

ESADE

Ramon Llull University

ESADE INTERNATIONAL STUDENT HANDBOOK

2008 - 2009

ESADE

Ramon Llull University

TABLE OF CONTENTS

	Page
• ABOUT THE GUIDE	3
• ABOUT ESADE	4
A Brief History	5
ESADE Activities	6
• ESADE GENERAL INFORMATION	7
Location	7
Campus	8
Web and Intranet	10
• ACADEMIC INFORMATION	11
International Relations Office	12
International Student Advisor	13
Internal Communication Sources	13
• ACADEMIC FACILITIES	14
Information & Communication Technology (TIC)	14
Information & Knowledge Service	15
Library	15
European Documentation Centre (CDE)	16
Business Information Centre (CIE)	17
The Learning Centre	18
Inter-Active Learning Spaces	19
• SERVICES AT ESADE	19
Travel Agency	19
Bank	20
Bookshop	20
Cafeteria / Coffee Shop	21
Parking	21
Copy Machines	21
Sport Facilities	22
Chapel	22
• STUDENT ASSOCIATIONS	23
Coordinador d'Alumnes de ESADE	23
Comit'e Internacional de Estudiantes	23
AIESEC	24
CEMS Club	24
Departament d'Activitats Culturals – DAC	25
Empresa – Joventut	25
Empresa I Societat – EiS	25

Departament d'Esports	25
• SPANISH PAPERWORK	26
Before Arriving	26
After Arriving	27
Consulates in Barcelona	30
• INSURANCE	31
Health Insurance	31
Accident Insurance	32
• HOUSING IN BARCELONA	33
For a Few Days	33
Student Residence Hall	33
Hotels	34
More Permanent Accommodation	35
Rental Agencies	36
Bulletin Boards and Websites	37
Districts of Barcelona	38
• LIVING IN BARCELONA	39
Cost of Living	39
Where to Live	39
Transportation	41
Money and Banks	43
Eating and Drinking	44
Pharmacies	45
Telephones	45
Postal Service	46
• FURTHER INFORMATION ABOUT BARCELONA	46
Safety	46
About Barcelona	47
A Little History	47
Information Sources	48
• STUDENT TIPS	50
International Student Card	50
Useful Phrases	51

ABOUT THE GUIDE

Dear Exchange Student:

Thank you for choosing ESADE for your Exchange Program. We hope the information included in this guide will help to make your entry into ESADE as easy and as pleasant an experience as possible. Please take the time to carefully read through the entire guide and then save it for future reference; you may need to consult it during your stay in ESADE.

In early 2009, the ESADE undergraduate, MSc and PhD Business Programmes are scheduled to move to Sant Cugat, 15 km from Barcelona on the other side of the Collserola mountain range and Natural Park. This Student Guide describes life on the ESADE campus in Barcelona. If there are changes that we know about regarding the Sant Cugat campus, they are also included in this guide.

If you have any questions about the information provided or would like to suggest ways of improving the guide, do not hesitate to get in touch with us.

We look forward to meeting you in person in the near future.

Best regards from the International Relations Team,

Antonia M. Serra
Director, International Relations

Marta Busquets
International Programs Coordinator

Elisenda Diaz
Undergraduate International Program Manager

Caroline Beckershaus
CEMS & MSc International Program Manager

Araceli Domenech
Law School International Program Manager

Jūra Žymantas
International Student Advisor

ABOUT ESADE

In 1958, a small group of innovative businessmen imagined the future. ESADE is the outcome of their initiative and entrepreneurial spirit. Today, with 50 years of experience, ESADE continues to make positive contributions to the development of entrepreneurial leaders as well as their staff and organisations, fostering social responsibility and an ethical commitment to their companies.

ESADE has become an important centre for research in the ever-changing fields of social science, management, law and economics as well as a forum for discussing and evaluating current and foreseeable socio-political, cultural and technological developments. ESADE has long been distinguished by its commitment to pluralism. Although Spain's past political situation sometimes made this difficult, the school has always accepted and respected a variety of opinions and beliefs, and this has no doubt contributed towards shaping ESADE's reputation as a progressive, dynamic institution.

Today, ESADE ranks prominently among university institutions not only in Spain but also internationally, finding itself among the top schools in rankings carried out by The Wall Street Journal, The Financial Times and Business Week serving the public interest by educating future leaders of society, carrying out research and analysis and actively participating in government projects.

ESADE has developed a cooperative culture focused on teamwork, closely following the trends in the current corporate climate. The business school strives to train business people with an open, entrepreneurial spirit who are capable of leading a team through the changes that challenge them daily, providing fast responses and knowing how to take advantage of the opportunities that these ongoing changes have to offer.

The innovative spirit that marked ESADE from the beginning remains as alive today as ever.

International Outlook

Right from the start, ESADE opted for an international focus. It is one of the founding members of the European Foundation for Management Development EFMD and the Community of European Management Schools CEMS. ESADE is also a member of the American Assembly of Collegiate Schools of Business AACSB, The Association of MBAs AMBA, The Graduate Management Admission Council GMAC, the Latin American Council of Business Schools CLADEA and numerous other academic and professional associations.

Accreditations

ESADE Business School received the EQUIS Quality Label awarded by the EFMD in 1998 and the corresponding re-accreditation in 2002. The MBA Programme was first accredited by AMBA in 1994 and reaccredited in 1999. In 2001 the AACSB accredited the Degree Programmes at ESADE. The Business School became one of only four European Schools to have this triple accreditation.

A BRIEF HISTORY

- 1954 Members of the Catalan business community set up a private foundation with the aim of creating a management school in Barcelona Spain.
- 1958 The foundation joined forces with the Society of Jesus and the ESADE Business School was founded.
- 1965 The ESADE Language School was founded.
- 1965 ESADE moved into a specially constructed building in the Pedralbes district.
- 1980 Permanent facilities for Executive programmes were inaugurated in Madrid.
- 1983 Building 2 was inaugurated in Barcelona.
- 1992 Building 3 was inaugurated in Barcelona.
- 1992 The Fundació ESADE joined the Universitat Ramon Llull, a federation of long-established private schools of higher education that was formed in 1991, and took responsibility for the university's teaching and research programmes in legal science, creating the ESADE Law School which enhances the standard curriculum with a particular emphasis on international and business law.
- 1995 The ESADE Business School also joined the Universitat Ramon Llull, bringing the number of federated schools to 8, with a total enrolment of 11,000 students.
- 2001 ESADE opened new facilities in Madrid, expanding the activities of the Business School.
- 2009 Projected opening of university campus in Sant Cugat.

ESADE is managed by a Director General, who is appointed by the board of trustees of the Fundació ESADE. Academic responsibility for each of the

schools belonging to ESADE is assigned to a dean or director appointed by the Board of Trustees on the recommendation of the Director General.

ESADE ACTIVITIES

BUSINESS SCHOOL

- **Graduate School**
 - 18-month Full Time MBA
 - One year Full Time MBA
 - Part Time MBA
 - Executive MBA
- **Executive Education**
 - Executive Programmes
 - In-company Training

ESCUELA SUPERIOR DE ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS

- Combined Undergraduate and Master in Management Program
- MSc Programme
- Ph.D. Programme in Management Sciences
- Institutes

LAW SCHOOL

- Combined Undergraduate and Master in Law Program
- Ph.D. Programme in Law
- Post-graduate Qualifications in Law

LANGUAGE SCHOOL

- Language courses in English, French, German and Spanish
- In-company Language Training
- Teacher Education

ALUMNI ASSOCIATION

ESADE has an Alumni Association with a membership of 21,000 through which former students can keep in touch with fellow graduates and with the school itself. The Association publishes an annual Alumni Directory and a periodical magazine. It also sponsors continuing education courses and clubs for various alumni interest groups. Moreover, it offers a series of professional career support services and activities. For more information check www.aaesade.net

ESADE GENERAL INFORMATION

L **Avinguda de Pedralbes, 60-62**
08034 – Barcelona
Spain

T **+34 932 806 162**

F **+34 932 048 105**

W³ **www.esade.edu**

LOCATION

ESADE is located in a residential neighbourhood called *Pedralbes* in the upper part of Barcelona. The main building 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, 20 minute walk
- *Ferrocarrils Catalans*: local commuter railway *Reina Elisenda* stop, 15 minute walk
- Buses: 78, 63, 75, 22 and 64, 5 minute walk
- Taxi: Taxis provide fast service in Barcelona. The fare from the city centre, Plaça Catalunya to ESADE is about €15.

Taxis provide the fastest transportation from the airport approximately €30. However, there is also bus and train service directly to the city centre, where you can transfer to the public transportation network.

IMPORTANT NOTE

In January, 2009, the ESADE undergraduate, MSc and PhD Business Programmes are scheduled to move to Sant Cugat, 15 km from Barcelona on the other side of the Collserola Mountain Range and Natural Park. It is connected by the FGC train, which runs every 8 minutes during rush hour and takes about 25 minutes from Plaça Catalunya. [FGC](#)

CAMPUS



BUILDING 1

L **Avinguda de Pedralbes, 60-62**
H Monday to Friday 07:30 - 01:45
Saturday 09:00 - 20:00
Sunday 10:00 - 20:00

Director General's Office
ESADE Management School Dean's Office
Central Services
Faculty Offices
TIC Information & Communication Technologies Serv.
EsadeForum
International Relations Service
CEMS office

Cafeteria

BUILDING 2

L	Carrer Marqués de Mulhacén, 40-42
H	Monday to Friday 07:30 - 01:45 Saturday 09:00 - 20:00 Sunday 10:00-14:00 & 16:00- 20:00

Library and Corporate Documentation Centre
American Express Travel Agency
Central Careers Services
Law School

BUILDING 3

L	Avinguda d'Esplugues, 92-96
H	Monday to Friday 07:30 - 22:00 Saturday 08:00 - 14:00

MBA Office
Executive Education
Alumni Association
Business Information Centre
Executive Language Centre
Language Learning Centre
American Express Travel Agency
"Caja Madrid" branch office
Carpa snack bar
Cafeteria and terrace
Car & Bike Park

SECURITY IN THE BUILDINGS

The Security Service is responsible for monitoring the movement of people in the three buildings as well as the entrances and exits at night and at the weekends.

