

INCOMING EXCHANGE STUDENTS PRE-ARRIVAL INFORMATION 2008/2009



FACULTY OF ECONOMICS AND BUSINESS STUDIES

UNIVERSITY OF ZARAGOZA



A WORD FROM THE INTERNATIONAL OFFICE

Thank you for having chosen the University of Zaragoza and its Faculty of Economics and Business (FCEE) as your next exchange destination. We are sure that you will not regret this decision and after having returned to your home country the months spent in Spain will be remembered as a great experience.

As you probably know Spanish is one of the world's leading languages, spoken by more than 400 million people all over the planet. Besides being the official one in 21 countries, it is the second language most widely spoken in some others like the USA and Brazil. According to the latest research, it is the 3rd as international language in the fields of Politics, Economy and Culture.

Being a student in the fields of Economics, Business Management or others related, it becomes also relevant that Spain appears on the 2007 list by the International Monetary Fund as the 8th World country by Gross Domestic Product.

At the International relations office of the FCEE we have kept on working and dealing with Internationalization issues over the last two decades. A result is that this Faculty enjoys nowadays partnerships involving student exchanges with over 90 Higher Education Institutions belonging to more than 20 different countries in three continents: Europe, America and Australia. Rising trend continues.

During the last academic years an average of 120-150 incoming exchange students attended this Faculty in the frame of different exchange programs (i.e. Erasmus).

Thanks to it, the Faculty of Economics and Business is ranked top #5 among Economics & Business Faculties in Spain, in terms of incoming exchange students.

Please read attentively this guide, which is aimed at providing you with the most necessary information you need to know before landing in Spain.

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>>An extended version can be found at: <http://siempre.unizar.es/intercambios.html>



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1. INTRODUCTION TO THE UNIVERSITY OF ZARAGOZA (UZ) AND ITS ENVIRONMENT

The UZ was founded in 1542; consequently, it is one of Spain's oldest universities in continuous operation.

At present, the University has its 11 Faculties and 12 Schools spread across the three provinces that form the region of Aragón: ZARAGOZA, HUESCA AND TERUEL.

According to the official statistics of the »European Commission¹ the UZ as a whole is the 14th University at European level in popularity and in number of incoming exchange students (and 10th in sending students abroad).

Moreover, according to the latest »Webometrics² survey in January 2008, the UZ is ranked 10th among Spanish Universities in terms of impact on the Internet caused by the sum of academic and research activities.

1.1 UZ & Faculty of Economics and Business (FCEE)

→ Studies at the UZ

At the UZ it is possible to study all kinds of Diplomas belonging to various different branches, from experimental Science and Health (Medicine, Chemistry, Physics...), to Humanities (Philosophy, Fine Arts, Geography and History), Technical Subjects (Engineering) or Social and Legal Sciences (Law, Teacher Training, Economics, Business, Labour Relations, etc).

Around 35.000 students are enrolled in any of the offered Undergraduate and Postgraduate Diplomas. The teaching staff adds up to 2.200 lecturers.

→ Faculty of Economics and Business Studies (FCEE)

In 1974 the Faculty of Economics and Business studies was set up by the University.

Around 4.000 undergraduate and postgraduate students are attending the Faculty the recent academic year 2007/2008, while 242 lecturers give instruction for its different modules.

Former alumni have reached it to top posts in the private and the public sectors; some examples are:

- ✓ Director of Financial Institutions for the Iberian Peninsula, Bank of America
- ✓ Chief Economist responsible for monitoring the French Economy at the International Monetary Fund, Washington
- ✓ Managing Director-Partner of Arthur Andersen for Aragón
- ✓ General Director for Economics, Statistics and Research, Bank of Spain

1.2 The city of Zaragoza

→ General features

Zaragoza is a geographical centre and a meeting point at the foot of the Pyrenees Mountains. Thanks to its advantageous location, you can reach Madrid, Barcelona, Valencia, Bilbao or Pau (France) in about 3 hours. It is well integrated in both the national and European communication networks.

High speed trains get you to Madrid and Barcelona in less than 2 hours.

¹<http://europa.eu/rapid/pressReleasesAction.do?reference=MEMO/06/467&format=HTML&aged=1&language=EN&guiLanguage=en>

² http://www.webometrics.info/rank_by_country.asp?country=es

Within the city, there is a dense network of urban buses and taxis.

Considering population, Zaragoza is the fifth largest city in Spain. Over 700,000 inhabitants have a non-Spanish nationality.

The size of the city is an advantage for exchange students. Zaragoza is big enough to offer all the activities and services like larger cities such as Barcelona or Madrid, but at the same time, it is small enough to get acquainted with all the districts, added to the advantage of short distances, transport, or sharing a flat in the city centre...

The strategic location of Zaragoza provides a quick and easy access to all sorts of leisure activities. In less than three hours you can find yourself sunbathing by the Mediterranean Sea or climbing a peak in the Pyrenees. If you like winter sports, and open-air activities (skiing, rafting, hiking,...) this is the place to go!

Zaragoza is a city beyond comparison. Its Iberian, Roman, Muslim, and Christian past have slowly turned it into what it is today: a beautiful city full of surprises.

→ Climate

In general, the climate is pleasant, even though the average temperature in July can exceed the 25° C (maximum 40°). In winter, minimum temperatures rarely go below 0° C. It is not a rainy climate due to the continental influence and the strong north wind called *Cierzo*, which blows along the Ebro Valley.

→ Language

Spanish is widely spoken and therefore displays a rich variety of accents throughout the Spanish-speaking countries in the Americas, not to mention within Spain itself. Unlike other areas of Spain where other regional languages are also in common use, in Zaragoza Spanish is the primary language of communication. The Zaragozan accent is very similar to that of the standard Castilian Spanish, the accent considered by linguists to be both the most representative accent of Spain and the most widely understood accent within the Spanish-speaking world.

