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**Note:** All web page addresses were active in May 2016 but may have changed since then.
As an international student at the University of Vic - Central University of Catalonia (UVIC-UCC) you will be one of many students arriving each year from all over the world.

At UVic-UCC we try to make sure all your needs as a foreign student are satisfied. Support is provided to you by the International Relations Office and the international academic coordinators at each of the UVic-UCC faculties.

Our aim is to help you settle in as fast as possible – on and off campus. Information packages are distributed at the start of each new term to help you get acquainted with university services.

We will put you in touch with other exchange and UVic-UCC students, who will be among your first friends in Vic. Before setting out, you will receive an e-mail from your mentor, a UVic-UCC student that will help you in your first steps with us.

Catalan is the main UVic-UCC language of communication and is co-official with Spanish throughout Catalonia, so we strongly recommend that you register for the Catalan and Spanish language courses offered free at the University.

To make your time here more enjoyable, the International Relations Office organises a series of activities throughout the year.

Enjoy your experience abroad!
THE CITY OF VIC
Midway between the mountains of the Pyrenees and the Mediterranean Sea, seventy kilometres north of Barcelona, lies Vic, the main administrative, population and service centre for an area with 150,000 inhabitants.

Its colourful past, still evident in many streets and squares of its historic centre, is complemented by the thriving present-day diversity. Vic is rich in contrasts between tradition and modernity, the heritage of rural life and cutting edge technology, the peace of a small town and the gaiety of local festivals. Its wealth of museums, archives, historic monuments and associations of all kinds bear witness to the city’s civic, cultural and artistic activity. Economically, trade, industry and service sectors are all important.

As a market town, buyers come to Vic from far and wide. The town has a wide range of facilities, and administrative, health, educational and social services. As the main town of the Osona region, Vic is part of a network of administrative centres around Catalonia.

**AVERAGE COST OF LIVING IN VIC**

The average monthly cost of living is approximately €550. This can be broken down as follows:

- Shared flats: €150 - €250/room
- Residence halls: €380 - €800/room
- Food and drink: €160 - €240

**OTHER INFORMATION**

- Tourist accommodation in Vic: http://tinyurl.com/victurisme
- Vic Tourism Office
  
  Plaça del Pes - Edifici Ajuntament - 08500 Vic
  
  Website: http://www.victurisme.cat/index.php?idm=3
- Osona Turisme: http://www.osonaturisme.cat/?idioma=eng
- Vic City Council: http://www.vic.cat/
- VicJove (Vic City Council youth service): http://vicjove.blogspot.com.es/
- Shopping: Small shops are generally open from 10am to 1pm and from 5pm to 8pm, from Tuesday to Saturday, and closed all day Sunday and Monday morning.
- Post Office: Monday to Friday from 8.30am to 8.30pm. Saturday from 9.30am to 1pm. Rambla Hospital, 48 - 08552 Vic
The closest airports are El Prat, near Barcelona (around 70km from Vic), and Girona Airport (around 60km away). For further information please check the AENA (Aeropuertos Españoles y Navegación Aérea) website:


From Girona Airport there is a bus service to Girona city centre. From there you can take the Eix Bus to Vic. Some buses on this route stop at the airport too. There are also coach services from Girona to Barcelona:


A train service runs every 30 minutes from Barcelona Airport to Barcelona-Sants, where you can take a connection to Vic (Line 3).
BY TRAIN

Line 3 train services operate from Sants and Plaça Catalunya stations in Barcelona to Vic, Ripoll, Puigcerdà and La Tour de Carol (all of which stop at Vic). Check the timetable at the RENFE Spanish railway web site:

- [http://tinyurl.com/trains-barcelona](http://tinyurl.com/trains-barcelona)
- ☎ +34 902 240 202

Further information on Travelcards, etc., is available on the Transports Metropolitans de Barcelona website:

- [http://www.tmb.cat/](http://www.tmb.cat/)

BY BUS

Sagalés
Coach service between Vic and Barcelona from Carrer Casp, 34 (near Plaça Catalunya)

- [http://www.sagales.com](http://www.sagales.com)
- ☎ +34 902 130 014

Eix Bus
Coach service between Lleida and Girona with stops in Tàrrega, Cervera, Manresa and Vic

- ☎ +34 972 200 275

Teisa
Coach service between Olot and Vic

- ☎ +34 972 204 868
On arrival at UVic-UCC, you should contact the International Relations Office. There we will give you all the non-academic information related to your stay: the Handbook for the international exchange students, which includes information on accommodation, university services, required documentation, language context, welcome activities (Orientation Week), etc.