In addition, all students are asked to follow these security measures:

- Never leave portable computers, bags, helmets, coats or any other personal belongings unattended in the corridors or other public areas.
- Always close the windows and lock the doors of your car if you park in the street; remove radios and other valuables from sight.

- Always lock parked motorcycles and bicycles and secure helmets to the motorcycle or carry them with you. In case of robbery always file a report with the National Police as soon as possible. If you need help with this contact jura.zymantas@esade.edu, the International Student Advisor. The closest police station to ESADE is at:

L Carrer Iradier, 11
T 932 903 800
Emergency telephone: 091

WEB and INTRANET

ESADE INTRANET

The Intranet is specially created for ESADE students. It can be accessed through the ESADE website:

www.esade.edu

Through the Intranet you can contact all ESADE services for any information you might need. You can also contact fellow students, faculty and administrative staff. Most required paperwork can be handled through the Intranet, saving time and eliminating the need to wait in line or make extra trips to the school.

The Intranet can be accessed from any computer connected to the Internet. Computers for student use are available in all three buildings.

Computer access is personalized. The Registrar's Office furnishes all incoming students with a Username and Password, which allows you access. Communication from the Registrar's Office is by e-mail so make sure to divert your ESADE mail to your main account or to check it daily.

The Intranet can be used to:

- Consult curricula, the course syllabus and course schedules
- Make course changes and check necessary authorizations
- Consult exam dates
- Check your grades
- Request certificates
- Consult the Student Directory
- Access information from the Careers Services

ACADEMIC INFORMATION

Once you have been admitted to ESADE's Exchange Student Programme, there are a number of further steps you must take.

Information available through ESADE Intranet:

- Welcome letter and ESADE Exchange Student Guide
- Class schedule, course description and Registration Rules
- Information on Spanish courses for non-Spanish speakers
- Information on Orientation Programme
- Information on Housing and Visa Matters

Note: If you cannot consult all the above items contact Ms. Carlota Manchon in the Registrar's Office immediately.

L Building 1, Ground Floor
T +34 932 806 162, Ext. 2226
@ carlota.manchon@esade.edu

What you should do upon arrival at ESADE:

- Go to the Registrar's Office in Building 1 immediately! We will be happy to welcome you and assist you during your first days at ESADE.
- Locate your mailbox and get your ESADE student ID card. If it is not in your mailbox request it in the Registrar's Office.
- Update your local address as soon as possible, through ESADE's Intranet at Academic Services.
- If you've entered Spain on a Student visa and need to apply for a Student Card, make sure you do so within 30 days.
- Attend the Welcome Session and meet the Exchange Coordinators and staff, the Director of the International Relations Service and the International Student Advisor.

INTERNATIONAL STUDENTS

Please bring the following items with you:

- Passport or National Identification Card
- Visa, when required
- All ESADE documents
- Proof of health insurance coverage

If you have any questions, please contact the Registrar's Office.

INTERNATIONAL RELATIONS SERVICE

This department is responsible for maintaining relationships between ESADE and the universities around the world with whom we have exchange agreements. Any contact with your home university will be made through this office. If your home university needs to get in touch with you they will do so through this office.

The International Relations Service Director is:

Ms Antònia M Serra
+34 932 806 162, Ext. 2241
antoniam.serra@esade.edu

The International Programs Managers are:

Ms Caroline Beckershaus
CEMS & MSc Programs
Uni Office, 1st Floor, bldg 1
+34 932 806 162, Ext 2366
caroline.beckershaus@esade.edu

Ms Elisenda Diaz
Undergraduate Program
Dean's Office, 0 Floor, bldg 1
932 806 162, Ext. 2530
elisenda.diaz@esade.edu

Ms Araceli Domenech
Law Program
Uni Office, 1st Floor, bldg 1
+34 932 806 162
araceli.domenech@esade.edu

INTERNATIONAL STUDENT ADVISOR

Ms Jūra Žymantas

B001, bldg 3

+34 932 806 162, Ext 3769

jura.zymantas@esade.edu

The International Student Advisor (ISA) is the person to see for **any non-academic help** you may need during your Exchange Programme. Her job is to help you settle into ESADE and Barcelona quickly and comfortably and to aid you in dealing with the process.

The ISA is available to assist international students with:

- finding temporary and more permanent accommodation
- solving any housing related problems during your stay
- medical or dental care referral and emergency medical help
- counselling services
- obtaining a Student Visa and renewals
- opening a bank account
- dealing with landlords, real estate agents, the local police if the need arises
- finding sports centres
- planning travel within Spain
- any other non-academic issues or concerns

INTERNAL COMMUNICATIONS SOURCES

ESADE is equipped with a number of information sources. The most important are:

Intranet / e-mail ESADE's Intranet address is: www.esade.edu/intranet
You can access your ESADE e-mail account through the Intranet. This will allow you to send and receive information from all ESADE students, faculty and administrative services. The Intranet is the principal means of communication between ESADE and the students. **It is very important that you check announcements on the Intranet bulletin board daily.**

Mailboxes Through your personal mailbox, you will receive information and all class readings for the courses you are taking. If you don't receive the material your classmates are receiving, contact the Registrar's Office.

Notice boards All official communications are posted on the notice boards **Be sure to consult them daily.**

ACADEMIC FACILITIES

Information & Communications Technology (TIC)

Facilities:

Computer rooms are equipped with PCs connected to a LAN and a number of laser printers.

L **Building 1 – 0 Floor 6 rooms**

H Monday – Friday 08:00 – 02:00
Saturday 08:00 – 20:00
Sunday CLOSED

L **Building 3 – B Floor 2 rooms**

H Monday – Friday 08:00 – 22:00
Saturday 08:00 – 14:00
Summer & holiday hours will vary.

@ **TIC@esade.edu**

There are also computers for student use in the corridors in Building 1 & 3.

Students are allowed to work within these hours except when computer rooms are reserved for classes. This is indicated by a sign on the door of the computer room *clase, examen, or tutoría*. A weekly schedule posted outside the door lists the hours when computer rooms are reserved for classes. You should always carry your student ID with you when going to the computer rooms; you may be asked to show it before entering.

Printers are found in the hall outside the computer rooms and work with copy cards which can be purchased from the vending dispenser nearby. A rechargeable copy card costs €2.10 exact change: two euro coins, one 10 cent coin, for 50 copies. When recharging the card, copies cost €0.03 each.

Username To work on the computers you need a username and password which you will receive through your local Exchange Coordinator. If you do not, they should be requested from the Registrar's Office on arrival. You will also be given your e-mail address at this time.

Information For more information about available computer services such as e-mail, please contact the TIC Office.

A wireless network covers almost all of Building 1, all of Building 2 except the Library and all of Building 3 except Floor 2. Through this network you can have instant access to all services on Internet, Intranet and Electronic Mail.

Any portable computer with a Wave LAN card that can support 802.11 protocol, the standard protocol of wireless Ethernet, can use this service.

INFORMATION AND KNOWLEDGE SERVICE

The Information and Knowledge Service consists of the Library, the European Documentation Centre and the Business Information Centre.

All three Centres offer specialized information resources for learning, teaching, research and continuous education as well as a team of professionals who are expert advisors and can help you find the information you're looking for.

LIBRARY

L **Building 2, -1 Floor**
@ **biblioteca@esade.edu**
W³ **[www.ehttp://www.esade.edu/biblio/e/index.html](http://www.esade.edu/biblio/e/index.html)**

H Monday – Friday 08:00 – 24:00
Saturday 10:00 – 19:45
Sunday 10:00 – 13:45 & 16:00 – 19:45 (study halls only)
Summer & holiday hours will vary.

You need your ESADE student card to enter the library and to check out material.

◆ Facilities

The library covers 1,400 m² and seats 200 readers. Most tables are equipped with power sockets allowing students to work with their laptops.

Wireless access is available in all the library rooms.

12 computers for consulting the library catalogue and other information resources are available in the library hall and rooms.

The library is equipped with self-service photocopy machines and microfiche readers/duplicators.

◆ Library Collections

The ESADE library houses an extensive collection of literature on Management Science, Law and other related subjects, including different kind of documents such as books, journals, yearbooks, student theses and final projects, working papers, etc.

The Digital Library also provides access to over 40 electronic information resources containing journal articles, international statistical and financial data, market research, company directories, annual reports, legislation and jurisprudence. Most of these information resources can be accessed from any computer on the ESADE campus.

International organizations – The ESADE library receives all the official publications of the European Union (in the ESADE European Documentation Centre), the OECD (in electronic format since 1998), the ILO and the World Bank (in electronic format.)

◆ Enquiry Service

The staff is available to answer library users' questions and help them find the information they need.

Short seminars are held at the beginning of every school year to inform new students of the possibilities the library has to offer.. Seminars are held both mornings and afternoons to facilitate attendance.

◆ Lending Service

H Monday – Friday 08:00 – 21:30
Saturday 10:00 – 19:45
Summer & holiday hours will vary.

The Lending Service is in charge of checking out material from the Library and ensuring that borrowed material is returned when due.