→ Religion

Zaragoza has a purely Christian (Roman Catholic) tradition just like the rest of Spain, however, only a few people actively practice their faith. A great number of churches are spread over the city, with daily religious services. Other confessions like Muslims, Evangelists and Jehovah's Witnesses are also represented.

→ The local economy

In Zaragoza, the business sector is dominated by the automotive industry and the logistics sector, together with a large number of medium-sized companies operating in sectors like ICT, business services, railway and tram construction, clean energy, etc.

Some of the most important companies operating are: *Opel*, *Bosch-Siemens*, *Inditex* (clothing brands like *Zara*) and *Adidas*.

Among other important projects to be mentioned, PLAZA, a huge logistics park is currently being enlarged. Besides, the economical growth will keep on after the international exhibition



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EXPO 2008. In fact, preceding Shanghai where it is to be held in 2010, Zaragoza was the venue for the latest International Exhibition in 2008 whose topic was: Water and Sustainable Development.

Over hundred countries were represented, along with international organizations, NGO's, companies, etc. Roughly six million visitors attended the event..

>>Here³ you will find more information about the past international exhibition.

The United Nations' headquarters of the International Decade for Action, 'Water for Life' 2005-2015, are also based in Zaragoza.



→ Leisure & Fun

Zaragoza is an enjoyable city, when you will find an attractive gastronomy offer along with a huge number of events, even more with the upcoming international exhibition EXPO 2008. For further information about leisure activities at town, please visit our >>website⁴

2. APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

Please mind the following steps:

2.1. Nomination

The student's home Faculty/Department has to provide us officially with the details of their nominated students, mentioning name, post address, e-mail box and period of exchange. The **deadlines** to send this information are:

- ✓ **30 June** for students coming on exchange the full academic year, or its 1st semester (from September to February).
- ✓ **30 November** for students aiming to come for the 2nd semester (from February to June).

Once received the students' details, the Faculty International Office acknowledges receipt to both, the home Institution and the students.

2.2. Letter of acceptance

Together with this guide, a letter of acceptance is e-mailed to the nominated students, supplying also the instructions to complete a >>**compulsory on-line application**⁵. This message will not be sent before mid-May or mid-October, depending on the student's exchange period.

2.3. On-line application

The student has to fill in the application form mentioned in the step above. Students coming on exchange for the complete academic year or its first semester should do this before 15th of July (15th of December for students arriving in the 2nd semester).

2.4. Confirmation

Not before the end of June, students who have completed step 2.3 will receive a second e-mail confirming the inscription and also providing further information.

³ <http://www.expozaragoza2008.es/>

⁴ <http://www.unizar.es/centros/fcee/relint/eng/leisure.html>

⁵ http://wzar.unizar.es/erasmus_fcee/form.html

2.5. Learning Agreement

The Faculty of Economics and Business does not require incoming students to send in advance their learning agreement or any other type of documents stating the desired/expected module choice. Nevertheless, should their home Institution require it signed before arrival, we will be glad to receive by post/fax/e-mail the learning agreement with the proposed study plan and return it duly signed as soon as possible.

2.6. Accommodation

Students who choose to apply for a room in a University Residence must apply well in advance, right after having received the letter of acceptance mentioned in step 2.2. For residence housing and other accommodation options please >visit point 4 of this guide.

2.7. Date of arrival

We strongly recommend exchange students to arrive in Zaragoza a few days before the welcome meeting (>see point 7.5.), especially if housing has not been arranged in advance.

At any rate, the first contact with the Faculty life will be the welcome meeting. It is normally scheduled a couple of days before term start: around 15th of September (1st Semester) or 10th of February (2nd Semester). After this meeting, further inquiries can be solved at the International Relations Office of the Faculty.

Students not able to attend the welcome meeting are kindly requested to report this incidence to the International Relations Office of the Faculty. It should, however, be borne in mind that the arrival date should under no circumstances be after the foreseen registration dates (please, see step 2.9. below).

2.8. Spanish language courses

There are intensive courses lasting around 3 weeks throughout the whole academic year. These courses take place outside the Faculty, in the main University Campus. Since there is a risk that some of the class levels become fully booked, it is advisable to enrol for the courses prior to arriving in Zaragoza. >See point 6.1. for more details.

2.9. Registration at the FCEE

Enrolment at the FCEE will take place approximately two weeks after term start. Each student will be given during the welcome meeting a form containing the scheduled appointment. Before the appointed registration date, exchange students can freely attend any class they want to. That is to say, they have the possibility to test the different modules and study groups. >More details are given in point 7.1.

Once completed the registration formalities, attendance is allowed only to those modules registered. In principle, these should correspond to the study plan agreed between the student and his/her home University, although additional modules could be chosen as long as the credit sum in the Universidad de Zaragoza does not exceed 36 credits per semester.

3. TRAVELLING TO ZARAGOZA

Please >look at point 3.4 for the website pages of the different means of transport mentioned!

3.1. International flights to Zaragoza airport

There are direct flights to/from:

- Frankfurt, Lisboa and Paris (Charles de Gaulle): **IBERIA**
- Brussels-Charleroi, London (Stansted), Milano (Bergamo) and Roma (Ciampino): **RYANAIR**

From Zaragoza airport to the city centre there is a city bus (1.80€) and a taxi service (approximately 20€).

