### INFORMATION SHEET - ACADEMIC YEAR 2014-2015

<table>
<thead>
<tr>
<th>Name of Institute</th>
<th>ELISAVA Escola Superior de Disseny, centre affiliated to Universitat Pompeu Fabra</th>
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<tbody>
<tr>
<td>Erasmus Code</td>
<td>E BARCELO 15</td>
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<tr>
<td>Erasmus charter</td>
<td>28635-LA-1-2014-1-ES-E4AKA1-ECHE</td>
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<tr>
<td>Address</td>
<td>La Rambla 30-32 Barcelona E-08002 SPAIN</td>
</tr>
<tr>
<td>Phone number</td>
<td>+34 933 174 715</td>
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<tr>
<td>Fax number</td>
<td>+34 933 179 305</td>
</tr>
<tr>
<td>E-mail (Info)</td>
<td><a href="mailto:elisava@elisava.net">elisava@elisava.net</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.elisava.net">www.elisava.net</a></td>
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</tbody>
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### CONTACTS

**International Office – Academic Affairs Unit**

<table>
<thead>
<tr>
<th>Name</th>
<th>Mr. Xaviol Oliver</th>
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<tbody>
<tr>
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<tr>
<td>E-Mail</td>
<td><a href="mailto:international@elisava.net">international@elisava.net</a></td>
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**International Affairs Coordinator**

<table>
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<tr>
<th>Name</th>
<th>Prof. Paolo Sustesic</th>
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### DEADLINES TO RECEIVE CANDIDATES’ APPLICATIONS

- For 1st trimester: June 1st
- For 2nd trimester: October 1st
- For 3rd trimester: December 1st

### REQUIRED DOCUMENTS TO INCLUDE WITH CANDIDATES’ APPLICATIONS

- Application form (not available online)
- Portfolio
- Printed (15 pages or more) and CD
- Letter of motivation
- Copy of passport/ID
- Spanish language proficiency
- Transcript of records
- Letters of recommendation
- Learning agreement
- Curriculum vitae (not compulsory)

### ORIENTATION (BA)

- Degree in Design: Graphic Design / Product Design / Interior-Space Design
- Degree in Engineering in Industrial Design: Product Designer / Product Engineer / Product Manager
CREDIT SYSTEM

Which system do you use?
ECTS

Remarks
An ECTS credit includes a total amount of 25 hours of student's activity, divided into 10 hours of lectures, seminars, guided study (with the presence of professor) and 15 hours of student's practice.

ACADEMIC CALENDAR 2014-2015

When do courses start and end?

1st trimester  From 29-09-2014 to 19-12-2014. Final marks: mid of January 2015
            From 13-07-2015 to 17-07-2015 Partial recuperation of failed subjects (all trimesters)

ACCOMMODATION

Do you offer any housing arrangement or mediation in student accommodation?

None directly offered by the university, but information about student residences and other accommodation options is available at: http://www.elisava.net/en/academic-information/accommodation

LANGUAGE

In which language are courses being held?
Spanish and Catalan. Some subjects are offered in English.

Exchange students are required to have a basic or intermediate knowledge of Spanish language before starting their exchange period in Elisava.

Language courses offered by the University
None directly offered by the university, but there is a special price offer with a language school that offers courses to postgraduate students at Elisava. Further information will be sent to accepted students before their registration at Elisava.

English language proficiency proof
Not required
REMARKS

At Elisava, we use a trimestral system instead of the traditional semester system, with an amount of 20 acts credits each trimester, for a total amount of 60 acts per year.

According to this structure, during each trimester of 3rd and 4th year, in which exchange students integrate mainly, we offer:

a) Several modules of optative subjects, for a total amount of 20 acts/module, directed to graphic, product or space/interior design specialities as well as Engineering in Industrial Design.

b) Individual subjects in 2nd, 3rd and 4th year, depending on credits requirements of each partner university.

Exchange students will be able to choose the courses once they are registered at Elisava, depending on availability of places.

