



Education and Culture DG

ERASMUS MUNDUS



# Student Handbook

## Welcome to Barcelona

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## 1. GENERAL INFORMATION & CONTACTS

Founded in 1968 and currently enrolling more than 50.000 students, the UAB is a research university strongly committed to graduate education. The UAB offers undergraduate and graduate degrees in all areas of Sciences, Social Sciences, Law and the Humanities.

The UAB ranks very highly in research productivity among Spanish and European Universities. According to the Spanish evaluation agency, the UAB ranks first in Spain in public funding of research (in terms of relative per faculty member). It is also one of the Spanish Universities that attracts more exchange students under the Erasmus and Socrates Programs. Universitat Autònoma de Barcelona is a dynamic and modern public institution with an active policy of internationalisation.

The UAB is located on the Bellaterra campus, by the city of Barcelona, the capital of Catalonia. It is a cosmopolitan city that offers a great variety of opportunities to the visitors and residents. The UAB campus offers Residential Facilities, shops and services and students are eligible for on-campus housing.

The QEM international Office:  
Universitat Autònoma de Barcelona  
Facultat d'Econòmiques i Empresariales  
Edifici B  
IDEA (office B3-124)  
08293 Barcelona

## 2. FORMALITIES

### 2.1. Residence permit

Once inside Spanish territory and within the first thirty days, you must present your passport and visa to the local police in your place of residence in Spain, so that you may obtain the

residence permit and/or work permit. The University International Relation's Office has a service that can help you to obtain this residence permit. This Student Residence Authorization Card is a temporary permit that remains valid while you are studying in Spain. This permit is valid for a maximum of one academic year and can be renewed every year until you finish your studies. It is not possible to ask for this residence permit without having an open student Type D visa. If you do not get your passport stamped when entering the European Union, you will need the boarding pass in order to prove your arrival date.

Students from a Shengen country that plan to live in Spain for more than three months, will have to go personally to the National Police Station closest to their residence here in Barcelona in order to apply for the certificate of registration and the NIE (identification number of foreigners in Spain).

For further information about residence permit procedure please check the webpage <http://www.uab.es/english/>, link "Mobility and exchange", then click on the right menu "Visa and resident card". You may also contact [international.welcome.point@uab.cat](mailto:international.welcome.point@uab.cat).

Acquiring student residency status is a time consuming bureaucratic process. We strongly urge your maximal diligence on this matter. Directions on how to proceed will be given to you upon your arrival by the International Welcome Point, located in the heart of the campus.

### 2. 2. Health Insurance

The recipients of the Erasmus Mundus Scholarship are covered by the ACE Europe Insurance. Follow the link to find out more:

<https://www.marshconnect.eu/emis2MC.htm>

For other students, If you are registered with the national health service in your own country please inquire before leaving your country

whether this insurance can be extended to Spain. In this case and if you have some minor illness, you can go to any Social Security clinic (Centro de Salud, Ambulatorio, etc. de la Seguridad Social) where a doctor will prescribe the required treatment, or refer you to a specialist if necessary.

In the case of a serious accident or illness, any INSALUD Hospital will take care of you as long as necessary. In such circumstances, the cost of the treatment will be paid by the social security system of your country. European students should obtain the E1.11 form in their home country before coming to Spain. You will be asked to produce this form when you are admitted into a hospital or given an appointment with a doctor.

If you are not covered by your country's health system, take some private insurance either in your country to cover your stay abroad or take one here in Barcelona (there are several companies and the average price is about 35 Euros a month). Please ask the master administration for help.

Medicines prescribed for you by a doctor can be obtained at a reduced cost from a pharmacy, if you are entitled to receive state health care in your own country. Otherwise you will have to pay the full cost.

## 2.3. Bank account

The QEM Master has an agreement with the Bank CIC (Crédit Commercial et Industriel) to open a Bank account to our students. The opening of a Bank account at CIC is only mandatory for students having an Erasmus Mundus scholarship. There are two stages for the opening of an account:

**-Pre-opening of the account and Account number.** This can be done online before the arrival in Paris. Accepted students need to

upload on their personal web page the files which are asked on the online platform (Passport, Visa, Travel ticket, Photo...) and need to fill all the information asked in the personal web page (passport, permanent address, arrival...). When this information is complete the Bank will be asked to pre-open a Bank account and the information about your account number will be available on your personal web page. For the following step, you will need to treat directly with the Bank.