Coming from the airport, the bus service has the following stops in downtown: *Vía Hispanidad*, *Isabel la Católica*, *plaza San Francisco* (close to the *Ciudad Universitaria*, the main Campus, see last page) and *Paseo Pamplona* (very close to the FCEE). It takes around 30 minutes time till the last stop, close to the Faculty.

3.2. Public transport options from Madrid

The capital of Spain is 300 kilometres distant from Zaragoza. From Madrid-Barajas airport terminals, the *metro* underground network takes you to the downtown.

- **BY BUS**: There are coaches virtually every hour (a journey of 3 hours 45 minutes on the dual carriageway). The coach station is located in the East of Madrid, underground station '*Avenida de América*'. Information about the coach service on its website. Ticket price: 13€, approx.
- **BY TRAIN**: High-speed trains run approximately every hour. The journey takes less than 90 minutes. Trains depart from the '*Puerta de Atocha*' railway station, which is centrally located in Madrid, underground station '*Atocha Renfe*'. The train times can be found in Internet. The ticket price is 42€ approx., but highly discounted tickets can be purchased well in advance on Renfe's website.
- **BY PLANE**: There are currently two daily Iberia frequencies from Madrid-Barajas airport to Zaragoza (a 45-minute flight).

3.3. Public transport options from Barcelona

The second largest city in Spain is also around 300 kilometres away. Barcelona airport is served by commuter trains to '*Sants*' railway station where high-speed trains to Zaragoza depart.

- **BY BUS**: Coaches run virtually every hour (3½ hours by motorway). The coach station '*Barcelona Nord*' is at the '*Arc del Triunf*', with close underground and bus stops. The price of the ticket is approximately 12€.
- **BY TRAIN**: There are high-speed trains from '*Sants*' Station to Zaragoza almost every hour. The journey takes around 1 hour 50 minutes. Train schedule can be found in Internet. The ticket price is 55€ approx., but reduced tickets can be purchased well in advance on the web.

3.4. Useful websites for travel

- ✓ Airline companies: www.iberia.es
www.ryanair.com
- ✓ Trains in Spain: www.renfe.es
- ✓ Commuter trains network in Barcelona:
www.renfe.es/cercanias/barcelona
- ✓ Intercity coach company: www.alsa.es
- ✓ Underground:
www.metromadrid.es
www.barcelona-tourist-guide.com/en/transport/barcelona-metro.html
- ✓ Travelling by car: www.maps.google.com
www.viamichelin.com



4. ACCOMMODATION

4.1. University Residences

The UZ owns two Halls of Residence situated within the main University Campus (called '*Ciudad Universitaria*'). Both of them are around 20-25 minutes distance by walk from the Faculty of Economics and Business Administration.

These Halls of Residence are:

→ Colegio Mayor 'Pedro Cerbuna'. Its main features are:

- 260 individual rooms: washbasin in the room, other bathroom facilities shared with other residents.
- 8 rooms adapted to physically handicapped students.
- Room cleaning and clean sheets are supplied and changed periodically.
- All rooms have high speed internet connection and telephone.
- Fully catered accommodation included in room price.
- Several cultural and leisure activities throughout the academic term: cinema, theater, live music, conferences, sports...
- For more information and to see pictures of the Residence Hall, please visit their >>website⁶ (in Spanish)

→ Colegio Mayor 'Santa Isabel'. Main characteristics:

- 192 individual rooms: washbasin in the room, other bathroom facilities shared with other residents.
- 1 room adapted to physically handicapped students.
- Self-catered accommodation (no meals provided). Fully equipped kitchen facilities are shared with a number of other Hall residents.
- To view some pictures and more info of the Residence Hall, please visit their >>website⁷ (in English)

⁶ <http://www.unizar.es/cerbuna/>

⁷ http://www.unizar.es/santa_isabel/

→ Residencia de Estudiantes 'Ramón Pignatelli'. Not owned by the UZ. Some of its attributes are:

- Situated in the western part of the city. Bus 38 links it with the Faculty of Economics and Business studies, every 8-10 minutes (a 20-25 minutes ride).
- 328 rooms, most of them individual. Several have a bathroom, while others only a washbasin.
- Fully catered accommodation included in room price.
- For more information & pictures of the Residence Hall, please visit their >>website⁸ (in Spanish)

In order to book a room in any of the mentioned Halls of Residence, please use the >>online application form for accommodation⁹

University housing inquiries and bookings are handled by the Head International Office of the University (that is at central level, not at your destination Faculty). Please, check their >>contact details¹⁰

It is advised to reserve Residence housing promptly, since the accommodation offer does usually not meet its demand, especially in the case of semester requests. Only very few rooms are available for the 2nd semester of each academic year.

4.2. Apartments & rooms to let

In Spain, a very popular way of accommodation is a rented flat with fellow students. If these are Spanish, they may help you to integrate in our language and culture, as well as get to know the locals' way of life.

The cost of renting a flat ranges from 150 € to 300€ per person per month, depending on the area and type of flat. In most cases, it is necessary to leave a deposit equal to one month's rent, to be paid in advance.

To help with the room search, make contact with landlords, etc., exchange students can ask for support to their student tutor (>see point 9). For legal inquiries, there is also a Legal Counselling Service at the UZ.

If you aim to look for a shared accommodation, the earlier you arrive before each semester starts, the easier. Particularly time-consuming circumstances may apply to summer 2008, since the International Expo will terminate 14th September 2008. Both hospitality and many private housing facilities expect to be fully booked throughout the whole summer term until then.

