



# FACT SHEET

## 2025-2026

### International Relations Office

**Laia Serradell**

Head of International Relations Office  
laia.serradell@esci.upf.edu

**Erick Suárez**

Mobility Academic Coordinator  
erick.suarez@esci.upf.edu

**Noelia Puig**

Outgoing coordinator  
outgoing@esci.upf.edu

**Adriana Joaniquet**

Incoming Coordinator  
incoming@esci.upf.edu

**Lucía Poyo**

International programs  
lucia.poyo@esci.upf.edu

### About ESCI-UPF

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

**WE ARE WAITING FOR YOU IN  
BARCELONA!**



## ACADEMIC CALENDAR 2025–2026

	First Trimester	Second Trimester	Third Trimester
Nomination deadline	14 May	2 October	14 January
Application deadline	29 May	17 October	23 January
Opening course selection	30 May	18 October	TBA
Course selection deadline	5 June	23 October	TBA
Pre-Welcome online session	16 May	6 October	TBA
Mandatory Welcome session	19 September	9 January	TBA
Classes	22 September to 1 December	From 7 January to 17 January	From 7 April to 12 June
Add-drop period	22 September to 26 September	7 January to 14 January	7 April to 14 April
Final exams	2 December to 12 December	17 March to 27 March	10 June to 23 June
Resit exams	9 January and 10 January	17 April and 18 April	8 July to 10 July



## PROGRAMS

**IBP:** [International Business Program](#)

**GNMI:** [Bachelor's in International Business and Marketing](#)

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

## LANGUAGES OF INSTRUCTION

The languages of instruction at ESCI-UPF are **Catalan, Spanish and English**. Courses teaching plans specify the language of instruction of the course.



*We highly recommend all students to have at least a B2 level in the language of instruction required for the course.*

## LEARNING EXPECTATIONS

**Class format.** Students learn through lectures, case studies, team assignments, presentations and required readings.

**Attendance.** Students must attend at least 80% of classes in order to be awarded a mark for attendance and participation.

**Level of subjects.** Check the [syllabus](#). Recommended prerequisites are set out in the course catalogue documents for each term sent to all nominated students.

**Class size.** Classes range in size from 20 to 60 students, depending on the course.

**Final grade.** Based on continuous evaluation marks and final exam grade. The grading policy is indicated in the teaching plan for each subject.

**Application and admission to courses.** Students must complete an online application form.



**Course load. There is minimum course load:**

- 20 ECTS for students staying **1 trimester**
- 30 ECTS for students staying **2 trimesters**
- 60 ECTS for students staying the **whole year**



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



All students must bring their own laptop.

## GRADING SYSTEM

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

ESCI-UPF grading scale:

<b>Suspens</b> from 0 to 4.9 (Fail)	<b>Aprovat</b> from 5 to 6.9 (Pass)	<b>Notable</b> from 7 to 8.9 (Good)	<b>Excel·lent</b> from 9 to 10 (Very good)	<b>Matricula d'honor</b> 10 (A with honours)
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## EXAMINATIONS

At the end of term, students must take a final exam, which accounts for a specific percentage of the final grade.

### **No presentat (Not attended)**

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

### **Renúncia a l'avaluació (Cancelled call)**

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

## TRANSCRIPT OF RECORDS

Transcripts of records are sent to the home university a month after the end of the exams' period.

## ACADEMIC ACCOMMODATIONS

Students with special needs (students with disabilities or severe behavioural, communication and language disorders; developmental delay; attention or learning disorders; personal or academic background issues), must inform it during the online application.

## NOMINATION AND APPLICATION PROCEDURE

The home university sends a nomination by email (incoming@esci.upf.edu) indicating: **Name, email address, and period of stay at ESCI-UPF for each nominated student.**

1T (September to January) / 2T (January to April) / 3T (April to July)

- > Nominated students receive the application materials and instructions by email.
- > Nominated students must submit their online application through the SIGMA platform. They are required to upload the following documents:

- Copy of the passport
- ID photograph (white background, jpg format)
- Original updated transcript of records (signed by the home university)
- Detailed curriculum vitae

- > Accepted students receive an **admission letter** in Catalan and in English (for personal purposes only) via email.
- > Non-EU accepted students receive an **acceptance letter** with the approved courses in Spanish (**for visa purposes only**) via email.
- > Accepted students can apply for a student visa at a Spanish consulate (if applicable).

