
</tbody>
</table>

STUDENTS’ APPLICATION DOCUMENTS

Please know that to complete your application we require you to upload the following documents from March 12 and no later than June 15, 2019. In order to do so, you’ll receive your MyESADE intranet keys in few days. Students who need to request a VISA have a special interest in uploading their application documents as soon as possible in order to receive their ESADE acceptance letter in due time.

Students with uncompleted application documents will not be admitted to ESADE Law School nor allowed to register to courses. Documents to be uploaded:

- Copy of Passport (showing full name)
- Proof of Health Insurance with International Coverage
- 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.)
- Language certificates:

  **Fall**
  - Courses mainly taught in **English** (some courses offered in Spanish)
  - **English language certificate* required (minimum C1)** only for applicants who are not native English speakers or who are from an institution where the language of instruction is not English.

  **Spring**
  - Courses mainly taught in **Spanish** (some courses offered in English)
  - **Spanish language certificate* required (minimum B2)** for non-native Spanish speakers.

* The language certificate must be issued by a competent body, coordinator of Spanish Language or another authorized institution (language school).

ESADE Law International Academic Relations Unit – March 2019 julia.angles@esade.edu
LAW EXCHANGE PROGRAM

- Only for students willing to do the Spanish Language Course offered during the Orientation Program (to be submitted before May 24):
  - **Absolute Beginners**: Document written by yourself stating that you haven’t any knowledge of Spanish
  - **Non-Absolute Beginners**: screenshot of your Instituto Cervantes online test results (more information at MyESADE / Welcome Pack / Spanish Language Course)

**ACCEPTANCE LETTER & MyESADE KEYS**

ESADE Registrar’s Office will be sending you soon an e-mail with your username/password to access ESADE intranet (MyESADE).

You’ll receive your ESADE acceptance letter in pdf once your application documents have been uploaded and validated. The hard copy will follow by post to the Study Abroad Office of your home university.

ESADE Registrar’s Office contact e-mail: lawexchangeprograms@esade.edu

**LAW ACADEMIC CALENDAR 2019/20**

Exchange students are encouraged to arrive earlier to secure accommodation prior to the start of the program. Students should arrive not later than the day before the Welcome session.

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

**Fall term 2019**

- Spanish Language course (optional): August 26 to 30
- Orientation Program (optional): August 26 to September 2
- Welcome Session (mandatory): September 2
- First Day of the term (mandatory): September 3
- Fall term dates including exams: September 3 2019 to end January 2020 (for students from European partners)
- September 3 to December 20 (included) (for students from non-European partners) (*)

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

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 organizes welcome parties, cultural trips and others. All incoming law exchange students that would like help settling into Barcelona and getting familiar with ESADE campus, please feel free to request a buddy to ciee.bcn@gmail.com.

ORIENTATION PROGRAM

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 about the language course application and registration procedures will be available in MyESADE.

- **City tour around Barcelona** with the International Relations team (Fall term)

- **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.

MyESADE

Please know you will find in MyESADE (ESADE intranet) www.esade.edu relevant information as course offer and description, online course registration, dates for the Spanish Language free course, housing options, buddy service, International Student Handbook....

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.

Language of Instruction

Fall Term: English (we offer some courses in Spanish)
Spring Term: Spanish (some courses offered in English)

Credit system

ECTS credit system.

Exams accommodation

Indicate your need to the International Relations team at least 5 weeks before the exam date specifying the type of accommodation you need and attaching a certificate or an email from your home University

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.)
Course Registration

All registrations should be requested on-line only, through the ESADE Intranet from July 2 to 9. Courses will be allocated according to students request and preferences. Course allocation communication will be in July 12.

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

Official Transcripts will be available at the end of February / early March (for fall term students) and at the end of July (for spring term students), and will be sent directly to your home university.

Students and partners universities may check the grades as published through MyESADE / MyStudies / Grades
The Registrar’s Office will not release transcripts nor advance unofficial grades before the set dates.