Here you are some different alternatives for your search:

→ Accommodation Service of the University

- It offers lists of available rooms and flats, weekly updated. Also on >>Internet¹¹
- Physically located in the Information Building, at the entrance of the '*Ciudad Universitaria*' (main Campus).
- A little hint: when surfing the Internet database you will be required to enter '*Sector de preferencia*' which is the neighbourhood of the city you want to search in. These

⁸ http://www.dpz.es/servicios_ciudadanos/residencia/pignatelli.asp

⁹ <http://wzar.unizar.es/servicios/inter/alojamiento/aloja.html>

¹⁰ <http://www.unizar.es/centros/fccee/relint/eng/basicinfor.html>

¹¹ <http://ebro3.unizar.es:8080/alojamiento/buscar.html>

are the closest to the FCEE: '*Centro*', '*Cuellar*', '*Pza.Roma*' & '*Universidad*'. To look up the street where the flats are located, please remember our link to the >>city map¹²

- Please, note that the accommodation office only publishes the listings. All further steps to agree a rent have to be carried out by the student on his/her own.

→ Note boards in the Faculty

- Some of the boards in the Faculty's ground floor show normally many ads for flats and rooms to let, especially during the first half of September. Announcements are also placed on other Faculties' boards particularly at the *Edificio Interfacultades*, within the *Ciudad Universitaria*.
- Every student is allowed to put up his own ads on these boards. If you aim to purchase a Spanish cell phone card (>see point 5.4) it would be wise to do it before, so that people reading your announcement can easily contact you.

→ Youth Housing Service

- A free service on >>Internet¹³, owned by the CIPAJ, a City Council entity.

→ Press

- The local newspaper *Heraldo de Aragón* (classified ads pages) also contains a large quantity of rental advertisements. It can be purchased on kiosks.

4.3. First days housing

For the first days housing, temporary accommodation is offered at Youth Hostel '*Baltasar Gracián*'. Maximum stay length: 7 nights.

Albergue Juvenil '*Baltasar Gracián*'
C/ Franco y López, 4
50005 ZARAGOZA
Phone: (+34) 976 716880
Fax: (+34) 976 716853
>>E-mail: balta@aragob.es

Students coming to the UZ can apply for a room directly at the Youth Hostel (in Spanish), or through the University, filling the application form for accommodation (>see above point 4.1). On the form, tick option C "Temporary accommodation".

As an alternative to the Youth Hostel, a complete list of hotels and hostels in the city is offered by the >>Tourist Board¹⁴

¹² <http://idezar.unizar.es/callejero/index2.jsp>

¹³ <http://cmisapp.zaragoza.es/ciudad/sectores/jovenes/cipaj/cont/anuncios.htm>

¹⁴ <http://cmisapp.ayto-zaragoza.es/ciudad/turismo>

5. PRACTICAL ISSUES

5.1 Residence permit in Spain

→ E.U. Citizens

Citizens of the European Union can freely enter, leave, move around and stay in Spain. That is, if you are a citizen of the E.U. you do not need to apply at the Police for a temporary residence card.

However, for certain purposes (i.e., some legal or banking procedures) you will be asked to have a status of a temporary resident. In that case, please refer to:

Oficina de extranjería (Foreign Citizens Office)
C/ Obispo Covarrubias, s/n (next to Avda. de Valencia)
Tel.: 976 980 020
Opening hours: 9-14 h., from Monday to Friday

You will be required to hand over the following documents:

- a) Passport or identity card (ID Card): original + 1 photocopy.
- b) 2 passport-size photographs.
- c) Enrolment form of the Universidad de Zaragoza (the document you receive once you have enrolled at the Faculty of Economics and Business) + 1 photocopy.
- d) Health insurance certificate: European Health Insurance card + photocopy.

→ Non E.U. citizens

Please refer to the Spanish Embassy or Consulate in your home country for the necessary immigration details.

Spain, together with the majority of Western and Central European Countries, is a Member State of the *Schengen* Agreement which came into effect on March 26, 1995.

All foreigners who do not hold the nationality of a European Union member state, Norway, Iceland, Liechtenstein or Switzerland, and who wish to remain in Spain more than 90 days out of every 6 months, must in all cases apply for a long-term visa, which may be:

- Resident's visa: allows the holder to reside in Spain without undertaking any type of work or professional activity.
- Work and resident's visa: allows the holder to undertake work or professional activity, either for third parties or on his or her own behalf.
- Student's visa: allows the holder to remain in Spain in order to pursue courses, studies, research or training programmes.

The visa is requested and issued at the Spanish diplomatic missions and consular offices.

Once in Zaragoza, if your exchange period is longer than the validity of your Student's visa, please refer to the Foreign Citizens Office in c/ Obispo Covarrubias (see above), in order to justify your stay in Spain.

You will have to present the following documents:

- a) Your visa.
- b) Passport.
- c) 2 passport-size photographs.
- d) Enrolment form of the Universidad de Zaragoza (the document you receive at the Faculty of Economics and Business, once enrolled) + 1 photocopy.
- e) A proof of having sufficient financial resources to cover the stay in Spain.

- f) International medical insurance.
- g) Certificate of attendance to the Universidad de Zaragoza, to be requested at the International Relations Office of the Faculty.

To be able to hand over the document mentioned in point d), please do not go to the police before you have registered at the Faculty.

>>Here¹⁵ the information fully developed.

5.2. Health Insurance

It is highly important to have some kind of insurance during your stay in Spain, provided either by the Public Health Services (i.e. using the European Health Insurance Card), or by means of a private insurance. More information about the >>European Health Insurance Card¹⁶

→ Public Health Services

Once settled down in Zaragoza, you should report to the health centre corresponding to the zone where you live. In case you feel not able to find out which is your health centre, please ask for advice at the International Office of the Faculty.

At the health centre, you will be assigned a doctor. For this purpose, you will need to have your European Health Insurance Card to hand.