**-Opening of the account and means of payment.** To have your bank account effectively open, you need to go to the Bank (with your passport), and there is no way to avoid being physically present for this meeting. The Bank will give you your means of payment (checks, visa card) and internet access to manage your account. You should ask an appointment directly to the Bank (by phone or e-mail: see below) and this can be done as soon as you have your account number on your personal web page. All information you want to know about your account (fees, transfer to or from foreign countries...) should be asked to the Bank.

### **-Information on the Bank CIC-Crédit**

Industriel et Commercial: <https://www.cic.fr/fr/>  
CIC - Agence Paris Bac  
2 Boulevard Raspail, 75007, Paris

**Access:** Metro: Rue du Bac (line 12), Bus: Bac-Saint Germain (lines 63, 68, 69, 83, 84, 94)

### **Contact:**

PAQUIS Catherine  
Email : [paquisca@cic.fr](mailto:paquisca@cic.fr)  
Phone: +33 8 20 010 041  
Fax: +33 1 44 39 34 23

Banks in Barcelona are generally open from 8.30 a.m. to 2.00 p.m., Monday to Friday. Some banks are open on Saturday mornings, and savings banks open on Thursdays from 4.30 to 7.45 p.m., except from June to September. In the city centre and at places of tourist interest there

are several banks that are open every day, especially in the summer, for foreign exchange.

### 3. STUDYING AT UNIVERSITY of BARCELONA

#### 3. 1. Registration

Although you will register in Université Paris 1 during the welcome week, the Universitat Autònoma de Barcelona also requires students to enroll officially at the beginning of the year.

Upon enrollment in our university, students must present the following documentation:

1. Academic transcript for studies undertaken with the indication of the number of years studied to complete the degree, teaching hours involved or credits, the courses taken with results obtained, and an explanation of grading system and minimum grade needed to pass;
2. Official bachelor degree that provides access to the master;
3. 2 color pictures.

#### Observations:

All documents issued abroad that are presented on enrollment must be official, issued by the competent authorities, with an officially recognized translation into Spanish or English. Such documentation must also be legalized through diplomatic means as detailed below:

Countries within the European Union + Norway + Iceland + Liechtenstein: no legalization is required; despite the obligation of an officially recognized translation being maintained.

Signatory countries to The Hague Convention of October 5th 1961

(a list of the countries may be found on the following web page

<http://www.mepsyd.es/mecd/jsp/plantilla.jsp?id=21&area=titulos/legalizacion>).

For the legalization of documents from the above countries, it is sufficient that the competent authorities issue the relevant **Apostille**.

Signatory countries to the Andrés Bello Convention (Bolivia, Colombia, Chile, Ecuador and Peru):

Documents must be legalized through diplomatic means; all documents being presented successively to:

- The Ministry of Education in the country of origin for degrees and study certificates;
- The Ministry of Foreign Affairs in the country in which the documents were issued;
- Spanish Diplomatic or consular representation in the country in question.

Other countries:

Documents to be presented, successively, to:

- The Ministry of Education in the country of origin for degrees and study certificates;
- The Ministry of Foreign Affairs in the country in which the documents were issued;
- Spanish Diplomatic or consular representation in the country of issuance.

Officially recognized translations can be undertaken:

1. By any diplomatic or consular representation of the Spanish State in another country;
2. By the diplomatic or consular representation within Spain of the country to which the applicant pertains;
2. By a sworn translator.

## 4. GENERAL PRACTICAL INFORMATION

### 4.1. Accommodation

The Autonomous University of Barcelona has much to offer students who are looking for accommodations in Barcelona. Accommodations are not particularly difficult to come by. Most students live on campus in university accommodations. Available options include:

#### On-campus University Residences:

Most students, both foreign and Spanish, live in the VILA UNIVERSITARIA, which has a total of 632 self-contained flats which can house a total of 1,790 students at one time. This type of university accommodation is quite suitable for foreign students as it places them on campus, less than half an hour from the centre of Barcelona. However, students must apply well ahead of time; they must stay for a minimum of 3 months and pay one month's deposit before moving in.

