

Welcome to ESADE's Business Exchange Program!

We are extremely glad to receive your nomination as an ESADE Exchange Student for 2009-2010.

To help you prepare for your study abroad, your ESADE intranet contains all necessary information to help you transition to your exchange at ESADE and your life in Barcelona and our campus in Sant Cugat del Vallès.

Unioffice – Office of the Registrar / Secretaria Académica

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

Please check in with your Exchange Program Officer, Ms Carlota Manchon, upon arrival in Spain. You can contact Ms. Manchon with any questions regarding your registration, necessary documentation for registering, or any other academic matter.

Carlota Manchon

ESADE - Exchange Programs
Unioffice - Office of the Registrar
Avda. Torreblanca 59 – Floor 1
08172 Sant Cugat del Vallès
Spain

Email: carlota.manchon@esade.edu

Phone: + 34 93 280 61 62 Ext. 2226

Fax: + 34 93 204 81 05

Hours: 10.30 am to 2:00pm

3:00 pm to 7 pm

Prior to Your Arrival

Please note that in order to register at ESADE, you must provide **both on hardcopy, and via email, and before the end of July:**

- 2 Passport-Pictures (ONE to be uploaded ONLINE)
- A photocopy of your passport
- A copy of your Health and Travel Insurance and an Emergency Contact Number.
- Your Curriculum Vitae / Resume
- An official transcript of your grades
- Your Learning Agreement with your registration

Please submit your soft and hardcopies and to Carlota Manchon at the Registrar's Office to the addresses provided above.

The ESADE TUI Card

The access to ESADE's campus in Sant Cugat is **strictly** restricted to registered Students and Staff.

To obtain this card, you must complete your registration online and **upload a passport-picture** through ESADE's intranet.

Here is how you can upload your picture:

- On the top menu bar, click on e-Office
- Then select the link Tarjeta Inteligente/Intelligent Card.

Servicios TIC/TIC Services

Correo/Mail
 Unidad Departamental (R:)/Department Unit (R:)
 Unidad Personal (S:)/Personal Unit (S:)
 Buzon de voz/Voice mail
 Mensajería Instantánea/Instant Messenger
 Impresoras/Printers
 Acceso VPN/VPN Access

Tarjeta Inteligente/Intelligent Card

Preferencias/Preferences

Password
 Redirección del correo/Mail Forward

This will direct you to the ESADE TUI Card page. Please select the Option "Fotografía Carnet" from the Left hand-side menu.

At the bottom of the new page, there will be a link with which you will be able to upload their photograph, which must have a white background and be passport-sized.

Operaciones carnet

Información del carnet
 Anular carnet
 Reactivar carnet
 Activar carnet pendiente
Fotografía carnet

Si desea modificar su fotografía, busque una imagen de carnet (formato jpg) con el botón buscar y una vez finalizado pulse en el botón Subir imagen. Debe subir una foto del rostro con fondo claro y de una proporción utilizada para fotos carne.

Examinar... **Subir imagen**

Please remember:

- No card can be issued without a photograph.
- No person can go beyond reception unless they are in possession of an ESADE card, a valid form of ID or a copy of their registration with ESADE.

Other Uses for your TUI Card:

- Paying for your photocopies and prints
- Accessing the databases at the Library
- Paying for lunch/snacks at the bar

Spanish Crash Course

A free Spanish Crash Course is available to all incoming exchange students through ESADE's Language Center.

This course is given at all levels, from a totally elementary course, for people who never before have had contact with the Spanish language, to those who simply would like to brush up their knowledge before starting their classes.

If you are interested in joining this course, please fill in the form available through our intranet before the deadline there specified.

Exchange Informatio

Welcome and Student Guide

Orientation Programme

Calendar & Events

Spanish Course

Courses Description

ESADE Exchange Student Guide

Calendar & Schedule

Calendar Spanish Language Courses 08/09

Registration Form - Fall 2008

Spanish Form - To be sent before August 15th

Form to be sent before August 15th

Registration Form - Spring 2009

Spanish Form - To be sent before August 15th

Form to be sent before August 15th

No applications for the Spanish Course will be considered if submitted outside the specified deadlines.

For more information on dates and registration, please see Exchange Information/Spanish Course on ESADE's Intranet.

Health Insurance Coverage

It is the desire of ESADE that all incoming students have an adequate insurance coverage in the event of accident or illness during their exchange period at our Institution.

For this reason, we require that all international incoming students have valid medical insurance coverage for the entire duration of their stay in Spain. Because terms differ according to your country of origin, ESADE recommends that you request complete information from your insurance company before coming to Spain.

Upon arrival at ESADE you will be asked to sign a form confirming that you have contracted such insurance policy for the entire time you will be studying at ESADE. This form has to be returned with a copy of your insurance policy.

Students from EU countries: If you are covered by your country's national insurance system, you should request an E111-form in your home country, which entitles you to free medical assistance from the Spanish public health system. If you are covered by private insurance, please consult your insurance company to see if you require additional insurance for medical care in Spain. Please request full information concerning the procedure to follow in case you need medical care while in Spain.