→ Private Insurances

If you have a private health insurance scheme in your country including medical attention abroad, we recommend to find out before your arrival how to use it in Spain. This also applies to all students coming from non-EU member States.

→ Pharmacies

They are easy to recognize thanks to their green cross logo.

Opening hours: 9:30-14 h. and 16-20:30 h., from Monday to Friday.



There are several pharmacies on duty open all night long, as well as in the weekend and on bank holidays.

5.3. Money

The currency in Spain is the Euro, whose logo is €. One Euro has 100 Cents.

One of the most important things to think about when it comes to travelling abroad is how to manage money matters. Probably, the most useful is to open an account in any Spanish bank or savings bank. Any of the following are widely represented in the city: *Ibercaja*, *CAI*, *Banco Santander*, *BBVA*, *Caja España*, *La Caixa*. Anyhow, Spain has Europe-wide the largest number of branches per inhabitant, and plenty of cash points where you can use your Visa or Mastercard 24 hours a day.

Advice: before opening a bank account in Zaragoza, ask at the branch office for information about the cost of transferring money from your country to that account.

Opening hours for savings banks: 8:30 - 14:30, Monday – Friday (in winter, also Thursday afternoons 17:30 - 19:30). Banks have the same opening hours, but instead of Thursday afternoons they open on Saturday mornings some months in the year.

¹⁵ http://www.maec.es/en/MenuPpal/Paises/Paginas/informacion_representaciones.aspx

¹⁶ http://ec.europa.eu/employment_social/healthcard/index_en.htm

Most banks and savings banks do not ask EU Nationals for the temporary residence card when opening an account. Therefore, a valid passport or a National Identity Card should be enough.

Non-EU citizens will be required to produce a temporary residence card if willing to open a bank account. An alternative to this may be the *Travellers Cheques*. They can easily be exchanged into Euros in most bank branches.

5.4. Telephone

→ Fixed phone lines

At present moment there are three different companies, which can offer you this service: *Telefónica*, *Tele2* and *Ono*.

→ Mobile phone

Although you may have your own cell phone company in your country, it can be of great use to buy a Spanish one to make phone calls at a lower price while in Spain. Or else to take along an unlocked cell phone from home, and buy here a prepaid SIM card of a Spanish company.

There currently exist four mobile phone companies in Spain: *Movistar*, *Vodafone*, *Orange* and *Yoigo*. While *Movistar* is the largest company in customers, *Yoigo* is at present the cheapest to call cell phones of the same company. There are plenty of shops selling for each company, so you will have no trouble in finding one.

Another possibility is to speak for free through the Internet downloading the programs *Skype* or *Voipbuster*.

5.5. Cost of living

Nowadays Spain has almost lost that reputation of being an inexpensive country to live. However, life in Zaragoza is still a little bit cheaper than in other big cities like Madrid or Barcelona. The cost of living per month can vary from 500 to 800€, depending on the accommodation option chosen.

6. SPANISH LANGUAGE COURSES



6.1 Language requirements at the Universidad de Zaragoza (UZ)

All exchange students with their mother tongue not being Spanish should have taken an appropriate language instruction before starting the exchange period. Despite instruction in English is offered for a limited number of modules (>see point 7.3), these are usually not enough to complete a full working plan each semester. Moreover, please bear in mind that you will be studying and living in a Spanish-speaking environment. Many locals don't even speak any other languages!

We believe that 120 hours of class or contact time is the minimum to handle the most common situations in the first days of stay in Spain. Whereas the language competence required to perform in class competently should not be lower than the initial level of the *D.E.L.E. Official Test in Spanish (Diploma de Español como Lengua Extranjera)*, equivalent to level B1 of the >>Common European Framework of Reference for Languages¹⁷.

¹⁷ http://www.alte.org/can_do/general.php

If you do not have this level in Spanish upon your arrival to Zaragoza, we highly recommend attending at least one of the intensive courses offered at the University before term start. All students will be expected to perform sufficiently in Spanish to follow classes at the Faculty of Economics and Business Studies.

6.2. Spanish language courses at the UZ

The University of Zaragoza offers a wide range of Spanish courses through the »*Servicio de Cursos de Español como Lengua Extranjera*¹⁸ (ELE). There are many courses throughout the year with different duration, ranging from 3 weeks to yearly. ELE also offers instruction for specific purposes, such as Business Spanish.

- ✓ Intensive Courses (45 hours): continuous starting along the academic year. Three weeks duration. Different levels.
- ✓ Special September Course (90 hours): recommended especially to students who begin their classes in the 1st semester. It is a three-week course, ending just before term start.
- ✓ Semester and yearly courses (up to 570 hours): recommended especially to beginners.
- ✓ Business Spanish (30 hours): Taking normally place once a year.

On completion of a course, students will receive a certificate of attendance. Furthermore, they have the choice to:

- a) Pay the exam fees in order to obtain the Diploma of Competence in the Spanish Language, issued by the UZ.
- b) Enrol through the University for the test of the *D.E.L.E.*, the worldwide official Spanish Language Diploma mentioned above.

All Spanish courses by ELE take place in the main University Campus ('*Ciudad Universitaria*').

For more information about courses, enrolment procedure and their timetables:

»Cursos de Español como Lengua Extranjera¹⁹
»e-mail: ele@unizar.es

All exchange students accepted by the Faculty of Economics and Business Studies will get a 70€ discount on their first ELE Spanish course enrolled, by means of an accreditation document that will be given at the Welcome Meeting (>see point 7.1). If you enrol for a session starting earlier than the Welcome Meeting please drop by the Faculty International Office to obtain this form timely.

