ESCI upf.
School of International Studies

Student Guide

Students at ESCI-UPF have access to a wide range of services and resources to help them during their time at university. This guide contains key information on what's on offer at ESCI-UPF and where to turn to with any queries you might have.

01

Points of Contact

ACADEMIC MANAGEMENT

Bachelor's Degree in Bioinformatics
Ainhara del Pozo: ainhara.delpozo@esci.upf.edu

Bachelor's Degree in International Business and Marketing
Noèlia Puig: noelia.puig@esci.upf.edu

ACADEMIC TUTORS

Bachelor's Degree in Bioinformatics
Arnau Cordomí, Campus Mar Building (Office 61.215 5th floor)
Hafid Laayouni, PRBB (Office 62.763.0)
Alberto MEseguer, Campus del Mar Building (Office 61.215)

Bachelor's Degree in International Business and Marketing
Xavier Carbonell – ESCI-UPF (4th floor)
Rosa Colomé – ESCI-UPF (5th floor)
Pelayo Corella – ESCI-UPF (3rd floor)
Joan Pere Plaza – ESCI-UPF (3rd floor)
Jordi Puig – ESCI-UPF (5th floor)
Joan Ribas – ESCI-UPF (4th floor)
Tomislav Rimac – ESCI-UPF (3rd floor)
Mercè Roca – ESCI-UPF (3rd floor)
Marta Segura – ESCI-UPF (5th floor)
Ramon Xifré – ESCI-UPF (4th floor)

02

Opening Hours and Academic Timetable

ESCI-UPF

Passeig de Pujades, 1
08003 Barcelona
Tel. (+34) 93 295 47 10

ESCI-UPF Building
Monday to Friday, 8 am to 10 pm; Saturday, 9 am to 2 pm

Academic Management and Administration (1st floor)
Monday to Thursday, 8 am to 6 pm; Friday, 8 am to 2.30 pm

IT (1st floor)
Monday to Friday, 8 am to 8 pm

CAMPUS DEL MAR

Carrer del Dr. Aiguader, 80
08003 Barcelona
Tel. (+34) 93 316 35 01

Campus del Mar Building
Monday to Friday, 7.45 am to 9 pm

BACHELOR'S DEGREE IN BIOINFORMATICS

Induction Week	8 to 17 September
Welcome Session	8 September

First Term (2021)

Term starts	20 September
Last day to apply to cancel your enrolment	30 November
Classes end	1 December
Last day to apply to opt out of 1st-term assessment	1 December
Exams	from 3 to 16 December
Exam results published	21 December
Exam results reviewed	Until 23 December
Retakes	7 to 10 January
Retake results published	17 January

Second Term (2022)

Term starts	10 January
Enrolment for extra 2nd- and 3rd-term subjects	7 and 8 January
Classes end	18 March
Last day to apply to opt out of 2nd-term assessment	18 March
Exams	21 to 28 March
Exam results published	1 April
Exam results reviewed	Until 5 April
Easter holidays	11 to 18 April
Retakes	19 to 21 April
Retake results published	2 May

Third Term (2022)

Term starts	29 March
Classes end	17 June
Last day to apply to opt out of 3rd-term assessment	17 June
Exams	20 to 30 June
Exam results published	6 July
Exam results reviewed	Until 8 July
Retakes	11 to 14 July
Retake results published	19 July

BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND MARKETING

Induction Week	9 to 17 September
Welcome Session	9 September
Language Proficiency Test	10 September

First Term (2021)

Term starts	20 September
Last day to apply to cancel your enrolment	30 November
Classes end	1 December
Last day to apply to opt out of 1st-term assessment	1 December
Exams	3 to 16 December
Exam results published	21 December
Exam results reviewed	22 and 23 December
Retakes	7 and 8 January
Retake results published	17 January

Second Term (2022)

Term starts	10 January
Enrolment for extra 2nd- and 3rd-term subjects	7 and 8 January
Classes end	18 March
Last day to apply to opt out of 2nd-term assessment	18 March
Exams	21 to 28 March
Exam results published	1 April
Exam results reviewed	4 and 5 April
Easter Holidays	11 to 18 April
Retakes	19 to 21 April
Retake results published	2 May

Third Term (2022)

Term starts	29 March
Classes end	17 June
Last day to apply to opt out of 3rd-term assessment	17 June
Exams	20 to 30 June
Exam results published	6 July
Exam results reviewed	7 and 8 July
Retakes	11 to 14 July
Retake results published	19 July

03 Directory

GROUND FLOOR

Reception
Staffroom
Function Room
Cafeteria

1ST FLOOR

Room 1.1 – Port de Barcelona
Room 1.2 – Ferrocarrils de la Generalitat de Catalunya
Executive Management
Management
ESCI-UPF Alumni
Career Service
Master's Degrees Coordination
International Relations
Academic Management and Administration
ICT

2ND FLOOR

Room 2.1 – Soler & Palau
Room 2.2 – PIMEC
Room 2.3 – ETR
Room 2.4 – Esteve
Reading Room
Computer Lab
Individual Study Room