#### *Village 1:*

- Type D Apartment for individual use. Price: 450 euros/month plus electricity and water expenses;
- Type D Apartment to be shared by two students. Price: 225 euros/person/month plus electricity and water expenses;
- Type B Apartment to be shared by 3 students. Price: 198 euros/person/month plus electricity and water expenses.

#### *Village 2:*

- Type Q Apartment for individual use. Price: 682 euros + 7% VAT/month, plus electricity and water expenses;
- Type Q Apartment to be shared by two persons. Price: 341 Euros + 7% VAT/month, all expenses included.

The accommodation office is open from 8am-8pm, Monday-Friday. For more information about university accommodations and living off-campus, you should visit the website (<http://www.vilauniversitaria.com>) or contact by e-mail: [vila@vilauniversitaria.com](mailto:vila@vilauniversitaria.com)

#### Private Accommodation

You can also find other type of private accommodation in Barcelona:

- **The ETC Office** (Edifici d'Estudiants de la UAB) provides information and advice on renting off-campus private accommodation and also detailed advertises about accredited landlords and housing the web. There you will be able to check for room rentals offers as well as flats. You can search by location, price and also by public transport facilities. <http://etc.uab.cat/habitatge.php>
- **Barcelona Housing Service for Students:** [www.bcn-housing-students.com](http://www.bcn-housing-students.com), e-mail: [info@bcn-housing-students.com](mailto:info@bcn-housing-students.com)
- **Habitatge Jove:** <http://www.habitatgejove.com>

Note that house hunting in the private market is time consuming, so please plan ahead with enough time.

### 4.2. Travel Information

**Arriving by air:** Barcelona Airport is 12 km out from the city. There are various ways of getting from the airport to the city center.

#### Rail

Trains leave from the airport every 30 minutes from 5.42 a.m. to 11.38 p.m. The fare is about 2.60€ and the journey into the center of Barcelona (station: Sants) lasts 20 Minutes. For detailed information please check the following web page as the time schedule is being



changed frequently  
[http://www.castelldefels.com/aeroport/ingl/accesos\\_aeropuerto\\_tren4010.htm](http://www.castelldefels.com/aeroport/ingl/accesos_aeropuerto_tren4010.htm)

#### Bus

The Aerobús leaves the airport every 10 minutes from 6 a.m. to 1 a.m., Monday to Saturdays and public holidays. The end of the run is Plaça Catalunya, in the center of Barcelona. The fare is about 4€, depending on the departure terminal.

#### Taxi

The black-and-yellow taxis can be hired on the spot. They are not authorized to carry more than four passengers. If they are free for hire, the green light on the roof is lit up and they have a sign visible inside which reads LLIURE or LIBRE. The fare from the airport is approximately 30€ to the city center.

**Arriving by rail:** Barcelona has two international railway stations: Sants and França.

#### Arriving to UAB Campus

The UAB is located near Barcelona in an area where several major communication routes converge. This location means easy access from Barcelona and its metropolitan area and from the main towns in Catalonia, thanks to the network of motorways and to public transport. A free internal bus service connects all the university centers (only within the Bellaterra Campus) to each other and to the train stations.

To reach the UAB you may take two train lines, RENFE or Ferrocarrils Catalans (FGC). The main stations are located on Plaça Catalunya which is at the very center of Barcelona and which is also a stop for several metro lines.

If you come with RENFE you will have to drop at the Cerdanyola-Universitat Autònoma Station and there a free shuttle bus will take you to the Campus. You will have to drop on the second bus stop and cross the “Facultat de

Lletres” downstairs until you find the Facultat de Ciències Econòmiques i Empresariales which is the Faculty where the Departament d’Economia and H<sup>a</sup> Econòmica and IDEA are located.

The Ferrocarrils Catalans (FGC) have several lines all departing from the same platform at Plaça Catalunya. Only two are suitable to reach the UAB, S2 destination Sabadell and S55 destination UAB. The whole journey lasts roughly 30 minutes; depending on the departure station. There are trains approximately every ten minutes. Once at the campus follow the mass of people going downstairs and bearing left, down a wooden ramp until you reach Building B, Facultat d’Economia i Empresa.

### 4.3. Cost of living

Living costs in Barcelona are similar to those found in other European cities. In comparison with Paris, London or other cities in northern Europe, Barcelona is relatively cheap. It is more expensive than Lisbon and Athens, and is on a par with Rome.