**International Relations Office staff:**

- Vice-Rector for International Relations: Joan Masnou
- Head of the International Relations Office: Mercè Prat - merce.prat@uvic.cat
- Anna Rodríguez (outgoing students) - anna.casadevall@uvic.cat
- Gina Morcillo (incoming students) - gina.morcillo@uvic.cat
- Alicia Aulet (exchange agreements and teaching/service staff mobility) - alicia.aulet@uvic.cat
- Judit Cabanas (office support) - judit.cabanas@uvic.cat
INTERNATIONAL ACADEMIC COORDINATORS

Your international academic coordinator will explain to you all about course registration and other procedures for your studies at UVic-UCC. For information on subjects, academic calendar (start and end of classes), European credits, Learning Agreement, etc., please contact the international academic coordinator of the faculty you will be based in.

- Application procedure, documentation and deadlines:

- The majority of courses at the UVic-UCC are taught in Catalan, and you are welcome to register for these. However, a number of courses are available in other languages. You can check the availability of UVic-UCC courses for international exchange students at:
  http://www.uvic.cat/en/cis

Contact details:

- Faculty of Business and Communication Studies (UBC)
  Pere Morera: @pere.morera@uvic.cat  ☎️ +34 938 816 169

- Faculty of Education, Translation and Humanities (FETCH)
  Mariano Pasarello: @mariano.pasarello@uvic.cat  ☎️ +34 938 816 164

- Faculty of Sciences and Technology (U Science Tech)
  Sarah Khan: @sarah.khan@uvic.cat  ☎️ +34 938 815 519

- Faculty of Health Sciences and Welfare (FCSB)
  Montse Romero: @montse.romero@uvic.cat  ☎️ +34 938 816 025
HANDBOOK FOR INTERNATIONAL EXCHANGE STUDENTS 2016-2017

Torre dels Frares Campus

Masia Torre dels Frares:
- Eumo Editorial (publishing house)
- Language School
- Women’s Studies Centre (CEID)
- Centre for Innovation and Training in Education (CIFE)
- Unesco Chair
- Fundació Universitària Balmes (FUB)

Edifici Torre dels Frares:
- Faculty of Sciences and Technology (U Science Tech)
- Faculty of Education, Translation and Humanities (Translation Section)
- Library
- Aula Magna
- Computer rooms
- Laboratories
- Bar

Miramarges Campus

A. Offices of the Rectoral Board

B. Faculty of Health Sciences and Welfare
- Computer rooms
- ITC Unit
- Art centre
- Exhibition Room
- Bar
- Recording studio
- UVic Radio
- TV studio
- Nursing and OT laboratories

C. Faculty of Education, Translation and Humanities
- Mercè Torrents Conference Hall
- Physiotherapy rooms
- Faculty of Education laboratories

D. Library
- Language Services
- Self-Access Centre
- Study room

E. Department offices

F. Faculty of Business and Communication Studies (UBC)
- Academic Administration
- Administration
- Sports Services (UHub)
- Student Services (UHub)
- Marketing Unit
- UMedia
- Activities room
- Gym
- International Relations Office
- International Centre for Continuing Education

H. Miquel Martí i Pol Garden

I. Healthcare and Social Studies Centre (CESS)
- Sirius-OSona health centre (Special Needs Unit)
- DIXIT Vic-Social Services Document Center
Physical performance clinic and laboratory
Teaching halls
Teaching staff unit

UVic-UCC Alumni / Career Services
Business modules
Research group areas
Main reception
Creacció. Executive Management

UVic-UCC. OTRI Research Transfer Unit
UVic-UCC. Doctoral College
UVic-UCC. Communication and Endowments
Entrepreneurship Unit
Research group areas
Green Economy Institute of Catalonia
Teaching halls
Patrons Hall
Executive office

Co-working area
Common room / Networking
UVic-UCC student card
The UVic-UCC student card identifies you as a University of Vic - Central University of Catalonia student and grants you access to university services. It also allows you to enjoy discounts and special offers in shops and services in Vic and Barcelona.
In order to get the UVic-UCC Card, it is required to upload your portrait photo through the Virtual Campus application Canvia la foto (you can find this application in the top right corner of the Virtual Campus).

Student Services (UHub)
- Information on accommodation
- Out-of-class activities
- Sharing transport
- Lockers
- UVica’t!, the UVic student magazine
- Cultural and entertainment activities
- Volunteering
- U-Vals UVic: information on discounts (http://www.uvalsuvic.cat/)

Web page: http://www.uvic.cat/es/uhub
Contact: uhub@uvic.cat
Location: Miramarges Campus. Building F (ground floor)
**Sports Services** (UHub)
The UVic-UCC Sports Services offers the university community (students, staff and lecturers) the possibility of carrying out healthy sports and leisure activities.

