



**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**

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## 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 20<sup>th</sup>

Spring exchange application deadline: October 20<sup>th</sup>

**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.)
- ✓ English language certificate\* only required (minimum C1) for non-native English speakers or applicants from an institution where the language of instruction is not English. All fall & spring courses are English-taught.

\* 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 (TBC)	Spanish language course (optional)
Early September	Welcome session (mandatory)
Early September – December (before Christmas)	Term dates including exams

Exams dates will be set by Program Management and could be any date in 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\* per semester for students from European universities

23-33 ECTS\* per semester for students from non-European universities

\*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 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 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

### 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) 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 students 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.

## 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 email in 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...

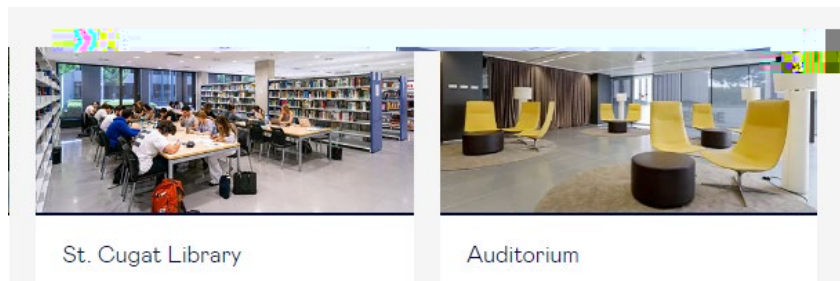
Esade International Student Association - CIEE offers a **buddy service** for exchange students. Their main aim is to help exchange students get used to their new academic, urban and social surroundings. CIEE organizes welcome parties, cultural trips and others. Contact them at [ciee.bcn@gmail.com](mailto:ciee.bcn@gmail.com)

## 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.



St. Cugat Library

Auditorium

[Esade Sant Cugat Campus](#)

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## NON-ACADEMIC INFORMATION

### 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 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



## 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)

Accommodation	
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, you will need a residence permit. The cost of the residence permit is 230€, 200€ for non-EU citizens and 100€ for EU citizens.

## 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](mailto:pacs@esade.edu)

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## 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  
araceli.domenech@esade.edu



#### Ms. Paula Niembro

International Program Manager  
Contact for partner schools  
(inbound) Contact for Economics &  
Politics partner schools (outbound)  
paula.niembro@esade.edu



#### Ms. Julia Anglès

International Program Manager  
Contact for Law partner schools  
(outbound)  
julia.angles@esade.edu



#### Ms. Caroline Beckershaus Mr. Marcos González

Non-Academic International  
Student Advisor  
*Non-Academic Help Desk*  
isa@esade.edu

### Law School

#### Prof. Pedro Aznar

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

#### Ms. Eva Mestres

Exchange Programs Manager  
*Academic Help Desk*  
eva.mestres@esade.edu

#### Ms. Silvia Romboli

Exchange Students Academic  
Advisor  
silvia.romboli@esade.edu



#### PACS (Psychological & Counselling Service)

pacs@esade.edu