

INCOMING EXCHANGE STUDENTS PRE-ARRIVAL INFORMATION



**Facultad de
Economía y Empresa
Universidad Zaragoza**

A WORD FROM THE INTERNATIONAL OFFICE

Thank you for having chosen the University of Zaragoza and its Faculty of Economics and Business (FEE) as your next exchange destination. We are confident 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 will 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 international language in the fields of Politics, Economy and Culture.

At the International relations office of the FEE we have kept on dealing with Internationalization issues over the last two decades. As a result, this Faculty currently enjoys partnerships involving student exchanges with over 90 Higher Education Institutions belonging to more than 20 different countries in three continents: Europe, South America and North America. 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).

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



CONTACT INFORMATION

VISITING ADDRESS

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

The UZ was founded in 1542. It is one of Spain's oldest universities in continuous operation. At present, the University has its Faculties spread across the three provinces that form the region of Aragón: ZARAGOZA, HUESCA AND TERUEL.

1.1 UZ & Faculty of Economics and Business (FEE)

Studies at the UZ

UZ offers a wide variety of Bachelors covering multiple disciplines: experimental Science and Health (Medicine, Chemistry, Physics...), 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 registered in either Undergraduate or Postgraduate Diplomas. The teaching staff adds up to 2,200 lecturers.

Faculty of Economics and Business Studies (FEE)

The School of Business Studies initiated its activities in 1972 and the Faculty of Economics and Business Sciences in 1974. Both centers merged in the Faculty of Economics and Business in 2011.

1.2 The city of Zaragoza

General features

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

Madrid and Barcelona are less than 90 minutes away by high-speed trains. Within the city, there is a dense network of urban buses and taxis.

Zaragoza is the fifth largest city in Spain by population. Almost 10% of its 700,000 inhabitants have a non-Spanish nationality.

The size of the city is considered advantageous by our foreign exchange students. Zaragoza is big enough to offer the recreational activities and nightlife of larger Spanish cities such as Barcelona or Madrid yet it is small enough to allow one to become easily acquainted with the various districts, and to enjoy other advantages such as short commute times and distances, and affordable housing close to the city centre...

The strategic location of the city 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 the peaks of the Pyrenees. If you like winter sports, and open-air activities (skiing, rafting, hiking, etc.) this is the place to go!

Zaragoza is a city beyond comparison. Its Iberian, Roman, Jewish, 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 highs in July exceed the 30° C (with peaks of 40° C). In winter, minimum temperatures rarely go below 0° C. Rarely rains due to the continental climate 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 Zaragoza 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.

The local economy

In Zaragoza, the economy 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 larger companies operating are: Opel, Bosch-Siemens, Inditex (clothing brands like Zara), Saica (paper production), Valeo and Johnsons Controls (components and systems for the automotive industry), ABB (power and automation technologies) and Adidas.

Among other important achievements of note is PLAZA, currently Europe's biggest logistics park.

Leisure&Fun

Zaragoza is a lively city, where is always something going on out there.



2. APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

2.1. Nomination

The student's home University must provide us 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:

- **Mid June** for full year exchange students, or for those coming the 1st semester (from September to February).
- **Mid November** for students who will come for the 2nd semester (from February to June).

Once the International Office of the Faculty of Economics and Business has received the students' information, it will acknowledge 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, containing also instructions for completion of the compulsory **on-line application**. This message will be sent out in June or October, depending on the student's planned exchange period.

2.3. On-line application

The student must fill in and submit the application form mentioned above. The deadline for completion of the online application is as follows:

- **Early July** for students coming on exchange for the complete academic year or for the first semester
- **Late November** for students arriving in the 2nd semester.

2.4. Confirmation

Students who have completed step 2.3 will receive a second e-mail confirming enrolment and including additional information around the end of June or early July (end of December/early January for 2nd semester students).

2.5. Learning Agreement

The Faculty of Economics and Business does not require, as part of the application process, the incoming students to send in advance their learning agreement or any other documentation stating the desired/expected course choice. Nevertheless, should your home Institution require such documents to be completed before arrival, we will be glad to receive them by post/fax/e-mail and return them duly signed.

2.6. Accommodation

Students who choose to apply for a room in a University Residence must apply well in advance, immediately upon receipt of the letter of acceptance mentioned in step 2.2. For residence housing and other accommodation options please see point 3 of this guide.

