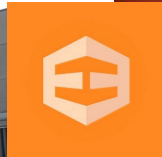


INCOMING EXCHANGE STUDENTS PRE-ARRIVAL INFORMATION



**Facultad de
Economía y Empresa
Universidad Zaragoza**

A WORD FROM THE INTERNATIONAL OFFICE

Thank you for having chosen the University of Zaragoza and its School of Economics and Business (FECem) 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 FECem 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 School 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

**INTERNATIONAL RELATIONS OFFICE
SCHOOL OF ECONOMICS AND BUSINESS
UNIVERSITY OF ZARAGOZA**

**C/ Gran Vía Santiago Ramón y Cajal, 2
50005 Zaragoza (España)
C/ María de Luna, s/n, 50018 Zaragoza (España)**

Phone number (Gran Vía Santiago Ramón y Cajal, 2): +34 976 76 21 54

Phone number (María de Luna s/n): +34 976 76 2753

Website:

<https://fecem.unizar.es/informacion-academica/relaciones-internacionales/estudiantes-entrantes>

E-mail contact:

ri1ecemz@unizar.es (Gran Vía Santiago Ramón y Cajal, 2)
ri2ecemz@unizar.es (María de Luna, s/n)

SUMMARY

1. Introduction to the University of Zaragoza (UZ) and its environment
 - 1.1 UZ & School of Economics and Business (FECHEM)
 - 1.2 The city of Zaragoza
2. Application procedure for exchange students
 - 2.1 Nomination
 - 2.2 On-line application
 - 2.3 Letter of acceptance
 - 2.4 Learning Agreement
 - 2.5 Accommodation
 - 2.6 Date of arrival
 - 2.7 Spanish Language Courses
 - 2.8 Registration at the FECHEM
3. Accommodation
 - 3.1 University Residences
 - 3.2 Apartments & rooms to let
 - 3.3 First days housing
4. Practical issues
 - 4.1 Residence permit in Spain
 - 4.2 Health Insurance
 - 4.3 Cost of living
5. Spanish language courses
 - 5.1 Language requirements at Universidad de Zaragoza (UZ)
 - 5.2 Spanish language courses at UZ
 - 5.3 Language exchange with other students
6. Academic information
 - 6.1 International relations office
 - 6.2 FECHEM: Bachelors and courses
 - 6.3 Language of instruction
 - 6.4 Calendar outline
 - 6.5 Exams & Grades
7. Buddy programme
8. Contact details

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 & School of Economics and Business (FECM)

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.

School of Economics and Business Studies (FECM)

The School of Business Studies initiated its activities in 1972 and the School of Economics and Business Sciences in 1974. Both centers merged in the School 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 Zaragozaan 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. The United Nations' headquarters of the International Decade for Action, 'Water for Life', are also based in Zaragoza.

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 fill in the details of the selected students **on the form** that we will send to our partner universities. The deadlines to send this information are:

- Autumn Semester (from September to December).or Full Academic Year: until 30 May
- 2nd Semester (from January to June): until 20 October

2.2. On-line application

Once the International Office of the School of Economics and Business has received the students' information, it will acknowledge receipt to both, the home Institution and the students:

The student will receive a mail with:

- A link to register online at the University of Zaragoza.
Students must save and print their registration number for the exchange.
- A link to the online application form. Students must complete and submit the application form after the above-mentioned registration.

The dates for registration are

- * 14th February to 16th June for 1st semester or full academic year.
- * 1st September to 7th November for 2nd semester.

In our School students can choose subjects of the following studies:

- [Degree in Business Administration and Management \(GADE\)](#)
- [Degree in Economics \(GECO\)](#):
- [Degree in Finance and Accounting \(FICO\)](#)
- [Degree in Marketing and Market Research \(MIM\)](#)

*Remember that language of instruction is Spanish, but we have **one group in the degree in Business Administration (GADE) taught in English.**

In case students want to attend English courses, **it is mandatory to have an official certificate of B2 level in English** (ri1ecemz@unizar.es / ri2ecemz@unizar.es).

The degrees are distributed between two venues of the School of Economics and Business as follows:

- Campus Paraiso, Gran Via Santiago Ramón y Cajal 2.
 - o Degree in Business Administration and Management (GADE). One group in the degree in Business Administration (GADE) taught in English.
 - o Degree in Economics (GECO). Taught in Spanish
- Campus Río Ebro, María de Luna s/n. Lorenzo Normante building:
 - o •Degree in Finance and Accounting (FICO). Taught in Spanish
 - o •Degree in Marketing and Market Research (MIM). Taught in Spanish

Students need to be careful when choosing courses from different degrees, especially if they are taught on different campuses. It takes 20-30 minutes by tram from Campus Río Ebro to Gran Via.

2.3. Letter of acceptance

A letter of acceptance is e-mailed to the nominated students. This message will be sent out in June or October, depending on the student's planned and exchange period.

2.4. Learning Agreement

Students who wish to take courses in English will receive a form to fill out with the courses they wish to choose.

As part of the application process, the School of Economics and Business requires incoming students to submit their Learning Agreement in advance, indicating their desired/planned course choices on the above form. Learning Agreements must be signed by the coordinator at your university. The maximum number of credits is 30 per semester (80% of ECTS must be chosen between courses taught in the FECSEM).

Students who are going to study in Spanish do not have to fill out the above form. However, they do have to send the Learning Agreement.

A change of courses in the Learning Agreement will be allowed per semester within the dates indicated by the IRO.