- **UVic-UCC sports card**: with the sports card you can get sport advantages, special discounts and attend to courses, activities (Zumba, climbing, pilates, etc.) and join sport groups. Additionally, with this card the UVic-UCC university community can use the most important sports facilities in Vic.

- **University competitions**: students can compete in internal competitions, Catalan Championships, and Spanish University Championships.

(*) You can get the UVic-UCC sports card online (€36) via the UVic-UCC Virtual Campus and collect it at the Sports Services.

Contact: [servei.esports@uvic.cat](mailto:servei.esports@uvic.cat)
Location: **Miramarges Campus. Building F (ground floor)**

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**Office of Cultural Management** (UHub)
This office coordinates UVic-UCC cultural and leisure activities. It supports and advises the university community by organising exhibitions, seminars and cultural, leisure or public holiday events:

- Theatre Class
- Castellers group (human towers) - Emboirats
- University Choir
- University Orchestra
- Debating League
- Readers Club

As an international UVic-UCC student you can join any of these groups. It’s a perfect way to meet new people studying at the University and living in Vic!

Contact: [ogc@uvic.cat](mailto:ogc@uvic.cat)
Location: **Miramarges Campus. Building F (ground floor)**

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**Language School**
Consult the UVic-UCC Language School section in this handbook.

**Language Services**
Consult the UVic-UCC Language Services section in this handbook.

**Special Needs Unit**
If you are a UVic-UCC student with a disability preventing you from doing a particular activity or developing in a specific area of learning, contact the Special Needs Support Unit where they will help you to identify your needs.
As far as possible, the Support Unit will adapt access to areas and provide you with support toolkits and individual assistance so that you will be able to carry out your daily tasks around the university according to your particular needs.

Contact: Mireia Datsira - support.discapacitat@uvic.cat

**Educational Psychology Unit**
This unit run by specialists counsels students with difficulties in studying, anxiety before exams, poor study habits, low concentration, etc.

Consultations are by appointment.

Contact: servei.orientacio@uvic.cat
Location: Miramarges Campus. Building B (B 008)

**Library**
UVic-UCC has a library at each Campus. Access is free, but to borrow books, DVDs and other documents you must show your UVic-UCC card.

Website: [http://www.uvic.cat/biblioteca](http://www.uvic.cat/biblioteca)
Contact the Library at Miramarges Campus: biblioteca@uvic.cat
Contact the Library at Torre dels Frares Campus: bibliotecatf@uvic.cat

**Computer rooms, printing and Wi-Fi network**
As a UVic-UCC student you can use the computer rooms on both campuses: Miramarges Campus (Building B) and Torre dels Frares Campus (1st floor).
You can also use the central printing services*. When you register at UVic-UCC you will be able to print at any of the printing hubs.
All UVic buildings have Wi-Fi. With your UVic-UCC Virtual Campus account, you can use the Wi-Fi services* throughout both campuses. You just need to set your device.
For connection details and instructions on how to use the printers, ask at the ICT Unit (Miramarges Campus - Building B, 1st floor).
*Notice that these services will be available after registration at UVic-UCC.

**Bookshop**
The Abacus cooperative bookshop is opposite to Building F (Miramarges Campus).
Become a member to get special discounts.

**Lost and Found**
Ask at the main reception on each UVic-UCC Campus.
What is the UVic-UCC Virtual Campus?
The UVic-UCC Virtual Campus is an intranet with academic, administrative and other information for the university community and tools for communication, learning, browsing and dynamic content.

What will you find?
In the Virtual Campus you will find general university information and specific details of your training activities; access to your UVic-UCC email account; documentation for each course: study notes, exercises, other materials, forums, chats, etc.; your grades and academic record; announcements... and much more.

How to get access?
All accepted students will be notified of their user name and password for the Virtual Campus account. As a user of the Virtual Campus you will have your own individual profile and will be able to use all the resources there.

· http://campus.uvic.cat

How to change language settings?
The preset language of the Virtual Campus is Catalan. In order to change the language you should go to Settings (top right corner of the Virtual Campus). The new language will be set in the menu when you reload it.

· http://mon.uvic.cat/ajutcampus/en/
THE MOODLE PLATFORM
(VIRTUAL CLASSROOMS)

Our virtual classrooms use the **Moodle platform**, a software for creating custom virtual learning environments. The use of Moodle will vary, depending on the teachers, the activity and the students.

The most commonly used features of Moodle are:

- **receiving messages** from the teacher in the classroom
- **reviewing materials** proposed by teachers
- **following links** to relevant resources on the web
- **submitting work online**, instead of doing it on paper
- **using communication tools** such as forums where everyone can participate, ask for help, give their opinion, etc.

**Want to discover UVic Moodle classrooms?** Register for the free course “Starting out in Moodle” in the Courses section of the Virtual Campus.