2.7. Date of arrival

We strongly recommend that exchange students arrive in Zaragoza a few days before the welcome meeting (see point 6.1.), especially if housing has not been arranged in advance.

At any rate, your exchange period officially begins with the welcome meeting. Welcome meetings are scheduled a few days before term start: around 21st September (1st Semester) or around 8th February (2nd Semester).

Students must advise the International Relations Office of the Faculty if they are unable to attend the welcome meeting. Please note that arrival at the University of Zaragoza should under no circumstances be after the official registration dates (please, see point 2.9. below).

2.8. Spanish Language Courses

Paying intensive 3-week Spanish Courses are available throughout the academic year. These courses take place outside the Faculty. Sessions commencing with term start tend to become fully booked, especially in their beginner levels. Consequently, it is advisable to register in these courses prior to your trip to Zaragoza. See point 5.2. for more details.

2.9. Registration at the FEE

Registration at the FEE will take place approximately three weeks after the term start. During the orientation meeting each student will be given a form containing an appointment for this procedure. Before the appointed registration date, exchange students may freely attend any class. The purpose of this is to allow students to evaluate their course choices. More details are given in point 6.2.

Once registration formalities are completed, attendance and writing exams are allowed only for those courses registered. These should correspond to the study plan agreed between the student and his/her home University. The student's total course load at Universidad de Zaragoza does not exceed 30 credits per semester. (80% of ECTS must be chosen between courses taught in the FEE).

3. ACCOMMODATION

3.1. University Residences

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

These two Residence Halls are:

- Colegio Mayor 'Pedro Cerbuna'. <http://www.unizar.es/cerbuna/>
- Colegio Mayor 'Santa Isabel'. <http://www.unizar.es/servicios/santaisabel/>
- [Other Residences](#)

In order to book a room in any of the mentioned Halls of Residence, please use the [online application form](#) for accommodation

Incoming Exchange Students Pre-Arrival Information

University housing inquiries and bookings are administered by the Head International Office of the University (at central level, not at your destination Faculty). Please, check their [contact details](#)

We advise to reserve Residence housing well in advance, since the demand for such accommodation normally exceeds the number of available spots, especially in the case of semester requests. Very few rooms are typically available for the 2nd semester of each academic year.

3.2. Apartments & rooms to let

In Spain, a very popular form of accommodation for students is to rent an apartment with fellow students. Moreover, sharing an apartment with Spanish students is a good way to learn more about local customs and improve your skills in the Spanish language and culture.

In most cases, it is necessary to leave a deposit equal to one or two months' rent, paid in advance.

To help with the room search, make contact with landlords, etc., exchange students can ask for support from their student buddy. For legal inquiries, a Legal Counselling Service at UZ is also available.

If you are interested in shared accommodation, it will be wise to arrive at least a fortnight before term start, in order to ensure finding a convenient option. The rule is: the earlier you arrive the more ample choice you will have. A good advice could be to book a short stay (see point 3.3) in a Hostel, so that you use that week to arrange your definitive housing.

How to find apartments and rooms for rent:

Accommodation Service of the University

- Lists of available rooms and flats, updated weekly, are available from this service. Also on the [Internet](#)
- Physically located in the Information Building, at the entrance of the 'Ciudad Universitaria' (main Campus).
- A tip: when browsing the Internet database you will be required to enter 'Sector de preferencia' which is the neighbourhood of the city you want to search in. The following areas are the closest to the FEE: 'Centro', 'Cuellar', 'Pza.Roma' & 'Universidad'. To look up the location, please remember our link to the [city map](#)
- Please, note that the Accommodation Service provides exclusively information. It doesn't assume any kind of property procedures. All further steps to agree a rent have to be carried out by the student on his/her own.

Note boards at the Faculty

- Some boards on the Faculty's ground floor normally have many ads for apartments and rooms for rent, especially in the first half of September. Announcements are also placed on other Faculties' boards, particularly at the Edificio Interfacultades, at the Ciudad Universitaria.
- Every student is free to post ads on these boards.

Youth Housing Service

A free service on Internet, owned by [CIPAJ](#), a City Council entity.

Press

The classified ads section of the local newspapers also contains rental advertisements. Newspapers can be purchased at kiosks across the city.

