

STUDENT GUIDE 2019-20

WELCOME TO TECNOCAMPUS!



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Welcome to TecnoCampus

Thank you for choosing TecnoCampus to go on exchange. TecnoCampus is a technology park and university run by the Mataró city Council. The Fundació TecnoCampus Mataró-Maresme is the organization in charge of the centre's governance and strategic development. The integration of a university campus associated with the Universitat Pompeu Fabra and a business park is the defining feature that sets TecnoCampus apart, with its firm commitment to entrepreneurship and quality tuition linked to the region's production sector. Tecnocampus mission is to become a regional support tool for the wealth and economic growth.

This handout aims to make your exchange experience easier and help you plan your successful exchange experience at TecnoCampus. Since the moment you start to prepare everything until you come back to your home university, these pages will provide you with an answer to your main concerns.

Please read the handout carefully. We are waiting for you in Mataró!



Academy

3
University centres

18
Official Bachelor and Master Degree qualifications

3.159
Students enrolled

81,7%
Students that chose TecnoCampus as their first option

6
Research groups

82
Publications by faculty members

751
University-company partnership agreements

277.291€
Resources allocated to research

Park

120
Companies and institutions based in the Park

720
Workers employed at the park

18
Companies in the incubator

60
Start-ups created

Corporation

542
Entrepreneurs served

307
Events held at the conference centre

30.000
Attendees at the conferences

220
Faculty and research staff

65
Administration and service staff

13,8
Budget expenditure (in million euros)

1. BEFORE LEAVING YOUR COUNTRY

a. How to register?

If you are an exchange student or a visiting student, once your university has sent us your nomination or once you have been accepted as a visiting student, you will receive an e-mail with all the necessary information to register at TecnoCampus. The application is fully digital and requires the following documents attached in the online application in **PDF** (other formats cannot be accepted). Applications do not have to be sent by post.

1. A copy of your medical insurance valid in Spain
2. A passport size picture
3. Learning Agreement (consult section *c. Enrolment*)

Deadlines for registration:

FIRST TERM	30 th June
SECOND AND THIRD TERM	30 th November

b. Courses

You can check the available academic offer (including the language of instruction of every subject) at: <http://www.tecnocampus.cat/en/university-studies/international-students/academics>

The language of instruction of the courses can be Catalan, Spanish or English. Besides, it is possible for one subject to have different groups and be given in different languages depending on the group. In any case, exams may be written in any of these three languages.

c. Enrolment

You must prepare your Learning Agreement in coordination with the academic coordinator of your University, and send it to our International Office (rrii@tecnocampus.cat). When received your Learning Agreement duly signed, the International Office will prepare your enrolment.

d. Academic Calendar 2019-20

TIP: once you arrive at TecnoCampus you can modify your Learning Agreement during two weeks after the Orientation Day.

FIRST TERM: SEPTEMBER – DECEMBER	
Lessons	23 rd September – 5 th December
Exams	9 th December – 20 th December
Retake	24 th and 27 th January (no classes these days)
Holidays	23 rd December – 6 th January

SECOND TERM: JANUARY – MARCH	
Lessons	7 th January – 13 th March
Exams	16 th – 27 th March
Retake	5 th & 6 th May (no classes these days)

THIRD TERM: APRIL – JUNE	
Lessons	30 th March – 12 th June
Holidays	6 th – 13 th April
Exams	15 th – 26 th June
Retake	13 th , 14 th & 15 th July

Orientation Days

Orientation days are our way to welcome you to TecnoCampus and make you feel like home. Throughout those days, you will receive all the information and necessary documents for your TecnoCampus stay.

The orientation days will take place the following days:

First Term	20 th September
Second Term	7 th January
Third Term	27 th March

e. VISA

European Union Students

If you are from a European Union member state (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, United Kingdom, Liechtenstein, Iceland, Norway or Switzerland), you are entitled to free movement in Spain (you are able to work and live in Spain with your valid ID card).

However, **all EU citizens residing in Spain for a period exceeding 90 days, must apply for registration in the Central Registry of Foreigners.**

This registration leads to a certificate of registration being issued and includes a NIE number.