2.5. 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 2.3. For residence housing and other accommodation options please see point 3 of this guide.

2.6. 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 one day before term start: first week of September (1st Semester) or January (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 2.8. below).

2.7. Spanish Language Courses

Intensive Spanish courses specifically designed for Erasmus students are available throughout the academic year. These courses take place outside the School. 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.

2.8. Registration at the FECEM

Registration for FECEM will take place at the same time as the start of the semester.

A few days before the orientation meeting, students will have received instructions on how to complete their enrolment using an online form. The subjects must be the same as those listed in the signed Learning Agreement.

The International Relations Office will send the final enrolment form to the student by email.

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 FECEM).

3. ACCOMMODATION

3.1. University Residences

The UZ owns one Residence Halls situated on the main University Campus ('Ciudad Universitaria'). It is within 20-25 minutes walking distance from the School of Economics and Business Administration (Gran Vía Santiago Ramón y Cajal).

The Residence Hall is:

- Colegio Mayor 'Pedro Cerbuna'. <https://internacional.unizar.es/en/node/1346>
- Other accommodation
- How to move around Zaragoza: <https://www.zaragoza.es/sede/portal/turismo/es-util/como-moverse?locale=en>

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 mail: relint@unizar.es

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 FECEM: '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 School of Economics and Business

- 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'.

Albergue Juvenil 'Baltasar Gracián'- C/ Franco y López, 4 - 50005 ZARAGOZA - Phone: (+34) 976716880 - E-mail: balta@aragob.es - www.alberguesdearagon.com

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) : <https://citasextranjeria.es/aragon/zaragoza/delicias-zaragoza-oficina-extranjeria/>

Non E.U. citizens

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

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 FECEM 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 School 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 School 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 School 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 FECEM

Welcome Meeting

Our Vice-Dean for International Affairs will introduce to the School life.

For students starting the first semester of the academic year, the welcome meeting will take place during the first week of September. For students starting the second semester, it will take place during the third week of January. (We will inform you of the date and time by email).

Registration information and dates

Incoming exchange students must register at the International Relations Office of the School of Economics and Business for the courses chosen

A few days before the orientation meeting, students will have received instructions on how to complete their enrolment using an online form. The subjects must be the same as those listed in the signed Learning Agreement.

The International Relations Office will send the final enrolment form to the student by email.

In the meantime, they are free to attend any class, group or session.

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 FECEM's International Relations Office.

6.2. FECEM: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 School of Economics and Business 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 FECEM.

6.3. Language of instruction

The language of instruction at FECEM is Spanish. Additionally, the School of Economics and Business offers the courses of GADE in English. Please note that since places on English courses are in high demand, students may have to change some subjects.

6.4 Calendar outline:AcademicYear

1st Semester

- Welcome meeting: September 2, at 9:00 h. It will take place in the Salón de Actos, ground floor of the School of Economics and Business building, Gran Vía Santiago Ramón y Cajal, 2.
- Lectures: September 3, - December 12.
- First semester, exams session: December 15– December 19 and January 7 – January 17.
- Second call exams: June 15- July 2
- Christmas vacation: December 22, - January 6,

2nd Semester

- Welcome meeting
- Lectures: January 19– May 8
- Second semester exams: May 11 –May 30
- Second call exams: June 15- July 2
- Easter vacation: March 30– April 6

Timetables: Available at <http://fecem.unizar.es/te-interesa/horarios-y-examenes> (only in Spanish). It is very important to attend classes on the first day of classes because professors will explain each course.

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. BUDDY PROGRAMME

The School of Economics and Business organizes a buddy programme. A student from the school is assigned to be the exchange student's buddy and will help them during their first days at school and in our city. After the welcome meeting, the first meeting with the assigned buddy takes place.

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

School of Economics and Business Studies (FECM)

FACULTY RESPONSIBLE FOR INTERNATIONAL RELATIONS	Responsibilities: Overall coordination of Internationalisation at Faculty level
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Vice-Dean for International Relations

Miguel Ángel Marco Fondevila
Facultad de Economía y Empresa
Gran Vía Santiago Ramón y Cajal, 2
50005 Zaragoza

Tel.: +34 976 761000, ext 1782
E-mail: mmarcof@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 SCHOOL OF ECONOMICS AND BUSINESS STUDIES	Responsibilities: All other issues related to exchange students
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**FECM International Relations Office
(Campus Paraíso)**

José Manuel Guerrero Postigo
School of Economics and Business , ground floor
Gran Vía Santiago Ramón y Cajal, 2
50005 Zaragoza
Opening hours: 12 noon to 2 p.m., Monday to Friday
Request an appointment:
<https://internacionalfecem.unizar.es/reservar-cita/>

Tel.: +34 976 762154
E-mail: ri1ecemz@unizar.es

**FECM- International Relations Office
Lorenzo Normante Building (Campus Río Ebro)**

Inmaculada Almuzara Grasa
School of Economics and Business , ground floor
Lorenzo Normante Building
C/ María de Luna, s/n
50018 Zaragoza
Opening hours: 9am-2pm, Mondays
Request an appointment:
<https://internacionalfecem.unizar.es/reservar-cita-lorenzo-normante/>

Tel.: +34 976 76753
E-mail: ri2ecemz@unizar.es

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

LOCATION School of Economics and Business

Campus Paraíso

Gran Vía Santiago Ramón y Cajal, 2
Zaragoza



LOCATION School of Economics and Business

**Campus Río Ebro, Lorenzo Normante Building
C/ María de Luna, s/n
Zaragoza**