Students from Non-EU countries: If you arrange private insurance to cover your medical care in Spain, please consult your insurance company about the specific details and exact procedure to follow, in case you need medical attention while in Spain.

All students

At the request of numerous students, and whilst we respect our students' right to choose from among the numerous alternatives available on the insurance market, if you have not arranged insurance before coming to Barcelona, or prefer to deal with a Spanish insurance company, ESADE has consulted the following group of experts to draw up a policy that offers reasonable coverage of accidents and illnesses:

GAESCO

Mrs. MARTA COT

Gaesco Seguros

Avda.Diagonal, 429

08036 Barcelona

Tel: + 34 933 662 731

Fax: + 34 933 662 732

mcot@gaesco.com

For more information on the insurance coverage offered by GAESCO and how to contract a policy before your arrival in Spain please read [this document](#) carefully.

GAESCO is a private insurance company totally independent from ESADE.

Learning Agreement

In order to have their exchange validated, all students must submit a document called "Learning Agreement", which is attached, for your convenience, at the bottom of this information package.

The document must be filled by the student, signed by him/her and sent to their home university for the signature of their coordinator. Once this is done, the form must be returned to Ms. Carlota Manchon's attention at the Unioffice.

We recommend that this be done as soon as registration is completed.

Checking in

Please report to **Carlota Manchon** at the Office of the Registrar in ESADE with any documents you forgot to submit prior to your arrival.

Likewise, you will be provided with:

- A copy of your **course schedule and final registration**.
Students who were unable to register for any course for reasons of overlapping, cancellations, or who were enrolled on a waiting list should also check with the Registrar's Office to see if there have been any changes in their situation.
- Your **student mail box number**, where all course material will be delivered. This mailbox can also be used to receive small private envelopes or letters. Do not send big letters to your mailbox. To have people address your mail there, just use ESADE's mailing address, with your name and mailbox number.
- A **form to be filled out with your address and telephone number in Barcelona**. It is important that you submit this information as soon as it is available in case you needed to be contacted personally during your stay.

Student Advisor for Non-Academic Matters

If you require any help with visa procedures, Housing Confirmation Letters, or finding an apartment, or for any other non-academic related issue, please contact **Ms. Jura Zymantas**, our Student Advisor for all non-academic matters. You can contact her at jura.zymantas@esade.edu.

ESADE's Website

On ESADE's intranet you have access to all your required documents, as well as the Exchange Information Package and On-line Enrolment page.

Registration / Enrolment Info

- Enrolment Information
- Registration course list and Requirements
- Online Registration Form (only open during enrolment period)
- Changes in Registration

Enrolment Information

Exchange Information

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ESADE Exchange Student Guide

Under this link you can access useful information for your enrolment such as minimum and maximum requirements, course lists, a link to the courses description, and other helpful documentation.

The courses description or syllabi book can also be found under Exchange Information/Courses Description.

Online Registration Form (only open during enrolment period)

The Online Registration Form (Registration) is going to be open only during enrolment period – which is still to be determined.

Open Enrolment Period is at the same time for both Fall Term and Spring Term students. If you wish to enrol in Skill Seminars, please do so at the moment of general enrolment, not after.

Registration is on a first-come, first-serve basis and courses have limited space available. If for any reasons, you cannot register for the course(s) of your choice upon registering, please wait until the ADD/DROP period is open to request any changes.

Changes in Registration

Changes in Registration need to be carried out online through our Changes in Registration Page.

No changes will be taken into consideration if sent by email.

Once the on-line registration is complete, **any changes to your courses should be requested via Internet during the first two weeks of the term**, not before then, and never after the second session of a course.

Additionally, please **note**:

- **Subjects worth 1.5 credits/seminars** cannot be added or dropped after the 1st class.
- **Courses with later start dates** (i.e. after the first two weeks of the official start of the semester) can be switched for another before the second session of both courses, always bearing in mind that total number of credits from the original registration must be maintained.

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Approximately **one day after entering your request for changes, please double-check to make certain your changes have been accepted**. You can do this through **Check status of changes** on your intranet.

Orientation Program

Under the Orientation Program Link you will find information on the Welcome Sessions offered to all Incoming Students at the beginning of their exchange term.

ESADE Student Guide

Spanish Official Paperwork – Please do not miss this one!
Useful Information on Housing

e-Office

Under this option located on the top menu on the website, you can

- access your ESADE Email (Correo/Mail)
- Access your TUI Card Page
- Change your password
- Forward your ESADE email to another email of your choice

Servicios TIC/TIC Services

Correo/Mail

Tarjeta Inteligente/Intelligent Card

Preferencias/Preferences

Password

Redireccion del correo/Mail Forward

Preferences

Use this option to

- change the language on your intranet.
- Forward your ESADE email to another email of your choice

Even though you may have an e-mail connection at your home school which you can continue to use while you are in Spain, it is nevertheless **very important that you regularly consult your inbox at your ESADE e-mail address** because this is often the only way we can reach you with urgent messages.