EUROPEAN DOCUMENTATION CENTRE (CDE)

L Building 2, -1 Floor (inside the library)
T +34 934 953 807
@ cde@esade.edu
W³ www.esade.edu/cde

H Monday – Friday 09:00 – 14:00
Summer & holiday hours will vary.

Created in 1969, and located in the main library, the CDE is one of Spain's official repositories for all documents and publications produced by the European Community and is linked to EU databases.

The CDE is open to the public and free of charge.

Services:

- Internet access to computerised catalogues
- Reference service and user assistance
- Bibliographic references
- Information on scholarships, grants and competitive examinations for positions with EU agencies.
- Press clippings about EU affairs
- Photocopying

BUSINESS INFORMATION CENTRE (CIE)

L Building 2, -1 Floor (Inside Library space)

T +34 932 806 162

@ cie@esade.edu / guiame@esade.edu

W³ www.esade.es/guiame

H Monday – Friday 09:00 – 13:30 & 15:00 – 18:00

Summer & holiday hours will vary.

The CIE is an excellent source of information on companies and industrial sectors in Spain and other countries, along with their products, markets, technologies and other relevant data.

It is intended for use by students and faculty and includes access to **GUÍAME**, a free national and international business information service especially designed by ESADE, produced and maintained by the Business Information Centre.

GUÍAME can also be accessed through

www.guiame.net

GUIAME contains these databases and products:

- A directory of business information sources in Spain: associations, directories, specialized professional publications, databases, statistical sources, etc
- Trade press: full text of articles from professional press
- Access to the websites and annual reports of the 225 top Spanish companies. It includes access to social and environmental corporate policies
- Sectorial Flash: provides key data about 41 leading sectors of Spanish industry

- Spanish Autonomous Community Flashes: links to statistics on industrial sectors in each Autonomous Community
- International Flash: links to statistics on industrial sectors in more than 90 countries
- What's best for the Company: a thematic selection of the most useful websites for Spanish companies from a classification of business and legal subjects
- Dossiers ESADE Guíame: leadership, Corporate Responsibility, Davos, Economic Forecasts, Work & Personal Life Balance, etc

THE LEARNING CENTRE

Pere Rosell
Building 3 – Atrium, A Floor
+34 932 806 162
pere.rosell@esade.edu

Monday – Friday 09:00 – 13:00 & 14:00 – 20:00
Summer & holiday hours will vary.

Why use the Learning Centre?

The Learning Centre is designed for individual or small group independent language learning. The resources and materials that are available are to be used for study only in the Learning Centre in order to enhance the language component of your course. The Learning Centre staff is always on hand to assist you with the available resources and materials.

What resources are available in the Learning Centre?

- Conversation exchange for students of the Language School controlled by the Learning Centre
- Multimedia PCs with Internet connections
- TV / Video Combos and video exercises
- Cassette Players and listening exercises
- Audio Listening Posts
- Reference materials: dictionaries, grammar, vocabulary and course books
- Audiocassettes and worksheets in English, French, German and Spanish
- Films: original version and subtitled in English, French, German and Spanish
- Language Learning CD ROMs in English, French, German and Spanish
- News and business magazines in English, French, German and Spanish.

INTERACTIVE LEARNING SPACES

Interactive learning spaces are located on every floor of Building 3 and are a good place to gather before and after classes and during breaks. You can watch international TV, use the computers to practice your language skills, or simply use the spaces for reading, relaxing or conversation.

SERVICES AT ESADE

TRAVEL AGENCY – American Express

<http://www.americanexpress.es>

There are two branch offices:

Building 2
Silvia Domenech
Eugenia Garcia
Travel Counsellor

L Ground Floor
T +34 932 806 162 Ext 2360
F +34 935 676 696
@ reservas@aexp.com
H Monday – Friday 10:00 – 18:00

Building 3
Marta Oliva
Nico Castells
Travel Counselors

L Ground Floor Reception Desk
T +34 932 806 162 Ext 3646 & 5159
F +34 934 952 133
@ reservas@aexp.com
H Monday – Friday 10:00 – 18:00

This on-campus travel agency provides all standard travel services and caters to people studying and working in ESADE.

BANK – Caja Madrid

**Neus Vidal Jove, Director
Elena Adrian Sagardoy
Clemente Aguilà Simorra**

L Ground Floor, Building 3
T +34 932 065 820
F +34 932 065 821
@ cajamadrid@esade.edu

H 16 SEPT – 14 JULY
Monday - Friday 09:30 – 19:00
15 JULY – 15 SEPT, Christmas & Easter holidays
Monday – Friday 8:45 – 14:30

This bank caters to people studying and working in ESADE. In addition to the branch office, there are automatic cash dispensers on the ground floors of every building and on the first floor of Building 1.

To open an account in a bank in Spain you will need your passport or national identity card.

Please note that money transfers can sometimes take up to 10 working days.

BOOKSHOP – Librería Abacus

**Susana Vazquez
Carolina Calvo**

L Floor -1, Building 1
T 932 047 050
932 806 162 Ext 3754
H Monday – Friday 10:00 – 20:00
Summer & holiday hours will vary.

You can buy materials and books for your courses in this bookshop. Given the small premises, stocks are limited and it's best to order books and materials in advance.

CAFETERIA / COFFEE SHOP

- **Building 1**
Floor -1
Monday – Friday 08:30 – 21:00
Cafeteria-style hot lunches served 13:00 – 15:30
Restaurant 13:00 – 15:30
- **Building 2**
Ground Floor
Monday – Friday 08:30 – 21:00
Saturday 09:00 – 1:00
Hot & cold sandwiches, pizzas & salads
- **Building 3**
Floor A
Carpa Cafeteria
Monday – Friday 08:30 – 21:00
Hot and cold sandwiches, salads, coffee, refreshments, etc.
Grill 12:30 – 15:30
Saturday 09:00 – 12:00

Floor 2
MBA Room
Cafeteria-style hot lunches served 12:30 – 15:30
Summer & holiday hours will vary.

Of ESADE's four catering services, only the main cafeteria in Building 1 and the 2nd Floor Cafeteria in Building 3 provide hot meals. A book of 15 vouchers can be purchased for €83.60; an individual meal consisting of an entrée, a main dish and dessert, bread and beverage included, costs €6.05. Sandwiches and fresh baked goods are served at all ESADE snack bars during the opening hours listed above.

PARKING

Parking is sometimes difficult in the vicinity of ESADE because several universities are located in the area. Don't forget to remove your car radio and personal belongings before leaving your car.

Parking spaces are available at a flat rate of €4.50/day in the underground garage in Building 3; the entrance is on *Carrer Caballeros*. To get this reduced rate you must get the ticket validated at the reception desk (bldg 3 – 0 floor) before paying. There is no overnight parking.

COPY MACHINES

All machines operate with copy cards, which are sold in vending dispensers in Building 1 Floor -1, Building 2 the study area and Building 3 Floor A. A rechargeable copy card costs €2.10 exact change: two euro coins, one 10 cent coin, for 50 copies. When recharging the card, copies cost €0.03 each.

SPORTS FACILITIES

There are no sports facilities on the ESADE campus.

The “*Nou Can Caralleu*” sports Centre offers ESADE students and staff sports facilities at reduced rates. It is close to the “*Residencia Universitària Sarrià*”, a 15 minutes walk from ESADE

Nou Can Caralleu Sports Centre
L Carrer Esports, s/n
08017 Barcelona
(66 bus)
T 932 037 874
F 932 800 210
@ noucancaralleu@teleline.es
W³ <http://www.claror.cat/cancaralleu.htm> (only in Catalan)

Another possibility for taking part in sports activities is to become a member of *Univers*, affiliated with the Universitat Politècnica de Catalunya and open to all university students in Barcelona. It costs €19/year to join and €18.50 a trimester to have access to a wealth of sports facilities and classes in addition to cultural and other leisure activities.

UPC Sport Centre
L C. Jordi Girona, 3
Building PE, Campus Nord
08034 Barcelona
(Metro: Line 3 – Palau Reial/Zona Universitària. Bus: 60, 74)
T 934 011 716
@ info.univers@upc.edu
W³ <http://www.univers.upc.edu/eng/information>

CHAPEL

The chapel located next to Building 1 and is open seven days a week. To enter, request the door code from the Reception Desk in Building 1.

STUDENT ASSOCIATIONS

COORDINADORA D'ALUMNES D'ESADE

L Building 2, Floor 3
T 932 806 162, Ext. 2202

Coordinadora d' alumnes d'ESADE is the representative organ of all students pursuing degrees in Business Administration and Law. It is made up of four delegates per year from Business Administration, two per section from the first to the fifth years, and four in Business Law, all who are democratically elected by their classmates, plus the presidents of the 7 student associations on campus:

- AIESEC-ESADE
- DAC - *Departament d'Activitats Culturals*
- International Committee - *ENLLAÇOS*
- Sports
- Empresa - Joventut
- Empresa i Societat
- CEMS CLUB - Community of European Management Schools Student Association

In addition there are three student representatives on the Academic Board, two of whom are elected by the general assembly and the third is appointed by the *Coordinadora*.

The *Coordinadora* deals with questions affecting students and their general interests. It presents proposals on academic, economic or service-related issues to the various commissions and boards in which it participates or to the Director General or Dean. It also coordinates the activities of the different student associations.

