esade
RAMON LLULL UNIVERSITY
Law School

FACT SHEET 2024 / 2025

Esade Law School
Barcelona Campus
Av. de Pedralbes, 60-62
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http://www.esade.edu

Erasmus ID Code: E Barcelo16

Exchange Program in Law or Themis

Last updated version September, 2023

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FACT SHEET
EXCHANGE STUDENTS

esade

2024/2025

APPLICATION

ADMISSION REQUIREMENTS

Students must be in good standing and duly 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 through an exchange nomination platform. Access to the platform will be provided in due time.

Deadlines:
Fall term & annual online nomination only:
March 15th to April 30th, 2024
Spring term online nomination:
March 15th to September 30th, 2024

*Partner universities will be informed of the nomination procedure closer to the nomination date

APPLICATION PROCESS

Nominated students will be provided access to Esade's intranet to upload the required application documents. The issuance of student's credentials may take few days.

Fall & annual exchange deadline: **May 20th**
Spring exchange application deadline: **October 20th**

Students who need to apply for a visa 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 courses are mainly taught in English (some courses offered in Spanish).

  - English language certificate* required (minimum C1) for non-native English speakers or applicants from an institution where the language of instruction is not English.

  - Spanish language certificate* required (minimum B2) for non-native Spanish speakers who want to enroll in Spanish-taught courses.

  * The language certificate must be issued by a competent body, coordinator of English/Spanish 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 and must arrive no later than the day before the first day of the term.

FALL TERM 2024

July	Courses online bidding registration
End August – early September	Spanish language course (optional)
Early September	Welcome session (mandatory)
Early September – end December (before Christmas)	Term dates including exams

Exams dates will be set by Program Management and could be any date until the end of December.

SPRING TERM 2025

November 2024	Courses online bidding registration
Early February	Spanish language course (optional)
Mid-February	Welcome session (mandatory)
Mid-February – End June	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 students to pay attention to exam dates when booking any flights.

ACADEMIC INFORMATION

COURSES OFFER AND ONLINE REGISTRATION

Course lists for 2024/25 and syllabi will be available on the Esade Exchange Moodle website by June/July. Information from previous years will be visible beforehand here under "Exchange Incoming Students" web section.

Semester Workload:
27-33 ECTS* are accepted for students from European universities
23-33 ECTS* for students from non-European universities
30-33 ECTS* for THEMIS students
*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 . 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 1st term of the month (once the registration is confirmed).

Erasmus+ students will be asked to complete their **Online Learning Agreement** through the Erasmus Without Paper 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.

ACADEMIC INFORMATION

LANGUAGE OF INSTRUCTION

Fall and spring terms: English (we also offer some courses in Spanish)

ESADE EXCHANGE INFORMATION & MOODLE WEBSITE

A Moodle page will be opened, from where nominated exchange students can carry out all formalities, including accessing the Exchange Information (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) 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 student by email with a link to be downloaded. 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-numerical grades

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

ORIENTATION PROGRAM

WELCOME SESSION AND SPANISH LANGUAGE COURSE

At the beginning of each semester, Esade Law School organizes 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 completing a form that will be sent by June. More information about the language course application and registration procedures will be available around July for Fall term and November for Spring term.

- **Welcome Session**
  Institutional welcome by the Law School and the International Academic Relations teams. 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, 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 organizes welcome parties, cultural trips and others.
Contact them at ciee.bcn@gmail.com

NON-ACADEMIC INFORMATION

LOCATION & CAMPUS FACILITIES

Location

Esade Law School is located in a residential neighbourhood called Pedralbes in the upper part of Barcelona. The main building (building 1) 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, 68, 22, H4 and V5 for a 5 minute walk
- **Taxi:** The fare from the city centre (Plaça Catalunya) to Esade is about €18.

Campus Facilities

- **Building 1:** Avinguda de Pedralbes, 60-62
  Classrooms for Law courses, Law School Office, Law School Dean's Office, Law RRII Office, 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

Building 1 - Av. Pedralbes

Building 2 - Calle Marquès de Mulhacén

Building 3 - Av. Esplugues

NON-ACADEMIC INFORMATION

HOUSING

Student Residences
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.

Private Housing
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/barris) 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 two weeks prior to the start of your programme to locate accommodation. Alternatively, you can secure a room or apartment from abroad, but be aware of scams.** Only make money transfers to reputable agencies! Even then, make sure you use their platform, and have not been sent a link which takes you outside the platform. 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.

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 & Mr. Marcos González
isa@esade.edu

NON-ACADEMIC INFORMATION

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)

Accomodation Off Campus (shared)	**500-700€**
Public Transportation	**40€**
Eating Out	**215-320€**
Groceries	**250-400€**
Sports	**45-80€**
Miscellaneous	**200-500€**

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 countries 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.

NON-ACADEMIC INFORMATION

PSYCHOLOGICAL & COUNSELLING SERVICE

Esade's PACS (Psychological And Counselling Services) aims to ensure the psychological and emotional wellbeing of all students. It supports anyone experiencing issues related to their studies, or any psychological, social and/or emotional problems that are hindering their academic progress.

The student counsellor is a professionally trained and experienced clinical psychologist, accustomed to guiding people from different backgrounds and cultures through a wide range of issues. You can access three main types of services:

Individual Counselling
Curricular Accommodations
Workshops

https://www.youtube.com/watch?v=IWkzRHye8Jk

pacs@esade.edu

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EXCHANGE STUDENTS

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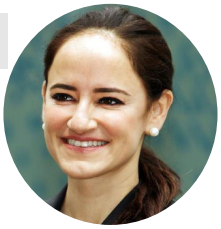
2024/2025

TEAM

International Academic Relations Unit

Prof. Patricia Saiz



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Ms. Caroline Beckershaus
Mr. Marcos González

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PACS (Psychological & Counselling Service)

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