

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> Students have access to ESADE exchange Moodle by entering into the website with 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 Academic Relations Unit Office 001, Corridor A Building 1 (main floor) Tel.: +34 932 803 900 (direct) <a href="mailto:araceli.domenech@esade.edu">araceli.domenech@esade.edu</a>
<b>International Program Manager</b>	<b>Julia Anglès</b> International Academic Relations Unit Office 001, Corridor A Building 1 (main floor) Tel. +34 932 806 162 (ext. 2423) <a href="mailto:julia.angles@esade.edu">julia.angles@esade.edu</a>

LAW EXCHANGE PROGRAM TEAM

<b>Law Exchange Program Manager</b> <i>(Incoming students helpdesk for academic issues: application documents, course offer, registration, transcripts...)</i>	<b>Eva Mestres</b> Law School Office Tel. +34 932 806 162 (ext. 2728) <a href="mailto:eva.mestres@esade.edu">eva.mestres@esade.edu</a>
<b>Exchange Students Academic Advisor</b> <i>(Learning Agreements, courses descriptions...)</i>	<b>Sara Pons</b> Office 108, Building 1 (first floor) Tel. +34 932 806 162 (ext. 3940) <a href="mailto:sara.pons@esade.edu">sara.pons@esade.edu</a>
<b>Non-Academic International Student Advisor</b> <i>(Students' advisor for non-academic issues: housing, visa, insurance...)</i>	<b>Caroline Beckershaus</b> Tel. +34 932 806 162 (ext. 2366) <a href="mailto:caroline.beckershaus@esade.edu">caroline.beckershaus@esade.edu</a> <a href="mailto:isa@esade.edu">isa@esade.edu</a>

## NOMINATION & APPLICATION 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 by home university exchange coordinators. Deadlines:

- Fall Term & Annual      Online nomination only: **March 16<sup>th</sup> to May 29<sup>th</sup>, 2020**
- Spring Term                Online nomination: **March 16<sup>th</sup> to October 30<sup>th</sup>, 2020**

This year the **ESADE nomination procedure has changed** and you will be kindly asked to send your student nominations using an online form provided by ESADE in March 16<sup>th</sup>. Once the nominations online form submitted, we will provide credentials to your nominated students to access our intranet and upload the required application documents. Please know that the issuance of student's credentials may take few days.

#### Required 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	Courses mainly taught in <b>English</b> (some courses offered in Spanish) <b>English language certificate* required (minimum C1) only</b> for applicants who are not native English speakers or who are from an institution where the language of instruction is not English.
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Spring	Courses mainly taught in <b>Spanish</b> (some courses offered in English) <b>Spanish language certificate* required (minimum B2)</b> for non-native Spanish speakers.
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\* The language certificate must be issued by a competent body, coordinator of Spanish Language or another authorized institution (language school).

## ACADEMIC CALENDAR 2020/21

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 2020

- **Courses online bidding registration** July (Date TBC)
- **Spanish Language course** (*optional*) From August 31th to September 4th
- **Orientation Program** From August 31th to September 7th
- **Welcome Session** (*mandatory*) September 7th
- **Term Dates including exams** September 7th 2020 to end January 2021  
(for students from European partner universities)  
September 7<sup>th</sup> to December 22<sup>nd</sup>  
(for students from non-European partners) (\*)

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

### Spring Term 2021

- **Spanish Language course** (*optional*) January (Dates TBC)
- **Orientation Program** (*mandatory*) Mid-January & February 8<sup>th</sup> 2021
- **Term Dates including exams** February 8<sup>th</sup> to end May 2021

**(\*) 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 20/21 and syllabus will be available on ESADE exchange Moodle website by June/July. Meanwhile students will see the information for 2019/20.

### ▪ Law Courses online bidding registration

Registration must be done by students online. Students will be informed in due time how to proceed.

- Fall Term Open Registration Dates July (tbc)
- Spring Term Open Registration Dates November (tbc)

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.