3.3. First days housing

For your first days upon arrival, you may book temporary accommodation at the 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

Web:

http://www.aragon.es/DepartamentosOrganismosPublicos/OOAA/InstitutoAragonesJuventud/AreasTematicas/07_Instalaciones/ci.Albergue_zaragoza.detalleDepartamento?channelSelected=de49dd01007fa210VqnVCM100000450a15acRCRD

Students coming to UZ can apply for a room directly at the Youth Hostel or through the University, by filling the application form for accommodation (see above point 3.1). On the form, tick option C "Temporary accommodation".

For a complete list of hotels and hostels in the city, visit the [Tourist Board](#).

4. PRACTICAL ISSUES

4.1 Residence permit in Spain

E.U. Citizens

E.U Citizens and Norway, Iceland, Liechtenstein and Switzerland citizens who are going to stay in Spain during more than 3 months must register in the Oficina de Extranjeros of Zaragoza (Foreign Citizens Office) : <http://wzar.unizar.es/servicios/inter/formularios/in.pdf>

Non E.U. citizens

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

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/VisadosDeLargaDuracion.aspx>

Foreign Office in Zaragoza : C/ Obispo Covarrubias, s/n (next to Avda. de Valencia)

Tel.: 976 980 020,

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

The FEE will give you an Erasmus certificate in order to prove in the Oficina de Extranjeros that you are one Erasmus student

4.2. Health Insurance

It is very important to have health 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 scheme.

4.3. Cost of living

Spain has lost its reputation of being an inexpensive country to live in. However, life in Zaragoza is still a little bit cheaper than life 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.

5. SPANISH LANGUAGE COURSES

5.1 Language requirements at Universidad de Zaragoza (UZ)

All exchange students are expected to have adequate Spanish language skills prior to their exchange period. Although instruction in English is offered for a limited number of courses (see point 6.3), these are usually not enough to complete a full semester workload in credits. Moreover, please bear in mind that you will be studying and living in a Spanish-speaking environment. You will have to face the fact that many locals only speak Spanish!

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 B1 level of the Common European Framework of Reference for Languages.

If you do not meet this level of Spanish proficiency 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.

5.2. Spanish language courses at UZ

The University of Zaragoza offers a wide range of Spanish courses through the »Servicio de Cursos de Español como Lengua Extranjera18 (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. Only Erasmus exchange students accepted by the Faculty of Economics and Business Studies will receive a 30% discount on their first ELE Spanish course enrolled
- Other Courses

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

[Courses in Spanish as a Foreign Language](#) e-mail: ele@unizar.es

- 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 courses of the University. They are not counted in ECTS credits either. For those reasons, results of Spanish courses are not shown 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 receive credits for Spanish courses taken at the UZ, will depend entirely on your home University's policy.

5.3 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 willing to practice other languages...

6. ACADEMIC INFORMATION

6.1. The international relations office (IRO) at the FEE

Welcome Meeting

Our Vice-Dean for International Affairs will introduce to the Faculty life. At the end of the welcome meeting, a brief Faculty tour and a meeting with your academic coordinator will be provided.

For students coming on the 1st semester, the Welcome Meeting will take place at mid September. For students coming on the 2nd semester, it will take place at the beginning of February. (we will inform you about the date and time by e-mail)

Orientation meetings

This is an essential event for the incoming exchange students and help them to solve their main concerns. It also is a key date for course registration procedure as well as an opportunity to meet.

At the Welcome Meeting, each exchange student will be provided with an appointment to register for his/her courses

Date: For students coming on the 1st semester, the Welcome Meeting will take place at mid September. For students coming on the 2nd semester, it will take place at the beginning of February. (we will inform you about the date and time by e-mail)

Registration information and dates

Incoming exchange students must register at the International Relations Office of the Faculty of Economics and Business for the courses chosen approximately three weeks after the semester has started. In the meantime, they are free to attend any class, group or session. The purpose of giving three weeks time is to provide incomers with an additional opportunity to evaluate their course choices before making a final decision.

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 movie theaters, and in several shops.

Certificate of Attendance

Upon request, the International Relations Office will sign and stamp your documents to demonstrate 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 deemed to be the term start date of your exchange in every document. If you cannot attend the meeting, your official study period will start on the day you first show up at the FEE's International Relations Office.

