

## FACT SHEET 2023–2024

### International Business and Marketing

ESCI-UPF International Business School was founded in 1993 as a joint venture between UPF and the Catalan Government with a mission to focus on international issues by delivering academic programmes and carrying out research to boost Catalan companies' international presence. It places particular emphasis on innovative programmes and teaching practices, multicultural approaches to management and due consideration of companies' social responsibility.

#### TRIMESTER DATES 2023–2024

	First Trimester	Second Trimester	Third Trimester
Nomination deadline	14 May	1 October	14 January
Application deadline	31 May	8 October	25 January
Opening course selection	1 June	9 October	26 January
Course selection deadline	15 June	15 October	30 January
Pre-Welcome online session	15 May	2 October	TBA
Mandatory Welcome session	15 September	8 January	TBA
Classes	From 18 September to 30 November*	From 8 January to 13 March*	From 2 April To 12 June
Add-drop period	From 18 September to 27 September	From 8 January to 15 January	From 2 April to 9 April
Final exams	From 4 December to 15 December	From 15 March to 22 March	From 14 June to 21 June
Resit exams	From January 12 to January 13	From 19 April to 20 April	From 10 July to 11 July

**\*IBP courses:**

**1<sup>st</sup> trimester:** From 26 September to 1 December

**2<sup>nd</sup> trimester:** From January 9 to 14 March

## APPLICATION PROCEDURE

1. The home university sends a nomination by email ([incoming@esci.upf.edu](mailto:incoming@esci.upf.edu))
2. Nominated students receive the application materials and instructions by email.
3. Nominated students submit their online application through the SIGMA platform.
4. Accepted students receive an admission letter (PDF) through the online platform in Catalan and in English (for personal purposes only).
5. Non-EU accepted students receive an acceptance letter (PDF) with the approved courses in Spanish (for **visa purposes only**).
6. Accepted students can apply for a student visa at a Spanish consulate (if applicable).

## VISA REQUIREMENTS

Students who are citizens of an EEA country (which includes all EU countries) or Switzerland and have a valid identity document or national passport do not require a visa. Students staying for longer than three months will have to register with the Registry of European Union Citizens (*Registro de Ciudadanos de la Unión Europea*).

Students from a country outside the EEA (except for Switzerland) planning to stay for longer than 90 days must obtain a student visa from the nearest Spanish embassy or consulate before leaving their home country. All foreigners who fall into this category must have a student visa to study in Spain. Students will require the acceptance letter from ESCI-UPF as part of the process of applying for a student visa.

Please bear in mind the following points:

1. A tourist visa does not grant permission for the holder to stay in Spain for study purposes.
2. For stays in Spain of longer than six months, students must ensure they obtain a visa that allows them to apply for a Spanish student residence permit (*Autorización de estancia por estudios*).
3. Students who obtain a 180-day student visa that allows only a single entry to the Schengen Area will not be permitted to extend their stay and will not be able to leave and re-enter Spain.

## MANDATORY TRAVEL INSURANCE

Students must take out travel insurance valid in Barcelona for the entire period of their stay.

Students who are citizens of an EEA country or Switzerland and who are entitled to coverage under the social security system of their country should obtain a European Health Insurance Card (EHIC) from the health authorities in their home country.

Although the EHIC gives EEA citizens access to medically necessary, state-provided healthcare during a temporary stay in Spain, it is not an alternative to travel insurance. EHIC does not cover accidents, private healthcare or costs such as a return flight to students' home country or lost/stolen property. Moreover, the EHIC does not cover any costs incurred if the holder is travelling for the express purpose of obtaining medical treatment.

All international students, including those on the Erasmus programme, are required to have all-risks coverage during their stay in Spain. **ESCI-UPF will check that all students have taken out travel insurance (including liability coverage) to complement the coverage provided by the EHIC. These are the minimum requirements.**

It is strongly recommended that students consider other insurance packages available to UPF students at a special rate. These packages cover the cost of medical care up to a set limit. [Oncampus insurance company](#) offers packages to UPF students at a special rate.