Grading

ESADE grades are on a scale of 0 to 10, as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>DESCRIPTIVE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0 - 10</td>
<td>Excellent/Honor</td>
</tr>
<tr>
<td>7.0 - 8.9</td>
<td>Good</td>
</tr>
<tr>
<td>5.0 - 6.9</td>
<td>Pass</td>
</tr>
<tr>
<td>0 - 4.9</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Non-numerical grades:

- AP: Pass
- NAP: Fail
- NP: Not Attended
- PENDIENTE: Not released yet
- MATRICULADO: Registered
STUDENT 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

  * Invitation to Housing Letters for Visa Applications (non-EU students)

Those students who need a visa for Spain will be required to submit the letter of admission from ESADE and proof of accommodation. The Invitation to Housing letter from ESADE is generally accepted by Spanish Consulates as complying with the proof of housing requirement. Please send the following information to the International Student Advisors (isa@esade.edu) so they can forward the Invitation to Housing letter to the Registrar and it can be sent at the same time as the ESADE Admission Letter:

- Full name as on passport
- Passport number
- Country issuing passport
- ESADE program in which you’re registered
- Home university

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.

- If you have a non-EU passport and it is not stamped on entering Spain or the Schengen Area, you will need to take your passport and boarding pass to the Immigration Office within 72 hours of arrival to request a document which will substitute for 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.
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.

MANDATORY CHECK IN

Exchange students should report their arrival at the Exchange Students Registrar’s Office (building 2). This is the Office for all academic matters before and during your students’ stay at ESADE.

Main contact person: Viviana Andrade, 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.
- **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 Law Exchange Program Manager, Julia Anglès julia.angles@esade.edu (Building 1, Main floor, Corridor A, Office 001, Law International Relations Unit) for further queries regarding their exchange program or their stay in Barcelona.

INTERNATIONAL STUDENT HANDBOOK

Exchange students can check at the International Student Handbook relevant information about housing, paperwork, insurance, ESADE campus and moving around Barcelona. Available on MyESADE.

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 Caroline Beckershaus
caroline.beckershaus@esade.edu or isa@esade.edu
- Check the ESADE Student Guide (Housing / Spanish Paperwork)
COST OF LIVING

Estimated monthly budget for a single student sharing an apartment:

- Housing (shared) €500 – €700
- Utilities €85 – €165
- Groceries €160 – €210
- ESADE lunch €185
- Public Transportation €45 – €80
- Sports €45 – €80
- Misc Expenses €190 – €500

**Estimated monthly budget €1210 - €1920**

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

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 and hostels

- Residencia Universitaria Sarriá
c/ Esports 1-3; 08017 Barcelona
+34 93 206 5540
[www.residenciasarria.com](http://www.residenciasarria.com)

- Campus La Salle Residence Hall
C/San Joan de la Salle, 42 08022 Barcelona
Tel: 935 084 600
[campuslasallebcn@resa.es](mailto:campuslasallebcn@resa.es)

Special rates for ESADE students

- The Student Hotel (formerly known as MelonDistrict) Marina
c/ Sancho de Ávila 22; 08018 Barcelona
+34 93 309 98 30
[www.melondistrict.com](http://www.melondistrict.com)

- The Student Hotel (formerly known as MelonDistrict) Poble Sec
Avda. Paral.lel 101; 08004 Barcelona
+34 93 329 96 67
[www.melondistrict.com](http://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 Sarrià
Residencia MESTRAL MAR  
Gran Via 701 principal 1º; 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  

Residència Erasmus Gràcia  
c/Torrent de l'Olla 212-214, 08012, Barcelona  
+34 934 151 203  
http://www.residenciaeramusgracia.com

Blanc – B&B  
c/ Tuset, 27 - 1º (first floor)  
08006 Barcelona (Spain)  
Ph. +34 93 676 18 56  
www.blancguesthouse.com

The Loft Town  
C/ Sèneca, 24-26 08006 Barcelona  
+34686 93 20 17  
A relatively new residence in Gràcia: the semester pricing plan dates are flexible.  