Our **Helpdesk** handles all requests for help by phone (+34 93 8861222) or, once you are using the Virtual Campus, through our online Help links.

The University of Vic - Central University of Catalonia (UVIC-UCC) does not have its own residence halls. However, the Student Services - UHub (accommodation@uvic.cat) will give you all the information you need to help you find appropriate accommodation. Please be aware that you are responsible for organising accommodation for yourself.

When it comes to accommodation, as a student in Vic you can choose between the following options:

- Sharing accommodation with other students
- Living in a residence hall

**Sharing accommodation with other students**

Student Services run an accommodation list where you can find two kinds of accommodation:

- rooms (*pis per compartir* - renting a room in a flat shared with other students)
- flats (*pis per llogar* - the whole flat is available for rent to one or more students)

Once you have been accepted as an exchange student at UVic-UCC and you have access to the UVic-UCC Virtual Campus, you will be able to check available accommodation at: **UHub > Habitatge (Flats for renting and sharing)**.

Be aware that we cannot contact the owners for you. It is your responsibility to establish contact with them directly.

For any doubts about accommodation, please contact the Student Services - UHub.

Contact: accommodation@uvic.cat
Location: Miramarges Campus. Building F (ground floor)
RESIDENCE HALLS

Vic has 4 comfortable and well-equipped residence halls. Residences are not university property. Prices range from €400 to €805 per month. If you are interested in living in a residence hall, please contact them directly.
(See the residences location on the map on page 11)

**Canonge Collell Residence**

**Address:** Avinguda Olímpia, 4 - 08500 Vic (Barcelona-Spain).
**Manager:** Josep Mª Castells. Catalan, Spanish and English spoken.

- +34 938 894 938 / +34 938 832 850
- +34 938 833 062
- alberg.vic@gencat.cat
- www.xanascat.cat

- Prices: from €550 to €670/month (check directly with the residence about special offers for UVic-UCC international students).
- Mixed residence
- 120 places
- Rooms for 2-3-4 people sharing, with bathroom
- Full board
- Minimum stay: one month
- Facilities include two computer rooms with laser printers, internet access, Wi-Fi in common areas, study rooms, library, auditorium, self-service laundry, recreation room, three TV rooms, photocopier, fax, office equipment and vending machines
- Daily press and magazines
- Daily cleaning service
- Programme of conferences, talks, book presentations, workshops, excursions, gastronomic days, contests, and dinners
- City bus stop in front of the residence hall
- Year-round rental of mountain and city bikes

**Sant Miquel dels Sants**

**Address:** Sant Miquel dels Sants, 9-11 - 08500 Vic (Barcelona-Spain).
**Contact person:** Sister Rosa Romà
Catalan and Spanish spoken. English via e-mail only.

- + 34 938 862 247
- resimiquelvic@hotmail.com

- Price: about €580/month
- Female students' residence
- 60 places
- 50 single rooms, 5 shared double rooms, all rooms with bathroom
- Full board
- TV room, 4 study rooms, terrace, garden, washing machine
- Places must be reserved in advance
**Allotjaments Vic (Seminary)**

**Address:** Edifici El Seminari, Ronda Francesc Camprodon, 2 - 08500 Vic (Barcelona-Spain).

**Contact person:** Marina Gombau

+34 938 861 555
+34 938 891 909

estades@seminarivic.cat
http://www.seminarivic.cat

- Price: €500 to €800/month
- Mixed residence
- 27 places
- All single rooms with bath, TV, Internet connection & telephone
- Linen included (sheets, duvet and towels)
- Weekly cleaning service
- Full board
- Vegetarian menu
- Facilities include library, study rooms, common areas, photocopier & binding, fax, vending machines, laundry, Wi-Fi in common areas
- Reception open 24 hours
- Parking

**RUVIC. University hall of residence**

**Address:** Miquel Llor, 18 - 08500 Vic (Barcelona-Spain)

+34 93 860 00 95
info@ruvic.cat
www.ruvic.cat

- Prices: from €380 to €506/month
- Capacity: 237 places
- Rooms: single and shared
- All the rooms have: a kitchen, own bathroom, heating, telephone, card-entry system, Internet
- Regime: self-catering
- Facilities and services: Living room, common room, gym, study room, TV room, Wi-Fi, launderette, parking, 24 hour security system
- Bus station 5 minutes away
- Wheel-chair friendly facilities
- A 5-minute walk from the university
- Ample parking
APPLICATION FORM

All the nominated students must send an online Application Form.
Application deadlines:
· Autumn semester and whole academic year: 1 May
· Spring semester: 1 November