3RD FLOOR

Room 3.1 – MANGO
Room 3.2 – Covides
Room 3.3
Room 3.4 – Coordonné
Room 3.5 – Ecoembes
Room 3.6 – Fluidra
Communication Department

4TH FLOOR

Room 4.1 – AMEC
Room 4.2
Room 4.3
Room 4.4
Room 4.5
Room 4.6 – El Periódico
Bachelor's Degree Final Project Office

5TH FLOOR

Room 5.1 – Andersen Tax & Legal
Head of International Relations
Career Service Office
Head of Studies (GNMI)
Head of Studies (BDBI)

CAMPUS DEL MAR

Campus del Mar library – 1st Floor
Labs – 2nd Floor
Computer labs – 3rd floor
ESCI-UPF staffroom – 61.215

04 Electronic Credentials

ESCI-UPF's ICT Department provides technical support to resolve day-to-day issues with ICT tools and manages access to internal services (eduroam, printing services, the school's IT equipment, etc.) and the internet.

Email
ESCI-UPF will provide you with a Gmail account to use during your time at university.

Aul@-ESCI
This online learning platform offers additional support to in-person teaching. You'll find information on course subjects, lesson notes, assignments, messages, etc., as well as tools for taking online exams.

SIGMA
This tool lets you manage academic details such as:
• Your enrolment
• Your fees
• Your academic transcript
• Your timetable
• Your grades for each term
• Academic procedures

Eduroam
This international roaming service gives users in research and higher education centres easy and secure network access when visiting an institution other than their own.

You can access the eduroam Wi-Fi network at ESCI-UPF and other universities worldwide with the electronic credentials linked to your ESCI-UPF email account.

Office 365
All ESCI-UPF students can use their university email account to sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote and Microsoft Teams.

05 Academic Management

This department centralises, coordinates and handles all matters, procedures and formalities in the academic life of students taking Bachelor's and Master's degrees. You can carry out these formalities. To communicate with Academic Management you should always use your ESCI-UPF e-mail address.

Formalities procedures in SIGMA
You can use this service to carry out most academic formalities online. The "Forms" section on SIGMA includes the following options, among others:

• Enrolling for extra subjects
• Permanence
• Continuity
• Cancelling enrolment
• Accrediting your command of a foreign language
• Opting out of assessment
• 5th extraordinary exam attempt
• Recognition of RAC credits

Class timetable
Consult the courses by syllabus and course in SIGMA timetables.

Subject syllabus
• On the programme webpage (BDBI/GNMI), by clicking on the subject in question.
• Using the SIGMA search engine, by selecting the academic year and degree or subject.

University Rules and Regulations
You'll find detailed information on different aspects of your degree course at:

https://www.esci.upf.edu/en/university-regulation/bachelors-degrees-regulations

06 Services

Inclusion Office
The Inclusion Office offers help and support to students with special educational needs and/or at particular socioeconomic risk, as part of its remit to value diversity and maintain an inclusive ethos for all students from the moment they arrive at ESCI-UPF.
Coordinator: inclusio@esci.upf.edu

Equality Office
ESCI-UPF's Equality Office handles enquiries and complaints concerning gender violence and LGTBIphobia affecting any member of the university community and offers a range of support services.
Coordinator: igualtat@esci.upf.edu

Psychological Support Service
ESCI-UPF has signed a collaboration agreement with Fundación Salud y Persona, whose free telephone helpline offers psychological advice to all members of the ESCI-UPF community and their direct family, 24 hours a day, 365 days of the year. Callers may make as many calls and enquires as they like and talk for as long as necessary.

You can contact them by calling 900 494 279 and indicating the following password ESCI500.

Mentoring Programme
If you'd like a current student to help you settle in with the ESCI-UPF community, give you a hand with administrative and academic formalities and give you some pointers about university life in general, get in contact with our Mentoring Programme.
Coordinator: mireia.vera@esci.upf.edu

07 UPF Community

Student card

Your student card is proof that you belong to the UPF community and offers you a wide range of benefits, discounts and services. Find out more about all the benefits of your student card.

Other benefits
- Global Campus
- Leisure and cultural activities
- University Community Assistance Service (SACU)
- Library
- UPF Entrepreneurs
- Services for UPF students

08 Other Services

Printers and photocopiers

All the computers in the Reading Room in the ESCI-UPF Building are connected to a printer. And once you've got a card from reception, you can use the photocopier on the 1st floor. You'll need to bring your own paper for the printer and photocopier.

There is a photocopying service in the 1st-floor basement in the Campus del Mar Building.

https://guiesbibtic.upf.edu/reprografia/imprimir

Lockers

The ESCI-UPF Building and Campus del Mar Building both have lockers where you can safely leave your belongings. Ask for more information at reception in the building in question.

Bicycles and electric scooters

If you come to university by bike or electric scooter, you can park them safely at dedicated spaces inside the ESCI-UPF Building.

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