Students who are citizens of non-EEA countries should find out whether there is a mutual health provision agreement between the social security system of their home country and Spain (this is the case for several Latin American countries). If such an agreement exists, students can obtain a document from the relevant authorities in their home country entitling them to free medical coverage in Spain. This situation doesn't exclude student to complement their coverage with a **travel insurance (including liability coverage)**. If not, before they leave their home country, students must take out a travel insurance **(including liability coverage)** for the duration of their stay at ESCI-UPF.

## ACCOMMODATION

Students planning to look for accommodation on arrival in Barcelona should reserve a hotel or hostel room well in advance. Finding a room can prove very difficult without an advance booking.

[Barcelona Centre Universitari-BCU](#) is the accommodation service offered by all universities in the Barcelona area. It offers flats and rooms in Barcelona, in-home stays, residence halls, etc. with guaranteed quality, safety, and cleanliness standards.

For more information and online registration, please contact: [reservas@bcuhousing.cat](mailto:reservas@bcuhousing.cat)

Additional accommodation options are listed in the Welcome Document sent to all nominated students.

## APPROXIMATE COST OF LIVING (PER MONTH)

Accommodation:

(can vary substantially depending on the type of accommodation)

Renting a flat: €900–€1500

Renting a room in a shared flat: €400–€600

Student residence (depending on the food services included): €500–€900

Food: €350–€400

Transport: €100

Spending money: €250–€300

## ACADEMIC PROGRAMMES

Students may choose from a list of subjects taught as part of the following programmes:

- Bachelor's Degree in International Business and Marketing (GNMI)
- International Business Programme (IBP)

**Courses on master's programmes are not open to exchange students.**

## LANGUAGES OF INSTRUCTION

The languages of instruction at ESCI-UPF are Catalan, Spanish and English, depending of the course. There is a list of selected courses taught in English and a list of courses taught in Spanish or Catalan. Courses teaching plan specify the language of instruction of the course.

## LEARNING EXPECTATIONS

- Class format. Students learn through lectures, case studies, team assignments, presentations and required readings.
- Attendance. Students must attend at least 80% of classes in order to be awarded a mark for attendance and participation.
- Grading system. The Spanish grading system assigns numerical grades from 0 to 10. The minimum passing grade is a 5. The final grade is based on continuous evaluation marks—for midterm exams, presentations, exercises, projects, attendance, participation, etc.—and the final evaluation mark (final exam grade). The grading policy is indicated in the teaching plan (syllabus) for each subject.
- Examinations. At the end of term, students must take a final exam, which accounts for a specific percentage of the final grade.
- Class size. Classes range in size from 20 to 60 students, depending on the course.
- Course load. There is minimum course load:
  - 20 ECTS for students staying 1 trimester
  - 30 ECTS for students staying 2 trimesters
  - 60 ECTS for students staying the whole year

Full-time Spanish students generally take an average of 5 courses per term (20 ECTS credits/term, 60 ECTS credits/academic year).

- Level of subjects. Students can get an idea of contents and levels by checking the [syllabus<sup>1</sup>](#). Recommended prerequisites are set out in the course catalogue documents for each term sent to all nominated students.
- Application and admission to courses. Students must complete an online application form.
- Percentage of international visiting students (each term): about 50%.
- Percentage of exchange students (each term): about 10%

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<sup>1</sup> Year 2023-2024/Center 705-Escuela Superior de Comerç Internacional/Study 99999-Mobility/Syllabus 7- Study Plan

## GRADING SYSTEM

The Spanish grading system is based on a scale from 0 to 10, where 5 is the minimum passing mark.

ESCI-UPF grading scale:

*Matrícula d'honor* – 10 (A with honours)

This is the highest grade and is awarded to a small number of students whose performance is considered exceptionally good (maximum 5% of enrolled students).

*Excel·lent* – from 9 to 10 (Very good)

Awarded to students whose performance is considered very good.

*Notable* – from 7 to 8.9 (Good)

Awarded to students whose performance is considered good.

*Aprobat* – from 5 to 6.9 (Pass)

Awarded to students whose performance is considered adequate.

*Suspens* – from 0 to 4.9 (Fail)

Students awarded this grade have not passed the subject.

*No presentat* (Not attended)

Awarded to students who did not take their final exam and who therefore have no final grade. This grade blocks access to any re-evaluation of synthesis activities.