COMITÉ INTERNACIONAL DE ESTUDIANTES (ENLACES CIEE)

L Building 2, 3rd floor
T +34 932 806 162 Ext 2278
@ ciee@esade.edu
W³ <http://aalumnes.esade.edu/ciee>

The CIEE is a student organization whose main objective is to help exchange students get acclimated to their new academic, urban and social surroundings. With this aim, CIEE assigns you a buddy. Your buddy can help you in any problem you have at ESADE and help you adapt to your new environment, as well as introduce you to other aspects of Barcelona life. For further information, contact CIEE via e-mail.

Apart from this, CIEE **organizes evenings out and other cultural and social activities for exchange students, as well as trips to interesting sites and cities.**

Finally, the association is responsible for the organization of an International Week in which students come from abroad to get to know the city as well as other parts of Catalunya, its companies and way of life.

AIESEC

L Building 2, Floor 3
T 932 806 162 Ext. 2350
@ aiesec@esade.es
W³ <http://www.aiesec.org/AI>

Recognized by the United Nations as the world's largest student organization, AIESEC is the international student platform for young people to discover and develop their potential. Present in over 800 universities in 95 countries, it encompasses over 20,000 members. Focusing on leadership development, AIESEC offers over 5000 leadership opportunities each year to facilitate the Global Internship Program, which sees the exchange of over 4000 students each year to live and work in another country. International internships organized by AIESEC are valid for your international exchange program. AIESEC also organizes seminars and conferences.

CEMS CLUB

L Building 2, Floor 3
T 34 93 280 6162 Ext. 2367
@ cemsclubbcn@infoesade.com
W³ <http://www.cems.org/general/index.php>

CEMS CLUB is the local forum for CEMS students to get to know each other outside class and business projects. The CEMS CLUB helps new CEMS students to engage in the pan-European CEMS Community and to be interlinked with other CEMS Clubs existing in the 17 CEMS Schools. Activities such as Welcome Events or meetings with CEMS Corporate Partners are organized by this student association.

DEPARTAMENT D'ACTIVITATS CULTURALS (DAC)

L Building 2, Floor 3
T 932 806 162 Ext. 2202
@ dac@esade.es

DAC organizes cultural events and periodically publishes *Redaccio*, a magazine which invites contributions from faculty as well as students. Apart from scheduling outings to the theater, cinema and concerts DAC also organizes activities such as dance and photography classes. All students are welcome to participate.

EMPRESA – JOVENTUT

L Building 2, Floor 3
T 932 806 162 Ext. 2411
@ eij@esade.es

Empresa - Joventut seeks to provide opportunities for students to put their acquired knowledge into practice by carrying out research projects for companies.

EMPRESA i SOCIETAT(EiS)

L Building 2, Floor 3
T 932 806 162 Ext. 2224
@ eis@esade.es

This student organization aims to interest students in the problems of developing countries, focusing particularly on the problems of the Third and Fourth World, human rights, the environment, and ethics and the social responsibility of businesses. EiS also tries to foster contact with students in other universities who share these interests. In line with its objectives, EiS organizes lectures, seminars, an NGO Fair and collaborates on projects in conjunction with non-profit organizations such as Greenpeace, Medicos Mundi, Intermón and others.

SPORTS OFFICE (DEPARTAMENT D'ESPORTS)

L Building 2, Floor 3
T 34 93 280 6162 Ext. 2278
@ esports@esade.es

The Sports Office organizes sports activities for both students and faculty throughout the year.

During the first semester exchange students are welcome to join any of the school teams football, basketball, volleyball and take part in the *Ramon Llull* inter-university competitions which normally run from November to March. There is a moderate registration fee for participation.

During the second semester exchange students can also participate in any of the internal activities organized by the Sports Committee, such as the Esports & Schumpeter week-end, the indoor football championship, the ESADE marathon and others. Please note that any suggestions and/or assistance for future events are always welcome.

SPANISH PAPERWORK

BEFORE ARRIVING

EU citizens, citizens of the European Economic Area (Norway, Iceland, Liechtenstein) and Switzerland do not require a visa to enter Spain. All you need is a national identification card or passport.

For non-EU members, visa requirements may differ from country to country, so ESADE recommends that you consult the Spanish Embassy or Consulate in your home country concerning the process for obtaining a Student Visa/*Visado para Estudios*. This can be a lengthy process so get started as early as possible.

You can download the Schengen Visa application here:

<http://www.maec.es/SiteCollectionDocuments/Formularios/Svisain.pdf>

The documentation that you will be asked to present will include:

- Passport
- Passport-size photos
- Proof of financial means
- Letter of acceptance from ESADE
- Proof of health insurance including repatriation
- Other special information required for citizens of your country

Important Points:

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**.

If you enter Spain without a visa or on a Tourist Visa, you cannot apply for a Student Card to extend your stay. In the event that you decide to extend your visit, you will be required to return to your home country to apply for the Student Visa there.

If your passport is not stamped on entering Spain or the Schengen Area, keep your plane ticket stub or receipt in case you need to prove date of entry.

In the past, Spanish consulates in various countries have instructed students who are coming to Spain for only three months to come on a Tourist Visa rather than a Student Visa. A Tourist Visa is valid for 90 days and is much easier to obtain. Follow the advice of the Spanish Consulate.

If you are living outside 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 your home country.

AFTER ARRIVING

EVERYONE, whether from the EU or not, who is living in Barcelona for longer than 3 months, is required by law to register with the local town council. This is called *padró/empadronamiento* [Padró Instructions.doc](#) and is one of the easier processes to carry out.

In addition to the *Padró*, **students from EU countries** who will be in Spain for more than 3 months are required to obtain a ***Certificado de registro de residente comunitario*** (Certificate of registration as a resident of the European Community) within 1 month of arrival in Barcelona. The documentation you are required to provide is:

- **Passport or national identity document + copy**
- **Completed EX-16 application form + copy**
http://www.mir.es/SGACAVT/modelos/extranjeria/modelos_extranje/ex_16.pdf
- **You may be asked to provide justification for staying in Spain; take your acceptance letter from ESADE just in case**

Present your documentation at the address below. You will be given another form to fill out, take to a bank and pay the fees (about €7). You will receive the certificate the same day.

Comisaría de Policía de Barceloneta
Pg Joan de Borbó, 32
08003 Barcelona
932 240 610
H Monday – Friday 9:00 – 14:00

By law, all everyone is required to carry identification on them. In the case of EU citizens, this means your passport or national ID card, as well as the Certificate of registration.

IMPORTANT! In order to be able to do an internship in Spain, you **MUST** have an NIE (*número de identificación de extranjero*) which is included in the *Certificado de registro de residente comunitario*.

Students from Non-EU countries may or may not need a visa for visits of less than 90 days. Consult the lists [HERE](#)

- If your country of nationality is on List I and your stay is for 90-180 days, you need a letter C+D student visa.
- If your stay is for longer than 180 days you need a letter D student visa. Within a month of arriving in Barcelona, you are required to apply for a ***Tarjeta de Identidad de Extranjero*** (Identity Card for Foreigners, commonly known as a Student Residence Card), which is valid for one year and is renewable. The application form and information can be downloaded here: [EX_15.pdf](#)

The documentation that you will be asked to present is:

- Completed application form + copy
- Passport (with visa) + copy
- 3 colour passport size photos
- Document supporting reason for application (ESADE course registration document)
- Proof of financial means
- Certificate of *empadronamiento* (civil registry) [Padró Instructions.doc](#)
- Payment of fees

To be submitted to:

**Dirección General de la Policía
Oficina de Extranjeros
c/ Guadalajara 1-3
08006 Barcelona
934 159 769**

H Monday – Thursday 9:00 – 17:30; Friday 9:00 – 14:00

Buses: 6, 7, 15, 16, 17, 22, 24, 27, 28, 31, 32, 33, 34, 114

Metro: Yellow Line 4 & Blue Line 5 – *Diagonal* Station; Green Line 3 – *Fontana* Station

FGC: *Gracia* Station

No appointment is necessary but it's best to get there early and be prepared to wait in line.

Students who need to renew their Student Card can do so through the Universitat Ramon Llull Central Services. This cannot be done more than 60 days before the expiration date, nor later than one month before your ID Card expires. [EX_11.pdf](#) The required documentation is similar to what was required for the initial application but the letter from ESADE should include information regarding your good standing in the school.

For more detailed information, consult the *Ministerio del Interior* website:

www.mir.es

[Inicio](#) → [Información sobre Trámites](#) → [Modelos de Solicitud](#) → [Extranjería](#) → [Modelos de solicitud](#)

During the Welcome Week the International Student Advisor will schedule an Information Session to deal with any non-academic issues you may have. Don't hesitate to get in touch before if you have any questions.

jura.zymantas@esade.edu.