You must apply for this document directly at the police station:

- A) Mataró residents: at the Police Station located in Avenida Gatassa, 15 (902 24 73 64).

- B) Barcelona residents: at the Police Station located in Rambla Guipúscoa, 74. You need to arrange an appointment on the website: www.seap.minhap.gob.es (Extranjería\Cita previa extranjería\Acceder al procedimiento\Barcelona\Certificado UE\EntrarForeign).

If you do not fall into any of these categories, just go to the Spanish consular representation in your country to be informed about the legal requirements to entry and study in Barcelona.

Which documents are needed?

- Application form
- Passport or identity card (original and copy)
- Registration at UPF (original and copy)
- European Health Insurance Card or private insurance policy (original and copy).
- Statement of Financial Resources that students have sufficient economic funds during their stay in Spain. Participation in study exchange programs of the European Union is accreditation enough to justify economic funds.

To apply for a visa you will need an acceptance letter from TecnoCampus, which you can get from the International Office (rrii@tecnocampus.cat). In order to send you the acceptance letter it is essential that you have been correctly registered in our University.

The process to get a visa can take a while, so it is recommended to do it as soon as possible.

TIP: The visa must be a student visa (type D). Any other type of visa does not entitle you to the subsequent processing of your Foreign Identity Card (TIE).

For further information, please check the [Ministry of Interior's website](#).

Students from outside the European Union

Once in Barcelona, international students are encouraged to register their contact details to their [Embassy or Consulate](#) in Spain.

If you are a student from outside the European Union (EU), the EEA (Iceland, Liechtenstein and Norway) or Switzerland, in order to stay in Spain legally for more than 90 days, you need to obtain a student residence authorisation, which authorises you to remain in Spain for the duration of your course and if you wish, you will also be able to travel within the EU and the countries that have signed agreements with Spain or the EU for the free movement of people.

f. Medical insurance

All exchange students **must** have a health cover:

- If you are a **Spanish citizen** you must have a health cover which is valid for Barcelona (Social Security, private health insurance, etc.)
- If you are a **citizen of a member country of the European Economic Area** or Switzerland you must be a European health Insurance Card holder
- If you are a **citizen of a country outside the European Economic Area** or Switzerland, you must find out whether there is a mutual health provision agreement between the Social Security system of your country and Spain
- If you do not fall into any of the above categories or you cannot give proof of the document issued by the relevant national authority of your country, then prior to departure, you must bring with you your private medical insurance

If you prefer to take out the health insurance for TecnoCampus students you can check prices of Cobertis Health Insurance on the website <http://universitats.cobertis.com/upf/es/>

g. Book your accommodation in Mataró or Barcelona

TIP: The visiting student is responsible for finding his/her own accommodation.

Accommodation Service in Mataró: Shared Housing

TecnoCampus has reached an agreement with Homestay.com to offer shared accommodation in Mataró and its region.

- It offers a variety of in-family lodging with full guaranties of quality and security.
- Homestay has a local agent that validates the families and the accommodation.
- It has a booking online system where you can see all the flat or apartment characteristics and availability.

Accommodation Service in Mataró: Other resources

- **Facebook Group** [*Allotjament TecnoCampus*](#)
- **ERASMUSU:** the biggest student community in Europe. With Erasmusu you can book verified accommodation around the world through a safe system if you consider studying abroad. Use the code ERASMUS_STUDENTS to get a 30% discount. For more information send an email to tecnocampus.cat@erasmusu.com

This resources list has only informative purposes. The school has no direct relation at all with any of the landlords/landladies or state agents mentioned and we cannot be claimed responsible in your agreements with them.

ROOMS/SHARED FLATS	FLATS FOR RENT
www.pisocompartido.com	www.pisocompartido.com
www.pisoestudiants.com	www.english.habitaclia.com
www.idealista.com	www.idealista.com
www.yaencontre.com	www.yaencontre.com
www.stukers.com	www.studi.cat
	www.tupiso.com

Accommodation Service in Barcelona: Shared Housing

[Spotahome](#) is a portal for renting accommodation for more than one month.