At the end of an ELE Spanish course, students can obtain the diplomas or certificates mentioned above. However, please mind that Spanish courses are NOT regular modules of the University. They are not counted in ECTS credits either. For those reasons, results of Spanish courses cannot be included in the transcript of records that the Faculty of Economics and Business will send to your University or School at the end of your exchange period.

Whether you can be given credits for a Spanish course attended at the UZ or not, will depend entirely on your home University's policy.

6.3 Language exchange with other students

One additional chance to enhance oral skills in Spanish is to do a language exchange with a local student. You can find ads on notice boards at many Faculties and you can also post one.

There are plenty of UZ students eager to practise other languages...

¹⁸ <http://wzar.unizar.es/uz/difusion/zaragoza/default.html>

¹⁹ http://wzar.unizar.es/uz/difusion/zaragoza/insc_e.html

7. ACADEMIC INFORMATION

7.1. The international relations office (IRO) at the FCEE

→ Welcome Meeting

This is an essential meeting for the incoming exchange students, where they will solve their main doubts and questions. Besides it is a key date to arrange the enrolment procedure as well as other important points like a meeting with each one's academic supervisor. In the course of meeting, a brief visit to the different parts of the Faculty will also be undertaken.

For students coming on the 1st semester of the academic year 2008-2009, the Welcome Meeting will be:

15th September 2008, 12:00 hours

→ Enrolment information and dates

Incomers will have to enrol at the Registrar's Department for the modules chosen approximately two weeks after the semester has started. In the meanwhile, they are free to attend any class, group or session. The purpose of giving two weeks time is to allow incoming exchange students to take an appropriate choice of modules to study.

You will be given the exact date and time for enrolment at the Welcome Meeting.

→ Student card

It can be used in several situations: to prove your membership of the University, to borrow books from the library, to obtain discounts at the cinema, and in several shops. You can ask for a provisional card at the Information Desk (*'Conserjeria'*), located at the entrance of the Faculty, right after term start.

The definitive student card, in form of a smart card, has to be collected at the Information Desk of the FCEE one month after the registration has taken place.

→ Certificate of Attendance

Upon request, at the International Relations Office we will sign and stamp your documents proving the arrival at the host Institution. Most home Universities/Schools provide their outgoing students with these types of documents before travelling abroad.

The Welcome Meeting's date will be stated as term start of your exchange period in every document. If you cannot be present at the meeting, your official study period will start on the day you first show up at the FCEE's International Relations Office.

7.2. FCEE: Undergraduate degrees and modules

Three different undergraduate degrees can be studied at the Faculty: 4-year degrees in Business Administration (LADE) and Economics (LE), and a 6-year double degree combining Business Administration and Law (DADE).

The instruction at the Faculty is semester-based. Each module consists of about four months of lectures (45-60 contact hours) followed by their examinations.

→ Modules

The number of modules taught at the Faculty is wide. Within each Degree, modules belong to one of the following specialization streams:

- Degree in Economics (LE): Econometrics and Computing applied to Economy, Economic Analysis, Public Economics, International Economics.

- Degree in Business Studies (LADE): General Management, Marketing, Finance, and Accounting.
- Double degree in Business Administration and Law (DADE): its modules are not eligible for exchange students.

All modules have a duration of one semester. The vast majority of them are only offered one out of both semesters on each academic year.

In order to arrange your study plan on your exchange period, feel free to choose among the modules offered within both degrees >>LADE²⁰ or >>LE²¹. However, please mind if the desired modules are offered during the period of your stay at the Faculty (one semester or the whole academic year) and the guidelines you were given at your Home University or School.

Other circumstances to avoid are the overlapping of timetables during term and examinations period.

Apart from that, students are allowed to choose modules from other Faculties; if you are interested please search on the >>internet site²²

7.3. Language of instruction

Principally, students learn modules taught in Spanish; however the FCCE is implementing a small offer on modules with instruction available in English. For the academic year 2008/2009, 3-4 modules will be offered each semester. However, according to European ECTS standards, students cannot complete a full semester workload by choosing exclusively English-taught modules.

The updated offer in English is always available from the website: read notes 20 & 21 above. Modules in English show explicitly in red letters the following mention: (instruction offered in English).

7.4 Calendar outline: Academic Year 2008/2009

→ 1st Semester

- ✓ Welcome meeting: 15 September 2008 (12:00 noon).
It will take place at the *Aula M1*, ground floor of the Faculty building.
- ✓ Lectures: 22 September 2008 - 16 January 2009
- ✓ First semester, first exams session: 17 - 31 January 2009
- ✓ First semester, second exams session: 2 - 14 February 2009
- ✓ Christmas holidays: 20 December 2008 - 7 January 2009

→ 2nd Semester

- ✓ Welcome meeting: 13 February 2009 (12:00 noon).
It will take place at the *Salón de Actos*, ground floor of the Faculty building.
- ✓ Lectures: 16 February – 29 May 2009
- ✓ Second semester, first exams session: 30 May - 13 June 2009
- ✓ Second semester, second exams session: 15 - 27 June 2009
- ✓ Easter holidays: 9 - 19 April 2009

→ September exams

- ✓ Third exams session (for every modules): 1 - 14 September 2009

Please do check possible updates at: <http://www.unizar.es/centros/fccee/relint/eng/calendar.html>

²⁰ <http://www.unizar.es/centros/fccee/relint/eng/subjectlade.html>

²¹ <http://www.unizar.es/centros/fccee/relint/eng/subjectle.html>

²² <http://ebro3.unizar.es:8080/acad/>

7.5. Exams & Grades

Exams for all modules are held 3 times throughout the academic year: two consecutive sessions at the end of the respective semester

- ✓ January/February for the 1st Semester
 - ✓ June for the 2nd semester
- plus a third one in September.