6.2. FEE: Bachelors and courses

There are four different Bachelors at the Faculty: in Business Administration (GADE), Economics (GECO), Marketing and Market Research (MIM) and Finance and Accounting (FICO). Course instruction at the Faculty is semester-based.

Courses

The number of courses offered at the Faculty is wide.

All courses are one semester in length and are typically offered only once per academic year (one out of the two semesters).

While on exchange at UZ, feel free to choose amongst any of the courses offered within the GADE, GECO, MIM or FICO Bachelor streams. However, please note that most courses are only offered once per year and be sure to follow the guidelines you were given at your Home University or School.

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

Exchange students are also allowed to choose courses from other Faculties. 80% of your ECTS must be chosen between courses taught in FEE.

6.3. Language of instruction

The language of instruction at FEE is Spanish. Additionally, the FEE offers most of the courses of Business Administration in English. A B2 level of English language is required to attend these courses.

6.4 Calendar outline: Academic

1st Semester

- Welcome meeting: mid September.
- Lectures: mid September – mid January.
- First semester, exams session: mid January– beginning of February.

2nd Semester

- Welcome meeting: beginning of February.
- Lectures: beginning of February – end of May .
- Second semester, exams session: June.

6.5. Exams & Grades

Exams for all Bachelor's courses are held 2 times throughout the academic year.

Grades



Proposed equivalence with ECTS grades		
Spanish grade	Spanish grading scale (0-10)	ECTS
Matrícula de Honor* (Distinction)		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

7. NEED A LOCAL STUDENT TO HELP YOU? THE STUDENT BUDDY SERVICE

If you wish to, the local branch of the student organisations can assign you a Spanish student volunteer. He/she will be able to coach you through your first days in Zaragoza. Your student volunteer 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...

8. CONTACT DETAILS

Institutional Level

HEAD INTERNATIONAL OFFICE	Responsibilities: Institutional issues, Accommodation in University Residences
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Sección de Relaciones Internacionales

Ciudad Universitaria
Edificio Interfacultades, 2nd floor
C/ Pedro Cerbuna, 12
50009 Zaragoza

Tel.: +34 976 762052
Fax: +34 976 762320
E-mail: relint@unizar.es

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

ACCOMMODATION OFFICE	Responsibilities: Accommodation offers in the private sector (rooms & flats for rent)
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Servicio de Alojamiento

Ciudad Universitaria
Edificio de Información
C/ Pedro Cerbuna, 12
50009 Zaragoza

Tel.: +34 976 762318
Fax: +34 976 761003
E-mail: alojami@unizar.es

Opening times: 9 - 14 h., from Monday to Friday (In June and September, also: 16.30-18.30)

SPANISH LANGUAGE COURSES	Responsibilities: Spanish as a Foreign Language Instruction
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Cursos de Español como Lengua Extranjera (ELE)
Ciudad Universitaria
Edificio Interfacultades, 3rd floor
C/ Pedro Cerbuna, 12
50009 Zaragoza

Tel.: +34 976 761047
Fax: +34 976 762050
E-mail: ele@unizar.es

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

Faculty of Economics and Business Studies (FEE)

FACULTY RESPONSIBLE FOR INTERNATIONAL RELATIONS	Responsibilities: Overall coordination of Internationalisation at Faculty level
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Associate Dean for International Affairs

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Gran Vía 2
50005 Zaragoza

Tel.: +34 976 761000, ext 4793
E-mail: vrifecem@unizar.es

ACADEMIC SUPERVISOR FOR THE INCOMING STUDENTS	Responsibilities: Exchange students' academic inquiries (i.e. study programs, 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.

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 FEE-Gran Vía

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Facultad de Economía y Empresa, planta baja
Gran Vía, 2
50005 Zaragoza
Horario de apertura: 9-14 h., de lunes a viernes

Tel.: +34 976 762154
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Oficina de Relaciones Internacionales de la FEE- Lorenzo Normante Building , Campus Río Ebro

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50018 Zaragoza
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Tel.: +34 976 762753
E-mail: ri2ecemz@unizar.es

GENERAL EMERGENCY NUMBER IN SPAIN (and most other countries in Europe) 112

LOCATION Faculty of Economics and Business

Gran Vía 2



LOCATION Faculty of Economics and Business

Campus Río Ebro