## ESADE Exchange Moodle Website

From here exchange students access to all relevant information for their exchange program

<b>Law Courses &amp; Syllabus</b>	Law courses both at Bachelor's and Master's Law Degrees. Courses list and syllabus will be available by June/July.
<b>Language of Instruction</b>	<b>Fall Term:</b> English (we also offer some courses in Spanish) <b>Spring Term:</b> Spanish (we offer few courses in English)
<b>Credit system</b>	ECTS credit system.
<b>Exams accommodation</b>	Indicate your need to the International Relations Direction 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
<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 online only, through the ESADE bidding system in July (tbc).
<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 / 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 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:

POINTS	DESCRIPTIVE VALUE
9.0 - 10	Excellent
7.0 - 8.9	Distinction
5.0 - 6.9	Pass
0 - 4.9	Fail
<b>Non-numerical grades</b>	
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. More information about the language course application and registration procedures will be available around May.
- **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.

**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 [ciee.bcn@gmail.com](mailto:ciee.bcn@gmail.com)

**WHERE STUDENTS SHOULD GO WHEN THEY ARRIVE AT ESADE**

**Exchange students should report their arrival at the Law School Office (building 1, first floor).**

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

Main contact person: **Eva Mestres** [eva.mestres@esade.edu](mailto:eva.mestres@esade.edu)

Information students will be given by the Law Office 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.

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, 64 and V5 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  
Classrooms for Law courses  
Law School Office  
Law School Dean's Office  
Law IIRR Office  
Office of the Registrar  
EsadeForum  
Cafeteria
- **Building 2**  
Carrer Marqués de Mulhacén, 40-42  
Classrooms for Law courses  
Library and Corporate  
Documentation Centre  
Cafeteria
- **Building 3**  
Avinguda d'Esplugues, 92-96  
Cafeteria

## 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	€40
Sports	€45 - €80
Misc Expenses	€190 – €500
<i>Monthly Budget</i>	<b>€1205 - €1880</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 Caroline Beckershaus**  
[caroline.beckershaus@esade.edu](mailto:caroline.beckershaus@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 (invitation to housing as proof of accommodation included)
- Proof of medical insurance including repatriation
- Proof of Accommodation\*
- 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. 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.

## 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 and hostels

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

**Tel: +34 673 62 22 07**  
[www.livensaliving.com](http://www.livensaliving.com)  
*special rates for ESADE students*

**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 Barcelona Campus**  
c/ Sancho de Àvila 22; 08018 Barcelona  
Av. del Paral·lel, 101, 08004 Barcelona  
+34 93 309 98 30  
[www.thestudenthotel.com](http://www.thestudenthotel.com)

**Livensa Living**  
c\ Sant Mateu, 4  
Esplugues de Llobregat, Barcelona



**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](http://www.residenciaemilie.com)

**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.sanmarius.com](http://www.sanmarius.com)

**Residencia LESSEPS**

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

**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.blancguesthouse.com](http://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.  
<https://thelofttown.com/en/>

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

**More Permanent Accommodation**

**[www.bcn-nest.com](http://www.bcn-nest.com)**

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. [info@bcn-nest.com](mailto:info@bcn-nest.com)

**[www.livefurther.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](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.

#### Resa Housing

C/ Torrent de l'Olla, 219

08012 Barcelona

+34 932 389 072

[www.resahousing.com](http://www.resahousing.com)

#### 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)

#### Blue Stripe

Carrer Roger de Flor, 117, Local 1

08013 Barcelona

+34 93463 7195

[www.barcelona.bluestripeliving.com](http://www.barcelona.bluestripeliving.com)

#### Sh Barcelona

Franck Anais

Carrer Casanova 99, bajos

[www.shbarcelona.com](http://www.shbarcelona.com)

#### Altiro

Carrer Mallorca 303, entlo, 1ª

08037 Barcelona

+34 932 530 427

[www.altiobarcelona.com](http://www.altiobarcelona.com)

#### Destination BCN

Ronda Universitat, 11

08007 Barcelona

935 32 52 67

[info@destinationbcn.com](mailto:info@destinationbcn.com)

[www.destinationbcn.com](http://www.destinationbcn.com)

#### Misodi Rent

+34 932 412 910

[v.huidobro@misodirent.es](mailto:v.huidobro@misodirent.es)

[www.misodirent.es](http://www.misodirent.es)

#### Jump In Barcelona (only female students!)

+34 667 49 75 06

[admin@jumpinbarcelona.com](mailto:admin@jumpinbarcelona.com)

[www.jumpinbarcelona.com](http://www.jumpinbarcelona.com)

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