After the publication of the final marks, exchange student Transcript of records will be sent to their International Relations Office by post.
PACKAGE INFORMATION FOR INCOMING STUDENTS 2014 - 2015

ERASMUS+ EXCHANGE
INFORMATION FOR INCOMING STUDENTS 2014-2016

INTRODUCTION

Internationalisation and cooperation with universities in other countries are essential features of ELISAVA’s education project. In this framework, the school actively promotes exchanges with European institutions, primarily in the scope of the Lifelong Learning / Erasmus programme, and with institutes on other continents through specific bilateral agreements. For this purpose, ELISAVA has established agreements with over 60 universities in Europe, the Americas, Near East and Australia.

ELISAVA is considered an attractive destination by international students, who identify Barcelona as one of Europe’s design capitals and highly value the competence and dedication of our teaching staff.

The value of exchanges rests in bi-directionality, given that the presence of students from other countries represents a great cultural contribution to ELISAVA and then our students are equally enthusiastic to have the chance to complement their educations abroad. ELISAVA fosters the exchange of information and experiences among incoming and outgoing students with the aim of international students being better integrated in the life of the school.

Thanks to mobility programmes, in 2013-14 ELISAVA welcomed some 30 exchange students each trimester.

ADMISSION REQUIREMENTS

Students at institutions with whom ELISAVA has signed a bilateral agreement can apply for a place in an exchange programme. The length of the exchange varies between a minimum 3-month period and a maximum 9-month period.

If you are interested in being an exchange student at ELISAVA, please consult the international relations service at your university to find out full details about the programme.

If your university has not signed a bilateral agreement with us, you can contact the ELISAVA International Relations Department (international@elisava.net) so that we can study the viability of a new agreement. Remember that the process of signing a new bilateral agreement can be long and take several months.

Students who wish to apply to participate in an exchange programme at ELISAVA must have finished at least 2 academic years of study or have 120 ECTS credits, as well as having received prior authorisation for the exchange from their university of origin.

Final acceptance by ELISAVA depends on the number of available spots and is subordinate to submitting a portfolio and its review by an examination board.

ACADEMIC STRUCTURE

Degrees

For undergraduate exchange students ELISAVA offers 2 Degrees: BA in Design (Grau en Disseny, with specialisations in Graphic Communications, Product Design, Space Design or General Design) and BSc in Engineering in Industrial Design (Grau en Enginyeria en Disseny Industrial, with specialisations in Product Design, Product Engineering and Product Management).

Degree studies are four-year programmes, which consist of a total of 240 ECTS credits.
Academic calendar

Following the structure of the Pompeu Fabra University, the academic year at ELISAVA is divided into 3 trimesters, each consisting of 10 weeks of classes and one or two weeks of exams.

The week before Christmas holidays is traditionally reserved for holding the International Workshops, in which participate third-year and fourth-year students who are taking courses on specific uses of English.

The academic year has the following calendar:

1st trimester: 29/09/2014 to 15/01/2015
- Trimester beginning: September, 29th
- End of classrooms: December, 5th
- Exams week: December, 9th to 15th
- International workshops: December 16th to 19th (for students who attend compulsory subjects of Academic Uses in English in 3rd and 4th year)
- Provisional marks publication: January, 12th
- Final marks publication: January, 16th (official end of the trimester)

2nd trimester: 07/01/2015 to 16/04/2015
- 2nd trimester beginning: January, 7th
- End of classrooms: March, 20th
- Exams week: March, 23rd to 27th
- Provisional marks publication: April, 10th
- Final marks publication: April, 16th (official end of the trimester)

3rd trimester: 07/04/2015 to 06/07/2015
- 3nd trimester beginning: April, 7th
- End of classrooms: June, 12th
- Exams week: June, 15th to 19th
- Provisional marks publication: June, 30th
- Final marks publication: July, 6th (official end of the trimester)

Note: A period for partial recuperation of failed subjects of the whole academic year will be open from July 13th to July 19th. At the end of their exchange period, students will have to apply for retaking their failed exams in July.

Christmas holidays: December, 20th to January 6th included
Easter holidays: March 30th to April 6th included

Credits

Like the majority of European universities, Elisava uses ECTS (European Credit Transfer System). One ECTS credit equals a standard of 25 hours of activity, of which 10 hours have the presence of a professor (lectures, seminars and supervised study sessions) and the remaining 15 hours are where students do theory-based and practical exercises and assignments. One academic year equals 60 ECTS credits, divided into trimester blocks of 20 ECTS credits. Exchange students who need to take more than 20 ECTS in one trimester can do so by taking additional courses from among the subjects available in second, third and fourth year.