Living expenses depend mainly on the type of accommodation. During the first days it is necessary to allow for a certain extra amount, to meet expenses such as accommodation (including deposits) and public transport passes. Landlords renting apartments usually demand one or two month deposits, there are contract fees, and other set up costs that can be quite high. We recommend you to bring along about 2100 Euros to face these costs.

Additionally and enclosed to this letter you may also find a summary of Living costs in Barcelona.

### 4.4. Living in Barcelona

Catalonia has a surface area of 31,930 square kilometres and more than six million inhabitants. This makes Catalonia a country with a fairly high population density (188 inhabitants per square kilometre). It has interesting cities

and towns with a long historical tradition, a great architectural heritage, a wide range of services and a strong personality of their own. Its language is Catalan.

Barcelona is the capital of Catalonia. It has a population of 1,770,000, and is the centre of a large metropolitan area. The city's architectural, artistic and cultural heritage bears witness to its 2,000 years of history. Its excellent position as regards international communications, its Mediterranean climate and its cosmopolitan character make it a privileged city.

#### 4.5. Cultural activities

Barcelona offers a wide range of cultural options. Information about cultural activities can be found in the entertainment sections of the newspapers, in leisure guides like La Guía del Ocio, on sale in all newsagents, as well as at the Cultural Information Office at the Palau de la Virreina (La Rambla, 99. Telephone: 93 301 77 75), or calling the metropolitan information telephone service (010).

#### 5. USEFUL LINKS

University of Barcelona:  
<http://www.uab.es/english/>

Living in Barcelona:  
[http://www.gencat.cat/index\\_eng.htm](http://www.gencat.cat/index_eng.htm)

Spanish visa information:

<http://www.maec.es/en/MenuPpal/Consulares/ServiciosConsulares/InformacionaExtranjeros/Paginas/Nacionalidad.aspx>

<http://www.uab.es/english/>

Living in Barcelona:

[http://www.gencat.cat/index\\_eng.htm](http://www.gencat.cat/index_eng.htm)

Spanish visa information:

<http://www.maec.es/en/MenuPpal/Consulares/ServiciosConsulares/InformacionaExtranjeros/Paginas/Nacionalidad.aspx>

#### QEM Office

The QEM international Office:  
Universitat Autònoma de Barcelona  
Facultat d'Econòmiques i Empresariales  
Edifici B  
IDEA (office B3-124)  
08293 Barcelona

## COST OF LIVING

<b>RENT:</b>	
<b>Vila Universitària de la UAB – Vila2</b>	
- Shared apartment .....	383.50 €
- Non-shared apartment.....	767 €
<b>Vila Universitària – External shared apartment</b>	
- Shared apartment .....	300-350 €
<b>Accommodation in Barcelona</b>	
- Shared apartment .....	260 - 400 €
- Non-shared apartment .....	700 - 1.200 €
<b>Accommodation in Cerdanyola</b>	
- Shared apartment .....	180 - 270 €
- Non-shared apartment .....	500 - 800 €
<b>Accommodation in Sabadell</b>	
- Shared apartment .....	210 - 300 €
- Non-shared apartment .....	600 - 800 €
<b>FOOD:</b>	
The amount of monthly food expenses ranges from 250 to 350 €	
- A hamburger.....	4 €
- A sandwich .....	3,€
- Breakfast at the Uni Bar.....	3,50 €
- Lunch at a cheap restaurant.....	7-12 €
- Lunch at the Uni Bar.....	5- 7 €
- Go out for dinner.....	15-20 €
<b>TRANSPORTS:</b>	
<b>BUS OR UNDERGROUND</b>	
- single ticket.....	1,35 €
- 10 journey travel card .....	7,70 €
<b>TRAIN</b>	
<b>Ferrocarrils de la Generalitat de Catalunya (FGC) – 2 zones - tarifa integrada Renfe – 3 zones</b>	
<b>Stations: FGC: " Barcelona-Universitat Autònoma de Barcelona"</b>	
<b>Renfe:" Barcelona-Cerdanyola Universitat</b>	
tarifa integrada / RENFE	
- single ticket.....	--- 1,50 €
- 10 journey travel card .....	15,40 € 10,15 € (Bonotren)
- Monthly travel card .....	69,10 € 34,50 €
- 50/30 travel card.....	52,80 € ---
- Youth card (under 23).....	162 € 128,20 € (Studio)