

## FACT SHEET 2023 / 2024



Esade Law School  
Sant Cugat Campus  
Av. Torre Blanca, 59  
08172 Sant Cugat – Barcelona



Tel: +34 93.554.35.11



<http://www.esade.edu>



Erasmus ID Code: E Barcelo16

**Undergraduate  
Exchange Program  
in Politics or  
Economics**

Do Good. Do Better.

## APPLICATION

### ADMISSION REQUIREMENTS

Students must be in good standing and must be nominated by the partner school.

Students should have completed at least two years of studies at undergraduate university level.

### NOMINATION PROCESS

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

**Deadlines:**

Fall Term & Annual Online nomination only: **March 15th to April 30th, 2023**

Spring Term Online nomination:  
**March 15th to September 30th, 2023**

**\*Partner universities will be informed of the Nomination Procedure closer to the nomination date**

### APPLICATION PROCESS

Fall & Annual Exchange Deadline:

**May 20th**

Spring Exchange Application Deadline:

**October 20th**

Please note that students who need to apply for a visa need must complete their application the soonest well before the above dates.

#### **Application documents:**

- ✓ 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 & Spring: All courses are taught in English  
English language certificate\* required (minimum C1 CEFR) only for applicants who are not native English speakers or who are from an institution where the language of instruction is not English.  
\* The language certificate must be issued by a competent body, coordinator of English Language or another authorized institution (language school).

## ACADEMIC CALENDAR

Exchange students are encouraged to arrive early (prior to program/Spanish course start) to secure accommodation. Students should arrive no later than the day before the first day of the term.

### FALL TERM 2023

July 2023 (tbc)	Courses online bidding registration
August 28 <sup>th</sup> – September 1 <sup>st</sup> , 2023 (tbc)	Spanish language course (optional)
September 4 <sup>th</sup> , 2023 (tbc)	Welcome session (mandatory)
September 4 <sup>th</sup> – December 22 <sup>nd</sup> , 2023 (tbc)	Term dates including exams
<b><i>Exams dates will be set by the Program Direction and could be any date in December.</i></b>	

### SPRING TERM 2024

November 2023 (tbc)	Courses online bidding registration
February 5 <sup>th</sup> – February 9 <sup>th</sup> , 2024 (tbc)	Spanish language course (optional)
February 12 <sup>th</sup> , 2024 (tbc)	Welcome session (mandatory)
February 12 <sup>th</sup> – End of June, 2024 (tbc)	Term dates including exams

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

## LEARNING EXPECTATIONS

### COURSES OFFER AND ONLINE REGISTRATION

Course lists for 2023/24 and syllabi will be available on the Esade Exchange Moodle website by June/July.

**Semester Workload:** 23 - 33 ECTS (1 ECTS = 25 working hours)

### ONLINE BIDDING REGISTRATION

Registration must be done by students online through the Esade bidding system. Students will be informed how to proceed in due time. Tentative bidding dates:

- **Fall Term: July**
- **Spring Term: November**

### LEARNING AGREEMENT

Learning Agreements (properly signed and stamped by the home university) must be handed in to Esade's Registrar's office during the 1<sup>st</sup> term of the month (once the registration is confirmed).

Erasmus+ students will be asked to complete their **Online Learning Agreement** through the Erasmus Without Papers platform and following the dates set by Erasmus+.

**Note for students:** When filling in the Learning Agreement in your home university platform, it is very important that you correctly fill in the following fields:

- Name of the course
- ECTS
- Esade's Course ID: This is a number which usually starts with zero, e.g. "009842". It is important that you also include the zeros, as otherwise our system will not recognize it and the Learning Agreement will automatically be rejected.

All of the information needs to exactly match the courses that you are enrolled in at Esade. If there is not an exact match, the Learning Agreement will be automatically rejected.

### LANGUAGE OF INSTRUCTION

Courses are taught in **English** during both spring & fall terms.

## LEARNING EXPECTATIONS

### ESADE EXCHANGE MOODLE WEBSITE (ONLINE INFO PACKAGE)

A Moodle page will be opened, from where nominated exchange students can carry out all formalities, including accessing the Exchange Information Package (available from around June/July 2023) as well as completing the online Course Registration.

### 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 through take-home assignments. Projects may also be required.

### EXAMS ACCOMMODATION

Affected students have to fill in the corresponding form to request the pertinent accommodations and send an e-mail to PACS ([pacs@esade.edu](mailto:pacs@esade.edu)) along with the corresponding medical/psychological report. The timeframe will be 6 weeks before the exam date.

### 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 the home university. The law school's office will not release transcripts nor advance unofficial grades before the set dates.

#### GRADING

0,0 - 4,9	Fail
5,0 - 6,9	Pass
7,0 - 8,9	Distinction
9,0 - 10	Excellent

#### Non numeric grades

NP	Non-attended
NAP	Fail
AP	Pass
PENDIENTE	Not released yet
MATRICULADO	Registered

## ORIENTATION PROGRAM + SPANISH LANGUAGE

### WELCOME SESSION AND 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 course registration will be at the same time as the course online registration. More information about the language course application and registration procedures will be available around July for Fall Term and November for Spring Term.
- **City tour around Barcelona** (only in fall semester)
- **Welcome Session:** Institutional welcome by the Program Office Exchange Team and the International Academic Relations Team.