Accommodation Services in Barcelona: Residences

1. Student residence in Montgat (15 km away from TecnoCampus)

	<p>Six Lemon World</p> <p>Carmen Amaya Street, 10 08390 Montgat (Barcelona) (+34) 93 555 67 17 hello@sixlemonworld.com</p> <p>http://www.sixlemonworld.com/residencia/</p>
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*Students from TecnoCampus have a special rate

2. [Barcelona Centre Universitari \(BCU\)](#) is the accommodation service offered by all universities in the area of Barcelona. It offers flats and rooms in Barcelona, in-home stays, short stays, residence halls, etc. with quality, safety and hygiene assurance. For more information and online registration, please contact:

	<p>BCU Barcelona Centre Universitari</p> <p>Torrent de l'Olla, 219. 08012 Barcelona Tel: +34 93 238 90 72</p> <p>www.resahousing.com info@bcn-housing-students.com</p>
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3. Student residences in Barcelona

 	<p>Resa Housing</p> <p>Campus del Mar Passeig de Salvat Papasseit</p> <p>900 649 169 (from Spain) 0034 931 595 464 (from out of Spain)</p> <p>www.resa.es resa@resa.es</p>
 	<p>Herzegovina</p> <p>Herzegovina Street, 27 08006 Barcelona +34 93 414 63 25</p> <p>studentresidence@studentresidence.es</p> <p>http://www.residenciasuniversitariasbarcelona.com/</p>
 	<p>San Marius</p> <p>Muntaner Street, 507 entl. 08022 Barcelona (+34) 607 92 79 37</p> <p>info@sanmarius.com</p> <p>http://www.sanmarius.com/es</p>
 	<p>Reina de la Pau</p> <p>Bellafila Street, 4 08002 Barcelona (+34) 93 315 15 08</p> <p>reinadelapau@reinadelapau.com</p> <p>https://www.reinadelapau.com/</p>

 <p>Melon District</p>	<p>Melon District</p> <p>Avenida Paral·lel, 101 08012 Barcelona (+34) 93 217 88 12 info@melondistrict.com</p> <p>http://www.melondistrict.com/</p>
 <p>RESIDENCIA ONIX</p>	<p>ONIX residence</p> <p>Sardenya Street, 101-137 08013 Barcelona (+34) 93 266 61 00 frontdesk@residenciaonix.com</p> <p>http://www.residenciaonix.com/</p>
 <p>àgora <small>BCN</small></p>	<p>Àgora residence</p> <p>Passeig dels Castanyers, 21 08035 Barcelona (+34) 93 166 90 00 agora.info@cett.es</p> <p>http://www.agorabcn.com/es/</p>
 <p>Mestral Mar <small>Residència mixta de estudiants</small></p>	<p>Mestral Mar</p> <p>Gran Via de les Corts Catalanes, 701 08013 Barcelona (+34) 93 515 78 88 info@mestralmar.com</p> <p>http://mestralmar.com/</p>

 	<p>Barcelona Resident</p> <p>Tantarantana Street, 15 08013 Barcelona (+34) 93 268 78 79 info@barcelonaresident.com http://www.barcelonaresident.cat/</p>
 	<p>Sarrià</p> <p>Esports Street, 1-7 08017 Barcelona (+34) 93 206 55 40 campus@residenciasarria.com https://www.residenciasarria.com/</p>

Other Resources

1. BADI

[Badi](#) is an app to find room and find flatmates according to age, tastes and hobbies.

2. Facebook “Allotjament TecnoCampus”

If you are looking to rent an apartment or a room and does not know anyone, you can join in ["Allotjament TecnoCampus" Facebook page](#) where you will find offers of flats.

3. Uniplaces

Uniplaces is an innovative service for students focused on making the online booking process easier. It is fast, safe to pay and allows you search through hundreds of trustful properties around the bests student cities of Europe.

h. Join the Buddy Program!

Buddy Program is a student’s commission whose aim is to enhance student’s participation for the integration and adaptation of the incoming students who arrive at TecnoCampus through a mobility programme. In that way, locals and international students get together to take a cultural and a linguistic exchange through the organisation of playful, sporty and gastronomic activities. We believe that the Buddy Program is such a positive tool to grow any student’s academic and personal experience.