CONSULATES IN BARCELONA

National embassies are located in Madrid, but most countries have consulates in Barcelona. Some of these are listed below, but a complete list can be found at <http://www.geocities.com/iaestepain/LC/embba.htm>

Country	A	T
Argentina	Passeig de Gràcia, 11, 2 nd Floor, 2 nd door	34 93 304 1200
Austria	Carrer Mallorca, 214, Àtico Floor, 1 st door	34 93 453 7294
Belgium	Carrer Diputació, 303, 1 st Floor	34 93 467 7080
Brazil	Passeig de Gracia, 21, Principal	34 93 488 2288
Canada	Carrer Elisenda de Pinós, 10	34 93 204 2700
China	Avinguda del Tibidabo, 34	34 93 254 1196
Denmark	Rambla Catalunya, 33, 3 rd Floor, 1 st door	34 93 488 0222
France	Ronda Universitat, 22 Bis, 4 th Floor	34 93 270 3000
Finland	Carrer Puigxuriger, 17, Ground Floor	34 93 443 1598
Germany	Passeig de Gràcia, 111, 11 th Floor	34 93 292 1000
Great Britain	Avinguda Diagonal, 477, 13 th Floor	34 93 366 6200
Greece	Avinguda Diagonal, 593, 6 th Floor, 2 nd door	34 93 321 2828
Hungary	Avinguda Diagonal, 477, 19 th Floor	34 93 405 1950
Iceland	Cerdeña, 229-237 Sobreático 3 ^o	34 93 232 5810
India	Carrer Teodor Roviralta, 21	34 93 212 0916
Italy	Carrer Mallorca, 270	34 93 467 7305
Japan	Avinguda Diagonal, 662, 3 rd Floor	34 93 280 3433
Korea	Carrer González Amigo, 15 Madrid	34 91 353 2000
Malaysia	Passeig de Colom, 11, 3 rd Floor	34 93 310 2020
Mexico	Avinguda Diagonal, 626, 4 th Floor	34 93 201 1822
Netherlands	Avinguda Diagonal, 601, 4 th Floor	34 93 410 6210
Norway	Carrer Balmes, 184, 5 th Floor, 2 nd door	34 93 218 4983
Philippines	Avinguda Diagonal, 600, 4 th Floor, 1 st door	34 93 362 4303
Poland	Avinguda Diagonal, 593, 6 th Floor	34 93 322 0542
Portugal	Ronda Sant Pere, 7, 1 st Floor, 1 st door	34 93 318 8150
Peru	Carrer Córcega, 270, 2 nd Floor, 6 th door	34 93 415 4999
Singapore	Carrer Rosselló, 257, 4 th Floor	34 93 237 8401
South Africa	Carrer Teodora Lamadrid, 7	34 93 418 6445
Sweden	Carrer Mallorca, 279, 4 th Floor, 3 rd door	34 93 488 2501
Switzerland	Gran Via de Carles III, 94	34 93 330 9211
United States	Passeig Elisenda de Montcada, 23	34 93 280 2227
Venezuela	Carrer Provenza, 278, 3 rd Floor	34 93 488 2012

INSURANCE

HEALTH INSURANCE

All international students are required to have valid medical insurance coverage for the entire time they are in Spain.

Because terms differ depending on your country of origin, ESADE recommends that you request complete information from your insurance company before coming to Spain to make sure that you're covered.

Students from EU countries

If you are covered by your country's national health system, you should request a **European Health Insurance Card** from your home country, which, in most cases, entitles you to free medical assistance from the Spanish public health system.

If you are covered by private insurance, consult your insurance company about the specific details and exact procedure to follow should you need medical care while in Spain. It's best to do this before you have an emergency.

Students from Non-EU countries

You are required to arrange for private insurance to cover medical care in Spain. Consult your insurance company about the specific details and exact procedure to follow should you need medical attention while in Spain.

If you would rather arrange for medical insurance here in Spain, many ESADE students take advantage of the discounted group rate which is offered through DKV; the cost is €40/mo, which includes dental service. For more detailed information, read the FAQs: [S:\ISA\INSURANCE\DKV FAQ's.doc](#) or contact:

GAESCO
Patricia Orta

Av Diagonal 429
08036 Barcelona
T +34 933 662 731
F +34 933 662 732
porta@gaesco.com

or the International Student Advisor, jura.zymantas@esade.edu.

DKV is a private insurance company and totally independent from ESADE.

ACCIDENT INSURANCE

ESADE students are covered for any accident which occurs while on the ESADE premises.

In case of accident you can go to one of the following centres:

CLINICA SANT HONORAT
Avinguda Tibidabo, 20
08022 – Barcelona
932 127 000

HOUSING IN BARCELONA

ESADE does not have any housing facilities for students in Barcelona, although there is a student residence in Sant Cugat which will open in SEPT 2009. There is a large amount of available housing in Barcelona, but it can be relatively expensive and time consuming to find. To locate an apartment on your own requires knowledge of the different areas, *distritos*, in Barcelona because prices vary substantially from one area to another. In addition, newspaper ads are frequently misleading and for the foreigner coming to the city for the first time, this can be a very frustrating experience.

It is highly recommended that you plan to arrive in Barcelona at least one week prior to the start of your Exchange Program to locate accommodation. With this in mind you should book a room in a hotel, hostel or student residence before arriving. <http://www.barcelonaturisme.com/>

FOR A FEW DAYS *or longer*

STUDENT RESIDENCE HALLS

Residència Universitària Sarrià

Cristina Toro

Carrer Esports, 1-3

08017 Barcelona

T +34 932 042 886

F +34 932 040 852

campus@residenciasarria.com

www.residenciasarria.com

Melon District

Av. Paral·lel, 101

08012 Barcelona

T +34 932 178 812

F +34 934 160 845

jeremy.marcazzan@melondistrict.com

www.melondistrict.com

*Residència Universitària Torre Girona

Passeig del Til·lers 19

08034 Barcelona

T +34 902 444 447

torregirona@resa.es

<http://www.resa.es/eng/>

* Long term accommodation not available to ESADE students.

The Residència Sarrià and the Residència Torre Girona are within 10-15 minutes walking distance of ESADE, the first going uphill and the second going down. All three residences offer daily rates as well as long-term housing. It is important that you make your reservation at the soonest and identify yourself as a student in the ESADE Exchange Program. Most students prefer to live in shared apartments but the residences are a good starting place if you can book a temporary room; they are often full.

Barcelona is full of hostels, which are another alternative to short-term housing. Here are a few links to help you find something you like:

<http://www.hostelbarcelona.com/>

<http://www.hostelworld.com/hostels/Barcelona>

<http://www.hostels.com/barcelona>

MORE PERMANENT ACCOMMODATION

RENTAL AGENCIES

The following agencies specialize in arranging short-term and long-term accommodation in furnished apartments. **These agencies normally charge a fee for their services; it may be a flat fee, a percentage of the rent, or it may be included in the monthly rent.** Before going to one of these agencies you should read the section “**About Rental Agencies**” that follows the listing.

BARCELONA HOUSING SERVICE FOR STUDENTS

C/ Torrent de l'Olla, 219

08012 Barcelona

T +34 932 389 072

F +34 932 289 259

@ info@bcn-housing-students.com

W³ www.bcn-housing-students.com

H Monday – Friday 10:00 – 13:30 & 15:30 – 17:45

BCU is located just off Plaça Lesseps on the Metro Line 3 > Green > Plaça Lesseps Station or by the 22, 24, 25, 27, 28, 31, 32 or 87 bus.

ALTIRO

Aitana Modolell & Cristina Baylina

Carrer Mallorca 304, entlo, 1^a

08037 Barcelona

T +34 932 530 427

@ info@altiro2000.com

W³ www.altiro2000.com

H Monday – Thursday 10:00 – 14:00 & 15:30– 18:30
Friday 10:00 – 15:00

Altiro is located between the Verdaguer and Passeig de Gracia Metro stations.

Sh Barcelona

Franck Anais

Carrer Casanova 99, bajos

08011 Barcelona

T +34 934 521 347

@ sh@shbarcelona.com

W³ <http://www.shbarcelona.com/>

H Monday – Friday 9:30 – 14:00 & 17:00 – 20:00

Sh Barcelona is located on a number of bus lines, 14, 59 & 64 perhaps the most convenient. It's only a few blocks from the Urgell metro station on L1 > the red line.

MARTI SIRERA

Gemma Martí

Carrer Provença, 275, 3rd Floor, 2nd door

08037 Barcelona

T +34 934 872 387

F +34 934 873 681

@ martisirera@martisirera.com

W³ www.martisirera.com

H Monday – Thursday 9:00 – 14:00 & 15:00 – 18:00
Friday 9:00 – 13:00

Martí Sirera, S.L. is located on the corner of Carrer Provença and Carrer Pau Claris and can be easily reached by Metro line 3 > green > Diagonal Station, Passeig de Gràcia exit; by Ferrocarrils Catalans, the Provença station and the 22, 24, 28, 39, 16, 17 or 7 bus

About the Rental Agencies

The average price of a room in a shared apartment for the year 2008 – 2009 is about €400 per person per month. It's possible to find rooms for less if you have time to look and, of course, you will find higher rents. Prices vary depending on the neighbourhood, the building, the apartment, the furnishings and the size of the bedroom that you will be renting as well as other expenses which may or may not be included in the rent. Agencies usually charge a fee for their services and usually require a deposit, approximately one month's rent from each student in the apartment. This deposit may be returned when the keys are handed in prior to departure, although you may have to wait 30 days for the bills to clear before you get the deposit back. Be sure to clarify this point before making a decision in order to avoid misunderstandings later on. If you lose your keys, there may be a prohibitive surcharge. The cost of any damage to the apartment will be deducted from the deposit and if the apartment is not left in the same condition as the day you walked in, you may be charged a cleaning fee. Apartments are usually rented for full months. Rent is payable on the 1st of each month. Students who leave their rooms before the end of their contract may forfeit their deposit. **Be sure to clarify all these issues with the agency before signing a contract.**

Check out the apartment before signing a contract. Having said this, some rental agencies, upon request, will send you general information about the housing services they offer and a reservation form. If you want to make use of this option you must sign the form and return it. Upon receipt, the rental agency will let you know what accommodation is available. In order to confirm your reservation, you will have to transfer the amount payable in advance. The agency will confirm your reservation upon receipt of payment, and send you more detailed information about your accommodation and how to reach their office upon arrival. Please note that, if you are not satisfied with the apartment or your room when you arrive, the agency will only offer you other accommodation if it is available. Demand far exceeds supply so it is not unusual for the agency to say that no other accommodation is available.