DOCUuMENTs FORe THE INTErNAtiONAL RELAtIONS OFFiCE

These two documents are a requirement for academic registration at UVic-UCC:
· a copy of the certificate of your own Private health insurance (all the students). It should mention the name of the insurance holder, period and place of coverage. Please consult the Health Insurance section in this handbook.
· and a copy of your European Health Insurance Card-EHIC (European citizens only).
The European Health Insurance Card and your private health insurance policy must cover the whole exchange and study period at UVic-UCC. The copies should be sent to the International Relations Office by e-mail (gina.morcillo@uvic.cat), before your arrival.
· Additionally, the students doing a work placement activity during their stay at UVic-UCC, they will have to purchase an extra insurance policy to cover civil liability during professional activities. This insurance should be purchased at the time of registration.

DOCUuMENTs foR YoUR INTErNAtiONAL ACADEMiC COORDiNaTOR

· Your Learning Agreement
Academic information will be required by your UVic-UCC international academic coordinator. Information about registration will be given to students at each centre at different times. For all academic matters (i.e. Learning Agreement, courses, timetable, registration, etc.), please contact the UVic-UCC international academic coordinator of the faculty you will be based in.
No student may register at UVic-UCC without this documentation.

**PRIVATE HEALTH INSURANCE**

UVic-UCC regulations on health insurance are very strict and apply to all full-time international students, for all incoming and outgoing exchange students. You only know the real value of insurance when you need it...

Only international exchange students who present a valid private health insurance policy may register for courses at UVic-UCC.

Before coming to UVic, make sure you have purchased an insurance policy with clauses in Spanish, English, French or Catalan. Insurance must cover you for your whole stay at our university and we recommend inclusion of at least the following risks:

- Medical expenses abroad due to illness or accident
- Transport of mortal remains
- Accident insurance
- Civil liability
- Health transferral in case of sickness or injury
- Travel expenses of a relative in case of death of the policy holder
- Return of the policy holder in case of a relative’s death
- Return of the policy holder in case of a relative’s hospitalisation for more than 5 days

Your insurance company will inform you on how to proceed in case of emergency.

**EUROPEAN HEALTH INSURANCE CARD (EHIC)**

The European Health Insurance Card (EHIC) is a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the European Economic Area (EEA) countries, including Switzerland.

When you show your EHIC, you will receive treatment under the same conditions as people insured in that country. The EHIC is NOT an alternative to travel insurance.

- [http://tinyurl.com/EuropeanHICard](http://tinyurl.com/EuropeanHICard)

**OTHER**

- Once in Vic, all students will be asked to sign a declaration of insurance responsibility in order to be considered properly insured.
- Students on a work placement activity during their stay at UVic-UCC will have to purchase an extra insurance policy to cover civil liability during professional activities. This insurance should be purchased at the time of registration.
EMERGENCIES

1. Primary Healthcare Centre (CAP) Osona - Divina Pastora
2. Primary Healthcare Centre (CAP) del Remei
3. Hospital Universitari de Vic (general hospital)
4. Police (Mossos d’Esquadra)

University campuses
If you find yourself in an emergency situation, that is, if you feel ill, need some medication or lose your identity documents, you should follow these guidelines. The International Relations Office and the international academic coordinators will help you with further information and advice, if needed.

**PRIMARY HEALTHCARE CENTRES**

**(CENTRES D’ATENCIÓ PRIMÀRIA)**

To receive medical treatment you can go to the public health centre (*centre de salut*) in your area of residence in Vic. You should call or ask at the desk for an appointment.

These are the two Primary Health Centres in Vic:

**Centre d’Atenció Primària (CAP) Osona – Divina Pastora**

*Divina Pastora Primary Healthcare Centre*

Address: Plaça Divina Pastora, 7
Tel.: 938 990 222
Timetable: Monday to Friday from 8am to 8.30pm. Saturdays emergency services only, from 9am to 5pm.

**Centre d’Atenció Primària (CAP) del Remei**

*El Remei Primary Healthcare Centre*

Address: Passatge Pla del Remei, 10-12
Tel.: 938 833 443
Timetable: Monday to Friday, from 8am to 8.30pm. Saturdays, visits that cannot wait until Monday, from 9am to 5pm.

http://www.eapvic.com/

**HOSPITAL**

When both primary healthcare centres are closed or in case of an emergency go straight to the *Hospital Universitari de Vic* (general hospital). Your European Health Insurance Card (EHIC) and/or proof of private health insurance should be presented at the hospital.

The EHIC card gives the right to free emergency treatment for residents of EU/EEA countries in public hospitals or centres only.

Address: Carrer Francesc Pla (El Vigatà), 1.
Tel.: 938 891 111

**ILLNESS**

If you are in Vic, **always call your private health insurance company for guidance** (we advise you to carry your insurance phone number with you at all times).