Before the beginning of the course, each local member is assigned to an international student depending on their studies, hobbies or languages. Once the couples are set up, they will be able to contact each other so the incoming student can receive his Buddy’s help.

Don’t miss the opportunity to meet other students who will help you to make your adaptation easier. Registration through this link: <https://agenda.tecnocampus.cat/34530/detail/buddy-program-international-201920.html>



Exchange Students TecnoCampus

[Click here to join!](#)

2. ON YOUR ARRIVAL TO TECNOCAMPUS

The International Relations office is located at:

Av. Ernest Lluch, 32 (Building TCM 1, main entrance)
08302, Mataró (BARCELONA)

Telephone number: +34 93 169 65 01

International Office

rrii@tecnocampus.cat

a. How to get to the campus?

TecnoCampus is located in the city of Mataró, only 30 minute away from Barcelona Centre.



TIP: you can plan your trip and check the timetables of public transport at this link <http://mou-te.gencat.cat/>

From the airport

For information about Spanish airports visit www.aena.es

- Barcelona airport: +34 93 815 99 49
- Girona airport: +34 97 247 42 40

By train

Take the train line R1 (stations in Barcelona: *Sants-Estació, Plaça de Catalunya, Arc de Triomf, El Clot-Aragó*) until *Mataró* station.

Some trains terminate at Mataró train station and others trains at *Blanes* or *Maçanet-Massanes* but all of them stop at Mataró.

You can check the schedules at www.renfe.es

By bus

You can take the “Casas” bus number E11.1 in Barcelona (it stops in *Ronda Universitat, 21* or *Plaça de Tetuan*):

[E11.1 – Barcelona - Mataró \(centre\)](#)

[E11.2 – Barcelona - Mataró \(Nord\)](#)

You also have night buses:

[N80 – \(Barcelona – Mataró\)](#)

[N82 – \(Barcelona – Mataró – Pineda\)](#)

TIP: we suggest you to buy a multi-journey ticket for 10 trips (T-10 3 zones), valid for train and buses to Mataró, and train, buses, tram and metro in Barcelona. It costs 26’75€ and you can buy this card in the metro, railway stations and newsagents. You can find all the type of tickets here: <https://www.tmb.cat/en/barcelona/fares-metro-bus/integrated-tickets>

T-JOVE

By car

1. From Barcelona, head North on the C-32 Motorway (formerly called A-19) towards Mataró/Girona
2. Leave the motorway at the exit “Mataro Sud” (about 25 minutes from Barcelona)
3. You will come to a large roundabout with a huge metal sculpture, take the 2nd exit
4. TecnoCampus will be just in your right

b. Meet your mobility coordinator

Mobility coordinators are teachers from each study who have been elected to be tutors to international students.

School of Business and Social Science	Roberto Dopeso (rdopeso@tecnocampus.cat)
School of Engineering and Technology	Josep Roure (roure@tecnocampus.cat)
School of Health Sciences	Alicia San José (asanjose@tecnocampus.cat)

c. Grading System

Excellent: 9-10	A
Good: 7-8.99	B
Pass: 5-6.99	C, D and E
Fail: 0-4.99	FX and F

d. Register for the Spanish or Catalan language course

TecnoCampus offers a free **Spanish** course. The level will be adapted to you. The duration of the course is about 3 hours per week (30 hours per trimester). If you want more information about the schedule or registrations, please contact rrii@tecnocampus.cat

If you also want to learn **Catalan**, you can contact the *Centre de Normalització Lingüística del Maresme* (www.cpnl.cat/maresme) at maresme@cpnl.cat

e. ESN (Erasmus Student Network)

ESN Barcelona UPF is a non-lucrative students association based on the principles of ESN: apolitical, non-denominational, open and tolerant. They organize social and cultural integration activities and also have a Mentor Programme, in which they assign a local student to one or more exchange students who have asked for participating in the program, with the aim of making exchange students' integration easier at TecnoCampus.

For more information, check their website <http://esnupf.org/> or contact them at esn@upf.org