When the time comes to sign the contract, be sure to read the entire document carefully. If you are renting a furnished apartment the contract should list the contents of the apartment and its condition. If there is something that you do not understand in the document you are being asked to sign, do not sign it until you can seek advice.

As a rule someone from the agency will take you to your apartment, acquaint you with the equipment in the apartment washing machine, etc. and give you the keys. You should give the agency advance notice of your exact date and time of arrival to insure that the appropriate arrangements will be made.

If you have problems with the apartment during your stay there you should contact the agency immediately and if the problem is not solved to your satisfaction get in touch with the International Student Advisor.

Should you wish to extend your stay beyond your term at ESADE, you should notify your rental agency at least one month in advance. Extensions are contingent on availability.

BULLETIN BOARDS – ANOTHER OPTION

Many students **consult the bulletin boards in the three ESADE buildings** to find accommodation. Local students as well as exchange students post adverts on these bulletin boards. Most adverts are from students who already have an apartment established and they are looking for one or more students to share the apartment with them. Other ads are posted by private individuals and may be for entire apartments as well as apartments to share. Often, several exchange students get together to rent an apartment for the duration of their stay in Barcelona. The ads change from day to day. Finally, there's a virtual bulletin board (*tablón de anuncios*) on the Intranet > Campus.

USEFUL WEBSITES

Check out these websites for more information on housing options in Barcelona.

<http://www.loquo.com/english>

<http://ihousing.iagora.com/index.html>

http://www.habitatgejove.com/arrel_eg/index_i.html

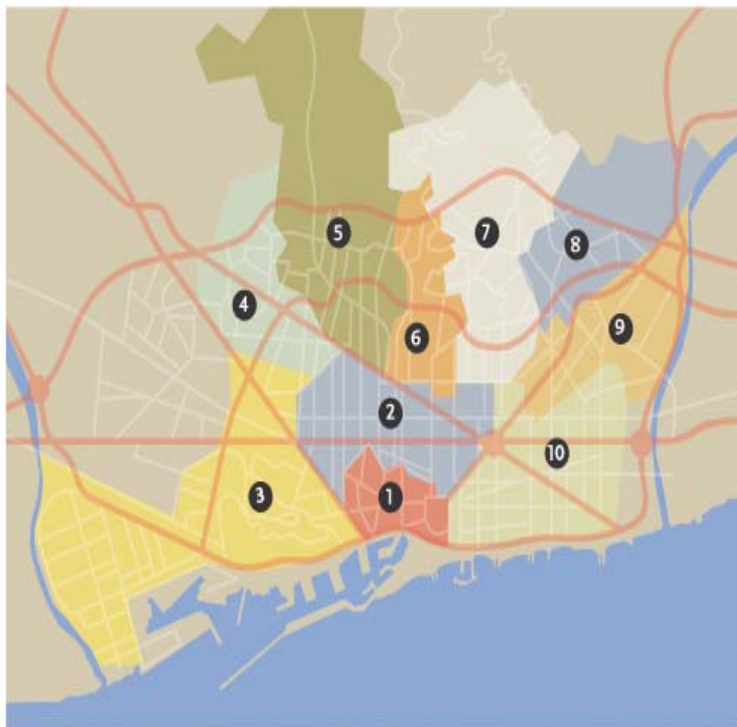
<http://www.bcu.cesca.es/angles/index.htm>

Once you have an address for a flat, you can see what it looks like from the street on this website:

<http://www.qdq.com/indexfotos.asp>

DISTRICTS OF BARCELONA

1. Ciutat Vella
2. Eixample
3. Sants – Montjuic
4. **Pedralbes - Les Corts**
ESADE
5. **Sarrià – Sant Gervasi**
Residència Universitària Sarrià
6. Gràcia
7. Horta – Guinardó
8. Nou Barris
9. Sant Andreu
10. Sant Martí



- 1 Ciutat Vella
- 2 Eixample
- 3 Sants-Montjuic
- 4 Pedralbes-Les Corts (ESADE)
- 5 Sarrià-Sant Gervasi
(Olimpic Advisors)
(Residència Universitària Sarrià)
- 6 Gràcia
- 7 Horta-Guinardó
- 8 Nou Barris
- 9 Sant Andreu
- 10 Sant Martí

Barcelona is divided into 10 districts, each with its own *Oficina d'Atenció al Ciutadà* or Citizens' Attention Office where much of the administrative paperwork can be done, like. "*empadronamiento*". These 10 districts are further divided into over 70 neighbourhoods and a few more subdivisions, so Pedralbes, the neighbourhood where ESADE is located is administratively part of the Les Corts district. For a more detailed look at the city, click on to either of the two websites below. **NOTE:** All Barcelona city maps show the Mediterranean Sea at the bottom of the page and although we all know that the sea lies to the east-southeast of the city, when people talk about the neighbourhoods at the top of the city, they talk about the North end of the city, so Pedralbes is considered to be in the North end of

http://www.bcn.es/guia/guiabcn/english/guia_bcn.htm

<http://www.barcelona-tourist-guide.com/maps/barcelona-map.html>

LIVING IN BARCELONA

COST OF LIVING

Estimated monthly budget for single students:

Housing shared	€400
Utilities	€80
Groceries	€120
ESADE lunch	€115
Transportation	€40
Sports	€20
Misc Expenses	€330
Monthly Budget	€1105

WHERE TO LIVE

One of the great advantages of the size of the city is that it is easy to get around. The public transport system works well and taxis are still moderately priced. However, ESADE is located at the top end of the city, so your links to school are important to bear in mind. Here, we will give a brief and subjective description of the main areas of the city to help you choose where to live. The neighbourhoods described begin with Pedralbes, where ESADE is located and continue clockwise with nearby areas first, followed by further extended districts. To find out how long it takes to get to ESADE from anywhere in the city by public transport, take a look here: http://www.tmb.net/en_US/home.jsp

Pedralbes

This is the residential area where the school is located; Princess Christina lives here with her family. It is the most exclusive and expensive district of the city. There are large flats that students share here, but they tend to be more expensive than in other areas. There's not much nightlife and it's rather isolated once the buses stop running at night. Verdict: nice if you can get it, rather quiet, residential and expensive.

Sarrià

(notice the accent on the last syllable) This is an old neighbourhood located within walking distance to ESADE at the top of the city. It was the last village to be incorporated into Barcelona in 1921. Traditionally populated by farmers, artisans, builders and small shopkeepers, it has become a haven for the middle classes fleeing the noise and crowds of the city centre. The quality and size of accommodation here is pretty good, but matched by the prices. Transport links are also good both to school and into the centre. Verdict: Popular area, but can be expensive.

Sant Gervasi & El Putxet

These are neighbouring residential areas above Diagonal and between Sarrià and Gràcia. They are popular areas for students to live in with many flats, good facilities and transport links available. It is possible to walk to school but most

prefer the quick bus ride. Verdict: popular area for students with good public transport

Les Corts

This area extends up from the *Eixample esquerra* to ESADE. One of the original villages built around a cloth factory outside the city walls, Les Corts is fairly quiet and placid. That is, of course, apart from those days when Barça have a home game at the Camp Nou! It is close to school with good access to the shops on Diagonal, public transport around the city is good.. Verdict: quiet and residential, but well located for connections around town.

Gracia

This is another old village that was originally outside the city, which was incorporated in 1897. It has retained its popular squares with outdoor cafes, its narrow streets and local markets giving it a distinct neighbourhood atmosphere. It is very popular with both students and foreigners who live side by side with local neighbours. There is constant renovation going on and there is no end to the activities which are programmed throughout the year, culminating in the *Festa Major de Gràcia* which runs for about a week in mid-AUG. The area is well served with transport links to school. Verdict: Very popular with those who like to live in a local neighbourhood but open to the world.

Eixample (Ensanche)

This is a large area that extends beyond *Plaça Catalunya* and is easy to identify on the map by the grid structure designed by Ildefons Cerdà in 1855. *Passeig de Gracia*, one of the most elegant avenues in the city, divides it into *Eixample dreta* (on the right going up from *Plaça Catalunya*) and *Eixample esquerra* (on the left) and is one of the prime shopping areas with a wide variety of designer boutiques The distinctive corners (xaflans) were cut at a 45° angle in order to accommodate the wide turning radius of the trams then in use. The majority of the streets and avenues are one-way, but you'll soon get used to it. The bus network zigzags its way across the area so that you're never more than a few blocks away from a bus stop. Flats tend to be large with spacious rooms. Some areas and some streets are more expensive than others, so it is difficult to generalise. Verdict: This area is very popular with ESADE students, but check out the facilities and links in the specific street.

Barri Gòtic, Raval & La Ribera

The Barri Gòtic is the oldest part of the city; many buildings date from medieval times and parts of the ancient Roman wall can still be seen there. For the most part, the narrow streets are closed to motor traffic and you may get the feeling that you're inside a labyrinth. Going down from *Plaça Catalunya*, the *Raval* is on the right. It was formerly known as *el Barri Xinès*, or the red-light district but a lot of time and money has been invested in cleaning up this area. Buildings have come down and more light has come in. This changing setting is home to a diverse immigrant population so you can find designer bars and restaurants sharing the neighbourhood with a diversity of ethnic restaurants. *La Ribera*, on the other side of *Via Laietana*, is where the Islamic population moved in the 10th century when it was banished from the city. Historically this area was populated by merchants and seafarers, who raised the money to build Santa Maria del

Mar, a perfect gothic church because of its dimensions. Because this area has the highest concentration of tourist traffic in the city, it also attracts pickpockets and other petty criminals. Enjoy yourself, but be careful, especially at night. The accommodation here is a mixture of old and new, traditional and trendy; it can be noisy and may not have modern facilities. Verdict: If you are interested in living here check the location before you make a decision.