However, students are given a maximum of 2 exam chances a year to pass a module. In other words, a student can sit his exams for each module a maximum of 2 out of the 3 mentioned sessions.

→ Grades



Proposed equivalence with ECTS grades		
Spanish grade	Spanish grading scale (0-10)	ECTS
Matrícula de Honor*		A+
Sobresaliente (Excellent)	9-10	A
Notable (Merit)	8-8,9	B
	7-7,9	C
Aprobado (Pass)	6-6,9	D
	5-5,9	E
Suspenso (Fail)	3-4,9	FX
	0-2,9	F

* **Distinction:** Only up to 5% of the students can be awarded this grade, which means the waiver of the next year's tuition fees. However, this mark is rarely given.

8. FACILITIES AT THE UZ

8.1. Computer rooms / Wi-Fi

There are two computer rooms on the 2nd floor of the main FCEE building. Students are free to use them, without the need of a password or username. However, computers are frequently busy.

A service highly appreciated by exchange students is the wireless internet (Wi-Fi). The Wi-Fi network covers both the FCEE and the whole area of the University. By means of a laptop equipped with a wireless card, you will be able to surf the net for free by using your personal codes supplied at the Welcome Meeting.



However, this service is activated once a student becomes enrolled at the FCEE. This implies a bit of patience the first 2 weeks of the exchange term till the date of your enrolment.

8.2. Academic Intranet: the ADD

Some modules use Internet to support tuition, through the so-called '*Anillo Digital Docente*' (ADD). In these cases, students will have to consult the class materials, and other information needed, or to deliver assignments by means of this platform. If a module uses the ADD platform, the responsible lecturer will give in class the necessary details along the first days of the term.

In order to enter the ADD, it is required to have an email account of the University of Zaragoza. If you come on exchange to the FCEE you will get all information about your email account at the semester's Welcome Meeting.

8.3. Faculty Library

The Faculty Library is located in the neighbour building of the main Faculty site. Feel free to consult books, journals and other materials in the reading room. You can also borrow books with your Student Card for one day or one week depending on the book. The rest of libraries of the UZ are also at the students' disposal.

Opening hours from Monday to Friday: 8:30 - 21:30. Saturdays: 9:10 - 13:30.

8.4. Sports Service



For those who want to live healthily, there is a sport centre situated within the main University Campus. This centre has a gym, basketball and volleyball courts, football pitch, an athletic track, etc... You can also form teams and take part in internal leagues in some of these sports.

Courses in sports such as taekwondo, aerobic, fit-bike, tai-chi, swimming... are also available.

To practise sports it is required to become a member of the Sports Service '*Servicio de Actividades Deportivas*', and then sign up for the activities you prefer.

>>More information²³

8.5. Student Associations

Among the student associations operating at the Faculty, some organize activities targeted also at exchange students: excursions, trips, exhibitions, exchanges, parties etc... The most relevant ones are: Student Delegates, AIESEC, >>AEGEE²⁴.

8.6. Internship chances

Students (both regular and exchange) have the opportunity to apply for an internship with a Spanish firm. There are two different departments of the University of Zaragoza dealing with this area: >>*Universa*²⁵ and >>*F.E.U.Z.*²⁶

Important notice!

Whether you can be given or not credits for an internship obtained through the UZ, will depend entirely on your Home University's policy. In case of interest, please ask there for more information.

Note that the transcript of records issued by the FCEE will not include any mention to internship periods taken. Nevertheless, *Universa* or *F.E.U.Z.* will provide the trainee with an appropriate hard-copy accreditation after completion.

²³ <http://www.unizar.es/deportes/>

²⁴ <http://www.aegeezaragoza.org/>

²⁵ <http://www.unizar.es/universa/>

²⁶ <http://www.feuz.es/pagEstatica.aspx?id=5>

9. NEED A LOCAL STUDENT TO HELP U? THE STUDENT BUDDY SERVICE

If you wish to, the local section of the student organisation >>AIESEC²⁷ will assign you a Spanish student volunteer. He/she will be your 'tutor' or 'buddy' especially during your first days in Zaragoza.

To request this service you just need to send an e-mail, providing your name, e-mail address, country of origin, date of arrival in Zaragoza and period of exchange to the following >>address: tutorerasmus@yahoo.es

Your tutor may pick you up from the station and help you the first days to discover the city, to understand how the Faculty works, to look for accommodation...

"I think this is the beginning of a beautiful friendship." (Humphrey Bogart, Casablanca, 1942)

10. CONTACT DETAILS

→ [Institutional Level](#)

HEAD INTERNATIONAL OFFICE	Responsibilities: Institutional issues, Accommodation in University Residences
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Sección de Relaciones Internacionales Tel.: +34 976 762052
Ciudad Universitaria Fax: +34 976 762320
Edificio Interfacultades, 2ª planta >>E-mail: relint@unizar.es
Calle Pedro Cerbuna, 12
50009 Zaragoza

Opening times: 9-14 h., from Monday to Friday

ACCOMMODATION OFFICE	Responsibilities: Accommodation offers in rooms & flats for rent (weekly updated)
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Servicio de Alojamiento Tel.: +34 976 762318
Ciudad Universitaria Fax: +34 976 761003
Edificio de Información >>E-mail: alojami@unizar.es
Calle Pedro Cerbuna, 12
50005 Zaragoza

