

**ESADE LAW SCHOOL - URL**

<b>Name of the institution</b>	ESADE Law School – Universitat Ramon Llull
<b>Erasmus ID code</b>	E BARCELO16
<b>Address</b>	Av. de Pedralbes, 60-62 E-08034 Barcelona (Spain) Tel.: +34 932 806 162 Fax: +34 932 048 105
<b>Website</b>	<a href="http://www.esade.edu">http://www.esade.edu</a> 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**

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

**NOMINATION & APLICATION PROCEDURE**

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

Students 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 6<sup>th</sup> to June 23<sup>rd</sup> , 2017**
- Spring Term                 **March 6<sup>th</sup> to October 20<sup>th</sup> , 2017**

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

- a) Enter into our web page [www.esade.edu](http://www.esade.edu), click where it says "intranet" (screen left bottom menu) and type your username and password.
- b) Once you have entered, please go to "International Exchange Program" and click where it says "NOMINATIONS". Please fill in all requested information.
- c) When you finish, please select "completed" and "send nomination".
- d) 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 30<sup>th</sup>, 2017** for the fall term students / **October 31<sup>st</sup>, 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.*

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>	August 28 <sup>th</sup> – September 1 <sup>st</sup> 2017
▪ Orientation Program <i>(optional)</i>	August 28 <sup>th</sup> – September 1 <sup>st</sup> or 2 <sup>nd</sup> 2017
▪ First Day of the term <i>(mandatory)</i>	<b>September 4<sup>th</sup> 2017</b>
▪ Welcome Session <i>(mandatory)</i>	September 4 <sup>th</sup> 2017
▪ Term Dates including exams	September 4 <sup>th</sup> 2017 to End January 2018 (for students from European partners)
	September 4 <sup>th</sup> to December 22 <sup>nd</sup> , 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	January 29 <sup>th</sup> to June 6 <sup>th</sup> 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.*

<b>Law Courses &amp; Syllabus</b>	Law courses both at Bachelor's and Master's Degree Courses list and syllabus will be available on ESADE intranet by June/July.
<b>Language of Instruction</b>	<b>Fall Term:</b> English (we offer some courses in Spanish) <b>Spring Term:</b> Spanish. <b>Spanish language certificate required (Minimum B2) issued by a competent body, coordinator of Spanish Language or another authorized institution (language school).</b>
<b>Credit system</b>	ECTS credit system.
<b>Exams accommodation</b>	Indicate your need to the International relations Direction at least 5 weeks in advance specifying the type of accommodation you need and attaching a certificate or an email from your home University
<b>Workload</b>	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.) <b>* THEMIS students</b> are required to register for 30 ECTS at ESADE. (10% variation allowed: minimum 27 ECTS and maximum 33 ECTS).
<b>Course Registration</b>	All registrations should be requested on-line only, through the ESADE Intranet mid July.
<b>Course Attendance</b>	Attendance is required in all courses.
<b>Assessment</b>	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.
<b>Transcripts</b>	Official Transcripts will be available at the end of February (for fall term students) and at the end of July (for Spring term students), and will be sent directly to the 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.
<b>Grading</b>	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 about the language course application and registration procedures will be 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](mailto: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](mailto: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](mailto:elisabet.pons@esade.edu) (building 1, Deans' Office, Law International Relations Unit) for further queries regarding their exchange program or their stay in Barcelona.



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 €18.

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

**COST OF LIVING**

Estimated monthly budget for a single student sharing an apartment:

Housing (shared)	€450 – €700
Utilities	€85 – €160
Groceries	€160 – €210
ESADE lunch	€180
Public Transportation	€45 – €80
Sports	€45 - €80
Misc Expenses	€190 – €500
<i>Monthly Budget</i>	<b>€1155 - €1910</b>

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](mailto:jackie.neff@esade.edu) or [isa@esade.edu](mailto: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

\*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](mailto:isa@esade.edu)) so they can forward the Invitation to Housing letter to the Academic Secretary 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 (if you are coming to ESADE as an exchange student)

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 Sarrià, 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, Sarrià and l'Eixample; Les Corts and Sants are also conveniently located.**

Housing possibilities

**FOR A FEW DAYS or longer: STUDENT RESIDENCE HALLS & HOSTELS**

**Residència Universitària Sarrià**

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

**Roberto de Nobili Residence Hall**

c/Llacers, 29  
08173 Sant Cugat-Barcelona  
+34 93 554 3015  
[www.resa.es/eng/Residences/Roberto-de-Nobili](http://www.resa.es/eng/Residences/Roberto-de-Nobili)  
Special conditions for ESADE students

**Melon District**

**MelonDistrict Marina**  
c/Sancho de Ávila 22; 08018 Barcelona  
+34 93 309 98 30  
[www.melondistrict.com](http://www.melondistrict.com)

**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  
[www.residenciaemilie.com/es/inicio.htm](http://www.residenciaemilie.com/es/inicio.htm)

**Residencia MESTRAL MAR**

Gran Via 701 principal 1º; 08013  
Barcelona  
+34 932 463 190  
[www.mestralmar.com](http://www.mestralmar.com)

**Residencias SAN MARIUS**

Several residences located around the city.  
c/ Muntaner 507 – entresuelo  
08022 Barcelona  
+34 93 417 48 02  
[www.sanmaris.com](http://www.sanmaris.com)

**Residencia LESSEPS**

Plaza Lesseps 12; 08023 Barcelona  
+34 902 444 447  
[www.resa.es/en](http://www.resa.es/en)

**Residència Erasmus Gràcia**

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

**Blanc – B&B**

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

[www.airbnb.com](http://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](http://www.hostelworld.com/hostels/Barcelona)

[www.hostels.com/barcelona](http://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](http://www.bcn-nest.com) [info@bcn-nest.com](mailto: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](http://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](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](mailto: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: 9:30-14:00 & 17:00-20:00

##### **ALTIRO**

Aitana Modolell & Cristina Baylina  
Carrer Mallorca 304, entlo, 1ª  
08037 Barcelona  
+34 932 530 427  
[www.altiro2000.com](http://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.