Barceloneta

Long inhabited by fisherman, this seafront area welcomes sunbathers to its beaches on the seaside, and luxury yachts in its harbour. It's also popular for its seafood restaurants, all which help create an easy-going festive mood. Most of the streets are narrow and many apartments here have been subdivided so they tend to be small. It's a nice place to visit but a rather long way across town to school. Verdict: If you live here, you'll probably see many more tourists than locals.

Port Olímpic

This is the modern redevelopment of dockland area that commenced with the 1992 Olympic Games in Barcelona. Much of it is modern and functional in a way that is similar to redeveloped areas in many modern cities. Work continues to expand the redevelopment past the Forum. Prices tend to be higher than other parts of the city and transport links are improving all the time. Verdict: modern development, but quite far and difficult by public transport.

TRANSPORTATION

Barcelona is a large, densely populated city and like most cities of its size, traffic and parking can be problematical. If you plan to buy a car or bring your own you must keep in mind that parking is a constant problem and you should consider the possibility of renting a space for your car in a parking garage. Many people in Barcelona find that owning a small motorcycle is preferable.

On the other hand, the public transportation system within the city is good and is constantly expanding. It consists of a bus network, a metro system, the *Ferrocarrils de la Generalitat de Catalunya* (FGC), a local train system and the trams. You can find more detailed information at www.tmb.es

GETTING FROM THE AIRPORT TO THE CENTRE OF THE CITY

There are three options bus, train and taxi:

Aerobus This comfortable, air conditioned BLUE bus takes you to and from the airport every 15 minutes with stops at *Plaça Catalunya*, *Passeig de Gracia* and *Plaça España*, among others.

Tickets cost €4.05/one way - €7.00 round trip and can be purchased on the bus. It runs Monday – Sunday, 05:30 – 1:00

Train http://www.bcn.es/turisme/english/turisme/mobilitat/ser_tra_hom11.htm
The train will take you to *Sants* central station, *Passeig de Gracia* and *Estació de França*. It runs seven days a week 06:13 – 22::43 with trains leaving every 30 minutes. It costs €2.60 one way or you can also use the T-10 pass which costs €7.20.

Taxi Barcelona taxis are distinctively black and yellow and have a green light on the roof which is lit when a taxi is available. In addition to the fare on the meter, there is an airport surcharge as well as an extra charge for luggage. This information is posted on one of the back windows in the taxi. The price for a ride to downtown Barcelona is about €30.

NOTE: the listed fares are subject to change.

GETTING AROUND THE CITY

Metro This is the name of the main underground or subway system in Barcelona which provides trains that are comfortable and air conditioned in summer. With six lines it can take you almost anywhere in the city. The different lines are known by a number as well as a colour, eg Line 3 or the Green Line. The closest metro stop to ESADE is *María Cristina* > Line 3 > Green.

FGC This is a separate and commuter rail system that runs underground within the city and out to the suburbs. It shares some stations with the metro. The closest station to ESADE is *Reina Elisenda*.

Autobus The bus system in Barcelona is extensive and you can transfer from one bus to another without extra charge, although you do have to cancel your ticket again. The bus lines that stop nearest to ESADE are the 22, 64, 75, 78 and 63.

Renfe The national train network which includes *Cercanías*, the local lines in the Integrated Fare System.

Tickets- A single ticket costs €1.30 and a ten-ride pass, the T-10, costs €7.20. There are also monthly tickets and tri-monthly tickets for unlimited travel if you think you will be using public transport very frequently. The Integrated Fare System makes it possible to use the different modes of transport (metro, bus, FGC and Renfe) in the same trip within the metropolitan region. For more information about the trains and buses, check out the website of Transports Metropolitans de Barcelona at: <http://www.tmb.net>

Taxis Taxis are usually plentiful and quite efficient because they share the same street lanes reserved for the bus system. Make sure that when you start your trip the meter is turned on and that you pay whatever it indicates at the end of your journey. You may be charged extra for

carrying luggage or packages and also for late hours or holidays. Current fares are posted in view inside the taxi. Tipping the taxi driver is strictly optional. Most people in Barcelona simply round off the fare to the nearest Euro or half-Euro. If the green light on the roof is lit, the taxi is available and although people stop taxis most anywhere, street corners are generally more convenient places to stop.

MONEY AND BANKS

Once you have arrived in Barcelona you can either open a bank account here or work with your bank account at home through a bank card or credit card. You can find ATMs (Automatic Teller Machines) at most banks and savings banks (*caixas/cajas*), however, be sure to check with your home bank before you leave to make sure you can use your card in Spain, and under what conditions. Some machines don't accept PINs of more than 4 digits, for example, and the keypads don't have letters on them, so learn your numeric code before coming.

Use your credit/debit card to get the best exchange rates for purchases, including your hotel stays and meals, at better establishments. Mastercard and Visa are accepted almost everywhere; American Express runs a close second in usability.

Please note that foreign currency exchange booths in the centre of Barcelona may charge high commissions as well as give a poor exchange rate.

OPENING A BANK ACCOUNT

Opening a bank account in Spain is simple. You will need to show your passport to open the account and to make transactions by teller. It is a good idea to check with your home bank about the possibility of opening an account with a corresponding bank in Barcelona. Many foreign banks such as Barclays, Citibank, BNP and Deutsche Bank have local branches in Barcelona. One thing to note is that banking hours here in Spain are extremely inconvenient. Hours are approximately 8:30 – 14:00, Monday – Friday; some savings banks are open Thursday afternoon, Sept – May; few are open on Saturdays.

It is very important to change your account from non-resident to resident status as soon as you receive your Student Card. Not only will you save on service charges, but you will also save yourself considerable hassle when you receive a money transfer. Spanish law currently requires a cumbersome reference check for personal transfers larger than €2,700 to non-resident accounts which can delay payment for up to 6 weeks. There are further restrictions on transfers from your summer employer, so make sure to switch your account over to residency status ASAP. EU citizens may be asked to provide their NIE to maintain an account.

ESADE has its own branch of Caja Madrid a Spanish bank on campus, which is a convenient option for students.

INTERNATIONAL FUNDS TRANSFERS

Transferring funds to Spain from another country presents no problem, however, it is important to have the bank code information (IBAN/SWIFT) for both banks in order to facilitate the transaction. Always be sure to ask about the fees involved on both sides of the transaction, the originating foreign bank and the receiving Spanish bank, especially when converting currencies.

Students have sometimes been surprised by the fact that even though they paid the transaction fees in their home country, they had to pay additional fees for the Spanish bank to receive the transfer.

CREDIT CARDS

All major credit cards are accepted in stores and restaurants in Spain. If you are here for only a matter of months, no bank will issue you a credit card although you can get a debit card. You can, of course, use your existing foreign credit cards such as VISA, Mastercard and American Express.

The phone numbers to cancel credit cards are:

Visa International	900 991 216 free call in English or 902 114 400
MasterCard	93 330 7009 or 902 114 400
American Express	902 375 637 or 902 111 135

ATMs AND “LA CAIXA”

“La Caixa” boasts the largest network of automatic teller machines within Barcelona and Catalunya. *Caixa Oberta* or *cajeros automaticos* are located throughout the city and in most cases are accessible 24 hours a day. ESADE students who open an account at ESADE’s branch of Caja Madrid can use any ATM that has a “Servired” logo free of charge and these include “La Caixa”.

If you’re here for only a few months, it may be easiest to maintain your account in your home country and withdraw money from ATMs connected to networks such as CIRRUS and STAR. Check with your home bank as to whether the same network exists in Spain.

EATING AND DRINKING

People usually eat quite late in Spain; lunch is around 14:00 and dinner as late as 22:00 or 23:00. Especially at night, restaurants may be empty before this time.

There are several different kinds of drinking establishments – “bares” or cafes which serve coffee as well as alcoholic and non-alcoholic drinks and often serve food; “bares musicales” and clubs which serve alcoholic and non alcoholic drinks and may have a small dance floor, “Discotecas” are pretty much standard and stay open until 02:00/03:00 or later. After that, chill-out bars and after-hours may stay open until into the afternoon.

For complete listings of bars and restaurants you should consult one of the many guides available. The “Guía del Ocio” <http://guiadelocio.com/> is published every Friday, can be purchased in any news stand, *kiosk*, and is one of the best.

PHARMACIES

Pharmacies are recognizable by a green flashing cross outside, and are open during normal shopping hours 09:00 – 13:30 & 16:30 – 20:00. Many pharmacies are closed on Saturday afternoons. There are always a few pharmacies open outside these hours *farmacias de guardia* or *farmacias de turno*. There are a number of pharmacies which are open 24-hours a day, year round. A list of farmacias with late night or 24-hour service can be found in the newspaper and is posted outside each pharmacy. This list will also give you the location of the nearest pharmacy. For minor complaints, you can depend on your local pharmacist to give you knowledgeable advice.

TELEPHONES

Public telephones for local as well as international calls are readily available throughout the city. There are street phones and you can also find public phones in most bars and restaurants. Most public phones will accept coins and you can also buy phonecards at any tobacco shop (*estanc*), post office (*correus*) or call centre (*locutori*)

The country code for Spain is **34** and all calls in the Barcelona area begin with the number **93**. To call abroad, first dial **00** + country code + area code + phone number. For information about local and national numbers dial **1003** and for international information dial **025**.