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. Contact them at [ciee.bcn@gmail.com](mailto:ciee.bcn@gmail.com)

## NON-ACADEMIC INFORMATION

### LOCATION & CAMPUS FACILITIES

Esade's Business School as well as some Law School Programs (including the Undergraduate Exchange Program in Politics or Economics) are taught on the Esade Campus in Sant Cugat, a fairly quiet town with around 95,000 inhabitants outside of Barcelona. Students based on the Sant Cugat Campus also have access to all the facilities in Buildings 1, 2 and 3 in Barcelona-Pedralbes (downtown campus). The Sant Cugat Campus incorporates Creapolis, an innovation center, and the Roberto-de-Nobili Student Residence.

The Sant Cugat Campus is well connected to Barcelona by train (Ferrocarrils de la Generalitat de Catalunya FGC) and by bus. Trains leave every 5-10 minutes and the journey takes around 25 minutes. It takes around 13-15 minutes to get from the Sant Cugat station to Esade by walking or by bus.



### HOUSING

#### Student Residences:

Esade does not have housing facilities for students in downtown Barcelona, but students are welcome to stay at the [Residencia Sarrià](#), which is a 15-minute walk from the Pedralbes (downtown) campus and about 25 minutes from the Sarrià train station. In Sant Cugat, the [Roberto de Nobili Residence Hall](#) is available on campus.

#### Living in Sant Cugat vs. downtown Barcelona:

One of the great advantages of living in Sant Cugat is the proximity to your classes and the slower pace of living in a quiet suburb; getting to class will take minutes from almost anywhere in Sant Cugat. On the other hand, Barcelona offers all the services of a large city. However, the biggest drawback to living in Barcelona is the commute to the campus (25 minutes by commuter train + 15 minutes biking/walking/bus to campus).

There are many housing options in Barcelona, but whether you decide to live in the city or in the suburbs, it can take time to find what you are looking for. Finding for an apartment on your own requires knowledge of the different areas (barris) in Barcelona as prices can vary substantially from one area to another. It is highly recommended that you **begin searching** for accommodation well before your arrival and try to **arrive in Barcelona at least one or two weeks prior to the start of your program** to locate/finalize permanent accommodation. You should book a room in a hotel, hostel or student residence for this initial period. Another possibility is to find classmates on the Esade Facebook groups who are already here and are willing to rent a room on a short-term basis.

## NON-ACADEMIC INFORMATION

Once nominated, students will have access to Esade's international student handbook, which offers more detailed information non-academic issues such as housing, visas, medical contacts, health insurance etc. For any other non-academic matters, students should contact the Esade International Student Advisor:

Ms. Caroline Beckershaus

[caroline.beckershaus@esade.edu](mailto:caroline.beckershaus@esade.edu) / [isa@esade.edu](mailto:isa@esade.edu)



### 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.



### MONTHLY COST OF LIVING (approximate, depending on lifestyle)

<i>Accommodation Off Campus (shared)</i>	<i>500-700€</i>
<i>Public Transportation</i>	<i>40€</i>
<i>Eating Out</i>	<i>215-320€</i>
<i>Groceries</i>	<i>170-210€</i>
<i>Sports</i>	<i>45-80€</i>
<i>Miscellaneous</i>	<i>200-500€</i>

## NON-ACADEMIC INFORMATION



### ENTRY VISA AND RESIDENCE PERMIT

**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.

Documentation that you may be required to present when applying:

- Passport
- Passport-size photos
- Proof of financial means
- Admission Letter from ESADE (Invitation to Housing Included)
- Proof of medical insurance including repatriation
- Other documentation specific to your situation

**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** (there is no guarantee that you will get it, however).

If you have a non-EU passport and it is not stamped upon 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 the stamp.

If you are living outside of 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 of your home country.

## TEAM

### International Academic Relations Unit

#### Prof. Patricia Saiz

Director, International Relations  
Esade Law School  
patricia.saiz@esade.edu



#### Ms. Araceli Domènech

Associate Director International  
Academic Relations  
Themis Coordinator  
(Bilateral agreements,  
international partners contact)  
araceli.domenech@esade.edu



#### Ms. Paula Niembro

International Program Manager  
Contact for Partner schools  
(inbound)  
Paula.niembro@esade.edu



#### PACS (Psychological & Counselling Service)

pacs@esade.edu



#### Prof. Pedro Aznar

Academic Director, Bachelor in  
Global Governance, Economics &  
Legal Order  
juanpedro.aznar@esade.edu

#### Ms. Eva Mestres

Exchange Program Manager  
(Incoming students helpdesk for  
academic issues: nominations,  
application documents, course  
offer, registration, transcripts...)  
eva.mestres@esade.edu



#### Ms. Silvia Romboli

Exchange Students Academic  
Advisor  
(Learning Agreements, courses  
descriptions...)  
silvia.romboli@esade.edu



#### Ms. Caroline Beckershaus

Non-Academic International  
Student Advisor  
(Students' advisor for non-  
academic issues: housing, visa,  
insurance...)  
caroline.beckershaus@esade.edu  
isa@esade.edu