Preferences

Change Language

E-mail Forward

Request change of alias

Map

The information is periodically updated. Please check regularly your **left-hand-side menu** for our latest information and status of your exchange enrolment.

ESADE's Campus

ESADE's new Campus in Sant Cugat del Vallès is easily accessible via Ferrocarriles Catalanes (FGC) or Renfe (train). The ride from the center of Barcelona (Plaça Catalunya) to Sant Cugat is about 35 minutes.

Once in Sant Cugat, there are several bus lines that take you to the campus. Please do not doubt to contact us if you have any questions regarding accessing the campus.

You can find further detailed information on how to get to ESADE's campus at <http://www.esade.edu/campussantcugat/howtoget.html>.

FGC Train Line

You can access FGC train Line information at:

<http://www.fgc.net/homepage.htm>

This site is also available in English and French.

RENFE's Train Line

You can access Renfe's train Line information at:

http://www.renfe.es/cercanias/barcelona/mapa_zonas.html

Who is who @ ESADE

Undergraduate and Master in Management Programs Team

- **Prof. Ramon Garcia**
Director 2nd Cycle,
Undergrad. & Master in Management
Ramon.garcia@esade.edu
 - **Ms. Elisenda Díaz**
Program Manager 2nd cycle, Undergrad. &
Master in Manag.
elisenda.diaz@esade.edu
 - **Ms. Anna Sancho**
Program Manager 2nd cycle, Undergrad. &
Master in Manag.
ana.sancho@esade.edu
- ESADE Sant Cugat**
Unioffice
Avda. Torreblanca 59
08172 Sant Cugat del Vallès
Spain
Phone: 93.280.61.62
Fax: 93.204.81.05

CEMS, Msc & Double Degree Programs Team

- **Dr. Josep Franch**
MSc & CEMS and International Programs
Academic Director
Josep.franch@esade.edu
 - **Ms. Caroline Beckershaus**
CEMS and Double Degree_Program
Manager
Caroline.beckershaus@esade.edu
- ESADE Sant Cugat**
Unioffice
Avda. Torreblanca 59
08172 Sant Cugat del Vallès
Spain
Phone: 93.280.61.62
Fax: 93.204.81.05

All Academic Issues

For all academic issues such as changes in registration, transcripts, learning agreements and certificates of stay, please contact

- **Ms. Carlota Manchon**
Unioffice – Office of the Registrar
Exchange Programs
carlota.manchon@esade.edu
- ESADE Sant Cugat**
Unioffice – Office of the Registrar
Avda. Torreblanca 59
08172 Sant Cugat del Vallès
Spain
Phone: 93.280.61.62
Fax: 93.204.81.05

Non-academic issues

For non-academic issues such as housing, visas, medical contacts, health insurance or any other matters, please contact:

- **Prof. Jura Zymantas**
International Student Advisor
jura.zymantas@esade.edu

ESADE Pedralbes
Avinguda d'Esplugues 92-96
08034 Barcelona
Spain
Phone: 93.280.61.62
Fax: 93.204.81.05

Spanish Crash Course

To enrol in the Complimentary Spanish Crash Course, or for any further Language Courses at ESADE's Executive Language Center, please contact:

- **Rosana Torrente**
Academic Language Secretary
ESADE Executive Language Center
rosana.torrente@esade.edu

ESADE Pedralbes
Avinguda d'Esplugues 92-96
08034 Barcelona
Spain
Phone: 93.280.61.62
Fax: 93.204.81.05

Personal Data Sheet

ESADE - Exchange Students 09/10

Please attach
Photograph
Here

NAME _____

LAST NAME _____

DATE OF BIRTH _____

PLACE and COUNTRY
of BIRTH _____

NATIONALITY _____

HOME
SCHOOL/UNIVERSITY _____

PASSPORT / ID CARD
(please specify) _____

GENDER

PERMANENT ADDRESS _____

EMERGENCY CONTACT
@ HOME _____

RELATIONSHIP
CONTACT'S
TELEPHONE(s) _____

CONTACT'S eMAIL _____

ADDRESS IN SPAIN _____

PHONE # IN SPAIN _____

Please submit this form with a photograph attached to :

Carlota Manchon

ESADE - Exchange Programs

Unioffice - Office of the Registrar

Avda. Torreblanca 59 - 08172 Sant Cugat del Vallès – Spain

**EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM
LEARNING AGREEMENT**

ACADEMIC YEAR 2009/2010

FIELD OF STUDY(please circle appropriate option): **Business / CEMS MIM**
Length of Study in Months _____

Name of Student: _____
Sending Institution: _____ **Country** _____

Receiving Institution ESADE **Country** SPAIN

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT (ONLY if appropriate)

Course unit code (if any) and Page # of the information package	Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Note: If necessary, continue this list on a separate sheet

Student's signature Date:

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator's signature Institutional coordinator's signature

Date: Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature Institutional coordinator's signature

Date: Date:

Please return this form **at the beginning** of your exchange period, signed and stamped by you and your home university, to:
Attn. Carlota Manchon - Exchange Programs
ESADE Registrar's Office -- carlota.manchon@esade.edu --Fax: +34 932 048 105