If you need to go to a healthcare centre or the hospital you should take with you both your European Health Card (European citizens only) and your private health insurance card.
**Accident**

If you have an accident, you should do as in the case of illness. If you are on the road or cannot reach a hospital, you should call the emergency services (112) or an ambulance (061).

**Chemists**

Chemists have the same opening hours as shops, but there is also always a local duty chemist open around the clock. At each chemist you can find the address of all the chemists in Vic and also the one on duty that day. You can also find this information in local newspapers and free magazines (El 9 Nou, Osona.com, RECLAM, Revista més, etc.) and at the following Vic Ciutat web page:

http://tinyurl.com/vic-chemist

**To Report a Crime**

If you want to report a burglary or an aggression and you need the police, you should go to the Mossos d’Esquadra Station (Catalan Police).

*Mossos d’Esquadra*
Address: Plaça del Mil·lenari
Tel.: 112
http://tinyurl.com/mossos-cat

**Emergency Telephone Number**

In the case of flood, fire or other problems where you need the fire service, ambulance, *Mossos d’Esquadra* (Catalan Police), *Policía Nacional* (Spanish police), etc., you should call the general emergency number in the European Union 112.

**Safety Tips**

We advise you to read the safety tips offered by the Ministry of Home Affairs of the Government of Catalonia with the collaboration of Barcelona University Centre.

Most students from outside the European Union will need a visa to study in Spain. For further information please check the Spanish Ministry of Foreign Affairs website: http://tinyurl.com/RequisitosDeEntrada (Entry requirements)

ARGENTINA
Argentine Consulate in Barcelona
Passeig de Gràcia, 11 - 08007 Barcelona
Tel: +34 933 041 200 / Fax: +34 933 041 201

Argentine Embassy in Madrid
Serrano 90, 6 planta - 28006 Madrid
Tel: +34 917 710 519 / Fax: +34 917 710 526
http://www.portalargentino.net

BELGIUM
Belgian Consulate in Barcelona
Diputació, 303, 1 - 08009 Barcelona
Tel: +34 934 677 080 / Fax: +34 934 877 669

Belgian Embassy in Madrid
Paseo de la Castellana 18, 6th floor - 28046 Madrid
Tel: +34 915 776 300 (Emergencies: +34 609 280 041)
Fax: +34 914 318 166
http://www.belgica.es

BRAZIL
Brazilian Embassy in Madrid
Calle Fernando el Santo, 6 - 28010 Madrid
Tel: +34 917 700 46 50 / Fax: +34 917 700 46 60
www.brasil.es

CANADA
Canadian Consulate in Barcelona
Piaça de Catalunya, 9, 1, 2 - 08002 Barcelona
Tel: +34 934 127 236 / Fax: +34 933 170 541

Canadian Embassy in Madrid
Paseo de la Castellana, 259 D - 28046 Madrid
Tel: +34 913 828 400 / Fax: +34 913 828 490
http://tinyurl.com/madrid-canada

CHILE
Chilean Consulate General in Barcelona
Carrer Casp, 33b, 2º 1º - 08010 Barcelona
Tel: +34 932 413 236 / Fax: +34 932 413 237

Chilean Embassy in Madrid
Calle Lagasca 88, 6 planta - 28001 Madrid
Tel: +34 91431 9160 / Fax: +34 91577 5560
http://www.chileabroad.gov.cl/espana/

CZECH REPUBLIC
Czech Consulate in Barcelona
Travessera de Gràcia, 40-42, 5, 2-A, 08021 Barcelona
Tel: +34 932 413 236 /Fax: 932 413 237

Czech Embassy in Madrid
Avenida Pio XII, 22-24 - 28016 Madrid
Tel: +34 913 531 880 / Fax:+34 913 531 885
http://www.mzv.cz/madrid

CHINA
Chinese Consulate General in Barcelona
Avinguda Tibidabo, 34 – 08022 Barcelona
Tel: +34 933 880 222 / Fax: +34 934 876 736

Chinese Embassy in Madrid
Calle Arturo Soria, 113 - 28043 Madrid
Tel: +34 91 519 42 42 / Fax:+ 34 91 519 20 35
http://www.embajadachina.es

DENMARK
Danish Consulate in Barcelona
Rambla de Catalunya 45, 4, 2 - 08007 Barcelona
Tel: +34 934 880 222 / Fax: +34 934 876 736

Danish Embassy in Madrid
Serrano 26, 7th floor - 28001 Madrid
Tel: +34 914 318 445
http://www.ambmadrid.um.dk/

FINLAND
Finnish Consulate in Barcelona
Carrer Puig i Xoriguer, 15-17 - 08004 Barcelona
Tel: +34 934 431 598