Opening times: 12-14 h., from Monday to Friday

SPANISH LANGUAGE COURSES	Responsibilities: Spanish as a Foreign Language Instruction
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Cursos de Español como Lengua Extranjera (ELE) Tel.: +34 976 761047
Ciudad Universitaria Fax: +34 976 762050
Edificio Interfacultades, 3ª planta >>E-mail: ele@unizar.es
Calle Pedro Cerbuna, 12
50009 Zaragoza

Opening times: 9-14 h., from Monday to Friday

²⁷ <http://www.aiesec.org/spain/>

→ Faculty of Economics and Business Studies (FCEE)

FACULTY RESPONSIBLE FOR INTERNATIONAL RELATIONS	Responsibilities: Overall coordination of Internationalisation at Faculty level
--	--

Vice-Dean for Students and Mobility

Dra. Lucía Isabel García-Cebrián
Facultad de Ciencias Económicas y
Empresariales
Gran Vía 2
50005 Zaragoza

Tel.: +34 976 762005
Fax: +34 976 761770
>>E-mail: lgarcia@unizar.es

ACADEMIC SUPERVISOR FOR THE INCOMING STUDENTS	Responsibilities: Exchange students' academic inquiries (i.e. study programmes, learning agreement)
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Each student will be appointed an academic coordinator who on demand will guide him/her with an appropriate choice of studies during the exchange term. Several Faculty lecturers are appointed to this task. To view who is the person responsible for students coming from your home University or School, please visit:

>><http://www.unizar.es/centros/fcee/relint/doc/coordinatorlist.pdf>

INTERNATIONAL RELATIONS OFFICE AT THE FACULTY OF ECONOMICS AND BUSINESS STUDIES	Responsibilities: All other issues related to exchange students
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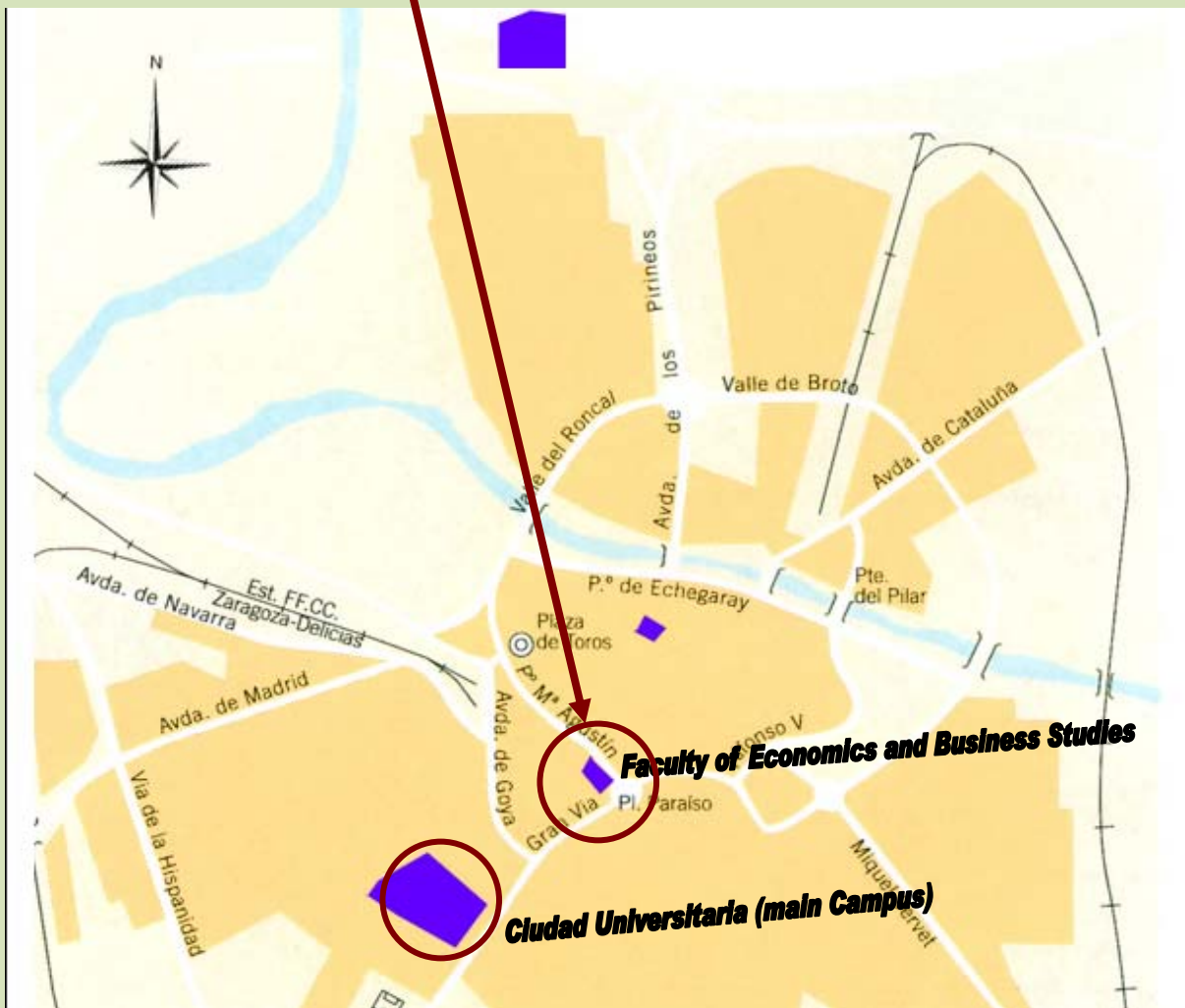
Oficina de Relaciones Internacionales de la FCEE

Mr. Fabio Gutiérrez
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Tel.: +34 976 762154
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Empresariales, planta baja
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50005 Zaragoza

Opening times: 11.30-14 h., from Monday to Friday



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