Evaluation and marks

Evaluation is divided between assignments during the trimester and a final presentation and/or exam, specified in the subject's syllabus. Marks cover a range from 0 to 10 points. Students pass the evaluation with a minimum of 5 points.
ADMISSION PROCESS

To be accepted as an exchange student at ELISAVA, you will follow the process explained below.

Phase 1: Application

After being selected at your university, you can participate in the ELISAVA exchange programme. You will need to send us the following documents:

- Application form
- Portfolio
- Letter of motivation
- Recommendations
- Curriculum vitae
- Academic records
- Photocopy of your passport or identity document (European Union citizens)
- Learning agreement
- Spanish language knowledge certificates (not compulsory)

Documents must reach Elisava within the timeline established for each trimester:

1st trimester: deadline 1st June 2014
2nd trimester: deadline 1st October 2014
3rd trimester: deadline 1st December 2014

Remember that only admission applications that have been confirmed by home university will be accepted.

Documentation must be sent to:

ELISAVA Escola Superior de Disseny i Enginyeria de Barcelona
International Relations Office
Academic Affairs Unit
La Rambla 30-32
E-08002 Barcelona
Spain

Phase 2: Admission

After documents are received, ELISAVA will select candidates according to the quality of the documents (mainly the portfolio) provided and the available places.

Within approximately one month, ELISAVA will send notification on the success of the selection process to both students and their universities.

If you were accepted, you will receive an official acceptance letter and detailed information on the curriculums and courses offered during the period of your exchange, along with other information that may be useful in organising your stay in Barcelona.

You will be able to enrol in third year subjects, with the option of expanding this selection to 2nd and 4th year subjects (except for the Final Degree Project in the 3rd trimester of 4th year), depending on the number of credits required by your university of origin.

You must send written confirmation of your acceptance within the 15 days after you received notification of being selected. This will help us offer vacancies to possible students on the waiting list.

If, after accepting, something comes up and you will not be able to do the exchange, please inform us as soon as possible.
Phase 3: Orientation and enrolment

We recommend that you arrive in Barcelona at least a few days before classes start so that you can look for a place to live and organise other basic matters involving your time here. There will be a welcome meeting on the first day of the trimester: we will introduce you to the team who will help you out during your stay, show you around the school, tell you about the places available in each course and provide you with details about the enrolment process. You will then have approximately one week, during which you can meet the teachers and confirm your choices about the classes you will take, before the official enrolment date. Starting then, for all purposes you will be an Elisava student.

LANGUAGES

Classes are taught in Spanish and Catalan and, in the majority of cases, exchange students are tutored in English by the professors. Although it is not a reason for exclusion for your participation in the exchange, it is very recommendable to have at least basic or intermediate knowledge of Spanish, as well as English.

Elisava does not offer language classes but, along with enrolment information, you will be sent a list of language school in case you want to improve your linguistic skills. One of these schools has a special offer for undergraduate and postgraduate students at Elisava. Further information will be sent to accepted students before their registration at Elisava.

ACCOMMODATION

Unfortunately we do not have a specific accommodation plan for our incoming students. But Barcelona has a wide range of possibilities and we will send you information about the different options so that you can organise and plan. For guidance about available housing, we recommend that you visit Elisava website at http://www.elisava.net/en/academic-information/accommodation and the Barcelona Housing Service for Students: http://www.bcn-housing-students.com/

VISAS AND RESIDENCY PERMITS

ELISAVA does not process student visas and/or resident permits for incoming students, but will provide the academic documents you may need. If you do need a visa or resident permit for Spain, you should contact your country’s diplomatic relations departments for Spain as soon as possible to find out the conditions and timelines for applying for and receiving these documents.

ACADEMIC FEES

Exchange students are exempt from paying enrolment fees. Students participating to other programs like Ciencia sem Fronteiras (Brasil) will pay enrolment fees, according to the period of their exchange scholarship.

EXPENSES

Among large European cities, Barcelona is not one of the most expensive, but you will need to have enough resources to participate in an exchange programme. By way of example, we have provided a list of basic expenses:

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<th>Amount</th>
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<tbody>
<tr>
<td>Housing</td>
<td>350-450 euro</td>
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<td>Materials</td>
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<td>Total</td>
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