Finnish Embassy in Madrid
Paseo de la Castellana, 15 - 28046 Madrid
Tel: +34 913 196 172
http://www.finlandia.es

FRANCE
French Consulate in Barcelona
Ronda Universitat, 22 B - 4 - 08007 Barcelona
Tel: +34 932 703 000 / Fax: +34 932 703 049
French Embassy in Madrid
Calle Salustiano Olozaga, 9 - 28001 Madrid
Tel: +34 914 238 900 / Fax: +34 914 238 901
http://tinyurl.com/madrid-france

GERMANY
German Consulate in Barcelona
Passage de Gracia, 111, 11 - 08008 Barcelona
Tel: +34 932 921 000 / Fax: +34 932 921 002

German Embassy in Madrid
Calle de Fortuny, 8 - 28010 Madrid
Tel: +34 915 579 000 / Fax: 913 102 104
http://www.madrid.diplo.de

HUNGARY
Hungarian Consulate in Barcelona
Edifici Torre de Barcelona
Avinguda Diagonal 477, pis 19 - 0836 Barcelona
Tel: +34 934 051 950 / Fax: +34 934 194 608

Hungarian Embassy in Madrid
Calle Fortuny 6, Piso 4 - 28010, Madrid
Tel: +34 914 137 011 / Fax: +34 914 134 138
http://www.embajada-hungria.org

ITALY
Italian Consulate in Barcelona
Carrer Mallorca, 270 - 08037 Barcelona
Tel: +34 902 050 141 / Fax +34 934 870 002

Italian Embassy in Madrid
Calle Lagasca, 98 - 28006 Madrid
Tel.: +34 914 233 300 / Fax: +34 915 757 776
http://www.ambmadrid.esteri.it

MEXICO
Mexican Embassy
Carrera de San Jerónimo, 46 - 28014 Madrid
Tel: +34 913 692 814 / Fax: +34 914 202 292
http://embamex.sre.gob.mx/espana

NETHERLANDS
Netherlands Consulate in Barcelona
Avinguda Diagonal 601, 4D - 08028 Barcelona
Tel: +34 933 635 420 / Fax: +34 934 103 009

Netherlands Embassy in Madrid
Paseo de la Castellana 259D - 28046 Madrid
Tel: +34 913 537 500 / Fax: 913 537 565
http://www.embajadapaisesbajos.es

POLAND
Polish Consulate in Barcelona
Avinguda Diagonal 593-595 - 08014 Barcelona
Tel: +34 933 220 542 / Fax: +34 933 222 907

Polish Embassy in Madrid
Calle Guisando 23 bis - 28035 Madrid
Tel: +34 913 736 605 / Fax: +34 913 736 624
http://www.madrid.polemb.net

PORTUGAL
Portuguese Consulate in Barcelona
Ronda de San Pedro, 7, I - 08010 Barcelona
Tel: +34 933 188 150 - 154
Fax: + 34 933 185 912

Portuguese Embassy in Madrid
Calle Pinar, 1 - 28006 Madrid
Tel: +34 917 824 960 / Fax:+34 917 824 972
http://www.embajadaportugal-madrid.org

REPUBLIC OF KOREA
South Korean Embassy in Madrid
C/ González Amigó, 15 - 28033 Madrid
Tel: +34 91 353 20 00 / Fax: +34 91 353 20 01
http://esp.mofat.go.kr

RUSSIA
Russian Consulate in Barcelona
Avda. Pearson, 40-42 - 08034 Barcelona
Tel: +34 93 280 54 32 / Fax: +34 93 280 55 41
http://www.consrusbar.com

Russian Embassy in Madrid
C/ Velázquez, 155 - 28002 Madrid
Tel: +34 91 562 22 64 / Fax: +34 91 562 97 12
http://www.spain.mid.ru

TURKEY
Turkish Embassy in Madrid
Calle Rafael Calvo, 18, 2 A-B - 28010 Madrid
Tel:+34 913 198 064 / +34 917 023 401
http://www.tcmadridbe.org

UNITED KINGDOM
United Kingdom Consulate in Barcelona
Avinguda Diagonal, 477, 13
Tel: +34 933 500 044
http://www.embassy.gov.uk/madrid

British Consulate in Madrid
Paseo de Recoletos 7-9, 4th floor - 28004 Madrid
Tel: +34 915 249 700
Emergencies:+34 915 249 730 / Fax: +34 915 249 730
http://ukinspain.fco.gov.uk

UNITED STATES OF AMERICA
American Embassy in Madrid
Calle Serrano, 75 - 28006 Madrid
Tel: +34 915 872 200
http://madrid.usembassy.gov/

Other embassies and consulates:
http://www.embassypages.com/
THE LANGUAGE CONTEXT

Catalonia has about seven million inhabitants and its own language and culture make up its distinctive character.