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### Free-mover students

If you have more students than spots available, we invite you to consider our FEE-PAYING EXCHANGE PROGRAM. Students nominated as free mover students are not counted in the exchange balance. The nomination and application procedure as well as the deadlines are identical to those for exchange students. Check information [here](#).

## VISA REQUIREMENTS

- Students who are citizens of an EEA country or Switzerland staying for longer than three months will have to register at the Registry of European Union Citizens once in Spain (*Registro de Ciudadanos de la Unión Europea*).
- Non-EEA students (except for Switzerland) planning to stay longer than 90 days must obtain a student visa at the nearest Spanish embassy or consulate before departure. All foreigners who fall into this category must have a student visa to study in Spain. Students will require the acceptance letter.

### Please bear in mind the following points:

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

## MANDATORY TRAVEL INSURANCE

EEA and Swiss students entitled to social security coverage in their home country should obtain a **European Health Insurance Card (EHIC)** from their national health authorities.

The EHIC provides EEA citizens with access to necessary state-provided healthcare in Spain. It is not a substitute for travel insurance, as it does not cover accidents, private healthcare, or additional expenses like return flights or lost/stolen property. It also excludes costs for medical treatment sought specifically during travel.

**All international students** must have all-risk coverage during their stay in Spain. ESCI-UPF ensures students have **travel, medical and liability coverage** to complement the EHIC.

It is highly recommended that students explore additional insurance packages available at a special rate through **Oncampus insurance**, covering the insurance required up to a set limit.



## ACCOMMODATION/HOUSING

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

Barcelona Centre Universitari-BCU is the accommodation service offered by all universities in the Barcelona area. It offers flats and rooms in Barcelona, in-home stays, residence halls, etc. with guaranteed quality, safety, and cleanliness standards. For more information and online registration: [reservas@bcuhousing.cat](mailto:reservas@bcuhousing.cat)

Additional accommodation options are informed in our [webpage](#), as well as the Welcome Document sent to all nominated students.

### APPROXIMATE COST OF LIVING (PER MONTH)

#### Accommodation:

(can vary substantially depending on the type of accommodation)

- Renting a studio: €1000–€1500
- Renting a room in a shared flat: €500–€800
- Student residence (depending on the food services included): €800–€1400

Food: €350–€400

Transport: €100

Spending money: €250–€300



## STUDENT SUPPORT

### Buddy Program

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



### Coffee Break

The “Coffee break” is a linguistic exchange between two or more students that are interested in practicing the other person’s language. We invite every participant to a cup of coffee every time they meet.

**In other words, you practice a language, while drinking a coffee and chatting with someone!**

### ESN-UPF

Is a group of local volunteers who assist exchange students in settling into life in Barcelona. They organise social, cultural, and non-academic activities. Many volunteers are former exchange students themselves, so they understand the needs of newcomers.

ESN-UPF is part of the larger Erasmus Student Network (ESN), founded in 1989 to promote student exchanges across Europe.

### Spanish Program

The UPF’s language program offers intensive Spanish courses. Beginner, intermediate, advanced and proficiency level.

Students can also take optional complementary modules on Spanish for Academic Purposes, Fluency Skills, the History of Barcelona, and the Catalan Language.



### Inclusion service

ESCI-UPF’s Inclusion service promotes educational diversity and supports students with disabilities, high-performance athletes, or those at risk of socioeconomic exclusion. The service ensures universal accessibility, equality, and non-discrimination across all university services, activities, and spaces. From their arrival, students with special educational needs receive personalized guidance and necessary adaptations to the course program.

The goal is to safeguard students’ rights to university access, progression, and future employment. Students can apply for support by providing proof of their specific needs.