*Renúncia a l'avaluació* (Cancelled call)

Awarded to students who opted out of assessment. In this case, students need to complete and return an application form before the last day of classes in each trimester.

## STUDENT SERVICES

International Relations Office. This service helps exchange and visiting international students adapt to life at ESCI-UPF and in Barcelona.

Academic Counselling. Prof. Dr. Jordi Puig, Head of international Relations, provides academic assistance to exchange and visiting international students.

Students will have access to the ESCI-UPF intranet (Moodle), a roaming access service (EDUROAM) and the computer rooms in the ESCI-UPF building. We recommend that international students bring their own laptop as this is a frequently used tool at ESCI-UPF.

Students will have access to the main UPF library, in the Jaume I building (a 10-minute walk from the ESCI-UPF building). International students may borrow books from the library.

## STUDENT SUPPORT

### **Buddy Programme**

Exchange students can apply for a “buddy” to help them get through the first few weeks. Buddies are ESCI-UPF students who have volunteered to help one or more exchange students.

<https://esci-upf.broaddy.com/register/international>

### **ESN-UPF**

ESN-UPF is made up of local students who have volunteered to help exchange students settle in. It runs all kinds of social, cultural and non-university-related activities. Most volunteers have been exchange students themselves in the past, so they know firsthand what students need when they first arrive in Barcelona.

ESN-UPF is part of the Erasmus Student Network (ESN), set up in 1989 to promote student exchanges across Europe and now one of the largest interdisciplinary associations in Europe.

In Barcelona, we work closely with volunteers from the other three public universities in the city (UB, UPC and UAB) to provide the best activities, trips and projects our city and country has to offer.

<http://esnupf.org/>

### Spanish Programme

The UPF's language programme offers intensive Spanish courses (see the website below for fees). The programme provides intensive Spanish training at beginner, intermediate, advanced and proficiency level. Students can also take optional complementary modules on Spanish for Academic Purposes, Fluency Skills, the History of Barcelona, and the Catalan Language.

<https://www.upf.edu/web/idiomesupf/spanishprogram>

### Coffee Break

The "Coffee break" is a linguistic exchange between two or more students that are interested in practicing the other person's language. A total of two languages are spoken by the different participants, each language dominated by at least two of the members. The languages practised are Spanish, Japanese, Arabian, German, French, Chinese and Russian, and the meetings are held at the cafeteria of ESCI-UPF every two weeks. The timing slot is chosen by each linguistic group, and we invite every participant to a cup of coffee every time they meet. In other words, they practice a language, while drinking a coffee and chatting with someone!

### Inclusion service

As part of its commitment to society, ESCI-UPF's Inclusion service works to ensure that all students can develop their potential by valuing educational diversity and guaranteeing the rights of high-performance athletes and people with disabilities or at risk of socioeconomic exclusion.

At ESCI-UPF we understand inclusion in terms of universal accessibility, as a key condition for promoting people's autonomy based on equality and non-discrimination. Not only do we ensure that all our services, activities and spaces are physically accessible, we also guarantee that all members of the university community can play their part under the same conditions. Our aim is to safeguard all students' rights to university access, course progression and employment options.

The Inclusion service welcomes and supports students with special educational needs from the moment they arrive at the school. Any student can apply for support by submitting proof of their special educational needs. They will receive guidance throughout their time at university and the school will make any necessary adaptations to the course programme to offer them the required support and resources.

Contact: [incoming@esci.upf.edu](mailto:incoming@esci.upf.edu)



## INTERNATIONAL RELATIONS OFFICE

### CONTACT DETAILS

**Jordi Puig**, Head of International Relations

[jordi.puig@esci.upf.edu](mailto:jordi.puig@esci.upf.edu)

**Laia Serradell**, International Relations Office (incoming students)

[laia.serradell@esci.upf.edu](mailto:laia.serradell@esci.upf.edu)

**Noelia Puig**, International Relations Office (outgoing students)

[noelia.puig@esci.upf.edu](mailto:noelia.puig@esci.upf.edu)

**Adriana Joaniquet**, International Relations Office

[Adriana.joanique@esci.upf.edu](mailto:Adriana.joanique@esci.upf.edu)

**International Relations Office**

Tel: +34.93.295.47.10 (ext. 208)