Barcelona has a variety of hostels, which are another alternative for short-term housing. Here are two 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, LiveFurther offers a 20% discount on booking fee for ESADE students.  

In order to receive the discount, be sure to:  
- Search for the room or apartment and reserve it directly using the LiveFurther website, rather than by using another website.  
- Write “ESADE” in the field asking for a partner code in the online reservation form  
- Select "Organization referral" from the list in the “Hear about us” dropdown menu in the form  
- Upload a copy of your ESADE acceptance letter when reserving.

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.

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

**BARCELONA HOUSING SERVICE FOR STUDENTS**
C/ Torrent de l’Olla, 219
08012 Barcelona
+34 932 389 072
[www.bcn-housing-students.com](http://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](http://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](http://www.shbarcelona.com)
M–F: 10:00–13:30 & 15:30–17:45

**ALTIRO**
Aitana Modolell & Cristina Baylina
Carrer Mallorca 303, entlo, 1ª
08037 Barcelona
+34 932 530 427
M–Th: 10:30–14:00 & 15:30–18:30
F: 10:00–15:00
CONTACT PERSONS

Please take note of your contact persons at ESADE regarding the following issues:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Law Exchange Program Manager (Incoming & outgoing students)          | Julia Anglès              | International Academic Relations Unit  
Office 001, Corridor A, Floor 0, Building 1  
Tel. +34 932 806 162 (ext. 2423)  
julia.angles@esade.edu |
| Exchange Students Registrar’s Officer (Incoming students helpdesk for academic issues: application documents, course offer, registration, transcripts,...) | Viviana Andrade          | Office 410, floor 4, Building 2  
Tel. +34 932 806 162 (ext. 2727)  
lawexchangeprograms@esade.edu |
| Non-Academic International Student Advisor (Students’ advisor for non-academic issues: housing, visa, insurance...) | Caroline Beckershaus      | Tel. +34 932 806 162 (ext. 5898)  
caroline.beckershaus@esade.edu |
| International Relations Manager & THEMIS Coordinator (Bilateral agreements, international partners contact) | Araceli Domènech          | International Relations Unit  
Office 001, Corridor A, Floor 0, Building 1  
Tel.: +34 932 803 900 (direct)  
araceli.domenech@esade.edu |
| Exchange Students Academic Advisor (Learning Agreements, courses descriptions...) | Sara Pons                 | Office 108, Building 1 (first floor)  
Tel. +34 932 806 162 (ext. 3940)  
sara.pons@esade.edu |
| Director, International Relations                                   | Patricia Saiz             | Office 147, Building 1 (first floor)  
Tel. +34 934 953 848 (direct)  
patricia.saiz@esade.edu |
ESADE is located in a residential neighbourhood in the upper part of Barcelona. The main building is located at the top of Avinguda Pedralbes (Building 1) on the right-hand side of the street if you are coming up from the centre of town.

http://www.esade.edu/web/eng/about-esade/campus/barcelona
http://www.esade.edu/web/eng

BUILDING 1
Av. Pedralbes, 60
08034 Barcelona (Spain)
Phone: +34 93 280 61 62
Services
Law School
Law School Dean’s Office
International Academic Relations Office
EsadeForum
Classrooms

BUILDING 2
C. Marquès de Mulhacén, 40-42
08034 Barcelona (Spain)
Phone: +34 93 280 61 62
Services
Exchange Students Registrar’s Office
Library
EU Documentation Centre
Cafeteria and restaurant
Study Rooms
Classrooms

BUILDING 3
Av. Esplugues, 92-96
08034 Barcelona (Spain)
Phone: +34 93 280 61 62
Services
Cafeteria & Restaurant

You can reach ESADE Barcelona Campus by:

**Metro:** Line 3 - Green Maria Cristina stop, 15 minute walk

**FGC Ferrocarrils Catalans:** local commuter railway Reina Elisenda stop, 10 minute walk.

**Buses:** 78, 63, 75, 78, H4, V5 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.