MOBILE PHONES

The rate of change and the level of new competition in mobile phones make it difficult to say anything apart from, shop around once you get here. All the main European operators who are still functioning are operating in Spain with both pay-as-you-go and contract services. The Bright Co. www.thebrightco.com and Studentphone www.studentphone.com rent mobile phones and SIM cards and will be happy to unravel the intricacies of cell phone use here in Spain. They both offer special deals for ESADE students, including free calls between ESADE students on campus. You may want to consult with your classmates before signing on with one or the other company.

POSTAL SERVICE

MAIN POST OFFICE

Plaça d'Antoni López–Sots-Tinent Navarro 34
T 902 197 197 information; 934 868 050
H Monday – Saturday 08:30 – 22:00
Sundays & holidays 12:00 – 22:00

Post Office nearest ESADE

Avinguda de Pedralbes 22
08034 Barcelona
T 932 049 496
H Monday – Friday 08:30 – 20:30
Saturday 09:30 – 13:00

Although post offices are open until late, all special services are normally only offered 09:00 - 14:00, express mail until 15:00. Stamps can be bought in any post office as well as in any tobacco shop (*estanc*). Mailboxes are yellow and are normally located on street corners.

FURTHER INFORMATION ABOUT BARCELONA

SAFETY

Compared to most other cities of its size, Barcelona is a very safe city in which to live. The crime rate is low and the streets, even at night, are unusually safe in most neighbourhoods.

Having said this, it would be wise to remember that Barcelona is normally full of tourists and where there are tourists there are always those who will take advantage of visitors who may not know the city well and how to stay safe in it. Even if you do not think you look like a tourist, assume that you will be easily identified as a foreigner by the wrong elements!

You should be particularly careful with your personal possessions: wallets, bags, coats, cameras, computers etc. in the areas that are frequented by tourists, especially at the airport, tourist attractions and outdoor cafes. **Do not put your wallet in your back pocket, and do think about purchasing a bag with a strap which can be worn across your chest.**

Never leave a bag hanging on the back of a chair in restaurants or outdoor cafes; if you do put your bag down, strap it to a chair. Other popular sites for pickpockets and purse-snatchers are bus stops, train platforms and anywhere

where there are lots of people. These thieves often work in pairs or small groups. While one is distracting you the other(s) will pick your pocket or grab your bag and run away. There have been recent snatch & run cases where the passenger on the back of a motorcycle grabs someone's bag and then is driven off. In that situation, don't carry your bag on the street-side.

Be wary of unidentified people asking you for identification, credit card, etc. In Spain, the police can legitimately stop you and ask you to identify yourself so you should carry identification on you at all times; a photocopy of your passport will do in a pinch. **DO NOT** carry your passport on you unless you need to use it.

If you have the misfortune of being robbed you should immediately report it to the nearest police station (*comisaría*). You cannot make an insurance claim unless you have filed a police report. The closest police station to ESADE is at:

- A** Iradier 11
08017 Barcelona
- T** 932 903 805; emergency number 091

EMERGENCY CONTACT NUMBERS

Police:	091 / 092 / 088
Fire:	080
Ambulance:	012
Lost & Found:	91 588 43 46

ABOUT BARCELONA

The founding of Barcelona is sometimes attributed to the Carthaginian ruler Amilcar Barca, Hannibal's father, who gave the city its original name of Barcino. Another legend tells of how Hercules came in nine boats, *barca nona*, from Africa with colonists. Today, the locals are more likely to tell you that the name comes from Catalan, the local language, being a combination of bar "bar", cel "heaven", and ona "wave".

It doesn't matter which you believe, because Barcelona captures the spirit of all three. Steeped in history, culture, and legend, surrounded by the Mediterranean Sea on one side and mountains on the other, and with an unparalleled nightlife, Barcelona certainly lives up to its reputation as one of the most liveable cities in the world.

A LITTLE HISTORY

The city has been around since the Barbarian invasions after the fall of The Roman Empire and was the capital of the County of Catalonia. It became a major trading port in the 13th century, but was soon eclipsed by the Italian trading networks and then, with the discovery of South American riches at the end of the 15th century, it was overtaken by Cadiz as the major port of Spain.

Until the late nineteenth century, the city was bound in by city walls and pinned between the two fortresses of Montjuïc and Ciutadella. This area equates roughly to the Old Town, bordered by *Plaça Catalunya*, the *Rambles* and the *Parc de la Ciutadella*. The order to destroy the city walls and the fortress of Ciutadella heralded an era of massive growth and urban planning that matches Haussman's redesign of Paris. However, the advantage here was that the planners had a blank sheet. Beyond the city, small villages existed such as *Gràcia*, *Sarrià* and *Sants*, but the rest of the land was scrub and arable. Thus was born the Eixample, This is the grid structure of octagonal blocks that occupies the areas around the old city out to the villages that maintained their original layouts. The theory was to create a socialist, urban utopia with each block offering not only housing, workspace and utilities but also parks to all levels of society. The truth was, of course, that opportunism and corruption of ideals by developers won out! However, the grid structure still gives these areas of Barcelona a unique character. Particularly bizarre is the Diagonal – a grand avenue that bisects the city diagonally, breaking the monotony of the grids and throwing up an element of chaos in an ordered world. Very Barcelona!

There are over 1.6m people living in the city of Barcelona. This figure is tripled if we include the metropolitan area. Work it out for yourselves; this makes it one of the most densely populated cities in the modern world. And once you are here, it is very easy to understand why. We all live on top of one another. Almost everyone lives in blocks of flats, modern or old, closely packed and often noisy. For those of you used to living in the spacious outdoors, this may be a shock! For those of you used to living in big cities, it may still be a bit different. Typical old blocks – called *fincas* – will have 25 individual flats, with at least two people, but often housing whole families.

HINT: get someone to explain the address system for such flats!

INFORMATION SOURCES

Numerous books and guides have been written about the city, and many of them will be far more comprehensive than this section of the Student Guide can be. There are a number of local magazines and websites that have the latest listings of what's going on in the city. Some of the better ones that ESADE students have found particularly helpful are:

PERIODICALS

Time Out Guide to Barcelona

The 10th edition was published in FEB 2007. It's possibly the most indispensable – contains comprehensive descriptions of where to go, what to eat, what to do. It includes write-ups about local customs and festivals as well. Highly recommended. There is a website, but unfortunately it contains only a fraction of the information in the book: <http://www.timeout.com/barcelona/>

La Netro

Food, music, art, theatre, sport . . . you name it and it's here, online in Spanish. Information includes recommendations and comments from readers, as well as a daily program of what's on in the city.

<http://barcelona.lanetro.com/>

Guía del Ocio

A weekly magazine in Spanish with extensive local listings. Also available online at <http://www.guiadelocio.com/barcelona>

Barcelona Connect

A small format English magazine which is loaded with helpful information about life in the city. Pick it up for free from shops, restaurants, bars and cinemas.

<http://www.barcelonaconnect.com/>

Barcelona Metropolitan

A free English magazine written from an expatriate perspective. The articles cover just about every aspect of living in Barcelona. It includes a classified ad section which covers housing, items for sale, personals, help wanted, etc. Also available online at <http://www.barcelona-metropolitan.com>

BOOKS

Barcelona by Robert Hughes

Everything you need to know about the history of Barcelona and of Catalonia. Great way to impress the locals with your knowledge of the city when you arrive.

Sin Noticias de GURB by Eduardo Mendoza

A novel by a local writer about an extraterrestrial being that lands in Barcelona. It can sometimes feel that way, especially if you're in Europe for the first time.

WEBSITES

Barcelona City Council

This official website has the city covered and is a great source of information. .

<http://www.bcn.es/english/ihome.htm>

Turisme de Barcelona

The official Barcelona Tourism office is located in *Plaça Catalunya* or just a couple of clicks away.

<http://www.barcelonaturisme.com/>

STUDENT TIPS

STUDENT CARDS: YOUR DOORWAY TO DISCOUNTS

http://www.euro26.org/opencms/opencms/euro26_org/data/public/header/homepage/

PALAU ROBERT

Passeig de Gràcia, 107 (at Diagonal)

08008 Barcelona

+34 93 238 40 07

Monday - Saturday: 10:00 – 14:00 & 15:00 – 19:00

Sundays & Holidays 10:00 – 14:00

The International Student Identity Card, ISIC, is an internationally recognised card identifying you as a student. The ISIC is the world's most widely accepted student identity card, issued in over 90 countries to over 4 million students annually. With the ISIC card you will have access to special discounts on airfares, accommodation, travel, basic traveller's insurance and much more.

To apply, you need:

- Proof of identification, ie passport or national ID card
- Proof of student status, ie letter of acceptance from ESADE
- Passport size photo

Cards are also issued by the:

SECRETARÍA GENERAL DE JOVENTUT

Generalitat de Catalunya

Carrer Calàbria 147

08015 Barcelona

934 838 383

sgjoventut.presidencia@gencat.net

Monday – Friday 09:00 – 14:00 & 15:00 – 17:30



USEFUL PHRASES TO GET YOU STARTED

Spanish, also known as Castilian, is the official language of Spain and shares this distinction with Euskera, the Basque language, Galician and Catalan in the different regions. Catalan is spoken by over 10 million people around the world including the south of France, Andorra, the Balearic Islands and Alguer, Sardinia. There are very few mono-lingual Catalan speakers but you will hear the language all around you in Barcelona. Here's a link for those of you who want to learn some Catalan before you arrive.

<http://www.101languages.net/catalan/basics.html>

Here's another to get you started in Spanish.

<http://www.101languages.net/spanish/basics.html>

A FINAL NOTE: Every effort has been made to assure that the data and information included in this handbook is up-to-date. However, as Heraclitus said, "Nothing endures but change," so be forewarned. ;-)

If you come across information that is incorrect or outdated, please notify me.
jura.zymantas@esade.edu