Catalan is the main language at UVic-UCC and, together with Spanish, is co-official throughout Catalonia. Since Catalan is spoken across the whole region, we strongly recommend that you register for the Catalan language courses offered at the University.

The International Relations Office and the main UVic-UCC services offer information in Catalan, Spanish and English.

CATALAN AND SPANISH
LANGUAGE COURSES

UVic-UCC offers free Catalan and Spanish courses for international students.

CATALAN

<table>
<thead>
<tr>
<th>Basic Catalan</th>
<th>Hours / week</th>
<th>ECTS European credits/ semester</th>
<th>Autumn semester</th>
<th>Spring semester</th>
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<td>Intensive course</td>
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We will inform you about the start and end dates of each course during the Orientation Week.

Those students who wish to can sit official examinations offered by UVic-UCC Language Services.

More information: sl@uvic.cat
# SPANISH

<table>
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<tr>
<th>Spanish Courses</th>
<th>Hours / week</th>
<th>ECTS European credits/semester</th>
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<td>Orientation Week September</td>
<td>Orientation Week January</td>
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<tr>
<td>Spanish for Professional Purposes (B1 &amp; above)</td>
<td>4</td>
<td>6</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

We will inform you about the start and end dates of each course during the Orientation Week.

http://tinyurl.com/espanol-0

The UVic-UCC Language School is an official DELE* Examination Centre, so as an international student you will be able to take official examinations in Spanish offered by the Instituto Cervantes.

*DELE stands for “Diplomas de Español como Lengua Extranjera”:
http://diplomas.cervantes.es

The Instituto Cervantes was founded by the Spanish government in 1991 to promote the Spanish language and Spanish and Latin American culture:
http://www.cervantes.es

UVic-UCC Language School:
http://www.uvic.cat/idiomes

Contact: idiomes@uvic.cat
Spanish testing
We would like to help you improve your language skills from the very beginning. You can do the Spanish language test on the website below, which will automatically give you the level you have.
http://bit.ly/UcCZmV

Catalan – Parla.cat
Parla.cat is a virtual learning space with materials for learning Catalan and tests for students to find out their level of knowledge of Catalan.
http://www.parla.cat

Self-assessment
The Common European Framework of Reference: Learning, Teaching, Assessment (CEFR) is a guideline used to describe achievements of learners of foreign languages across Europe.

At the UVic-UCC Language Services website you will find a self-assessment grid that can be of help: http://tinyurl.com/assessment-self.

You can use them and try to decide the level that best matches your Catalan and Spanish language skills.

This self-assessment exercise will help you find your level in Spanish, Catalan and any other language within the Common European Framework of Reference:

- Basic User: A1 and A2
- Independent User: B1 and B2
- Proficient User: C1 and C2

We recommend that you check your language skills yourself, but you can contact us for any assistance you may require.
THE LANGUAGE SCHOOL

UVic-UCC has its own Language School and all international students that take part in an exchange programme at the UVic-UCC can attend courses there - English, French, Italian, German or Chinese - subject to enrolment at Academic Administration.

If you wish to study at the UVic-UCC Language School, remember to fill in an application form at the School and take the language level test.

Bear in mind that they are academic courses and you must do all assignments and exams satisfactorily in order to get a final grade and a UVic-UCC language certificate. With this document you will get ECTS European credits, which you may need for further recognition at your home institution.

Contact: idiomes@uvic.cat
http://www.uvic.cat/idiomes
http://www.uvic.cat/es/cursos-de-idomas

Location: Masia Torre dels Frares at Torre dels Frares Campus
Carrer Perot Rocaguinarda, 17.

“If you talk to a man in a language he understands, that goes to his head.
If you talk to him in his language, that goes to his heart”
(Nelson Mandela)
The UVic-UCC Language Services works for the University and wider community to further three main goals:

- promote the use of Catalan as the main UVic-UCC language
- promote the use of other languages for communication within the framework of the European Higher Education Area
- respond to the diverse language needs of UVic-UCC

Language Services activities fall into four groups:

- training (Catalan courses for international students, Self-Access Centre)
- language support activities (welcome activities, language volunteers, conversation exchanges)
- proofreading and translation of all kinds of documents and interpreting services
- provision of language resources (language criteria, model documents, terminology, learning resources, teaching support)

The **Self-Access Centre** is a service designed for the self-study of Catalan, French, English and German. It is addressed to everyone interested in learning a language who cannot attend a standard course. UVic-UCC students (also international students!) and staff have free access to this Centre.

The Centre offers teaching and learning materials: text books, graded readers, periodicals, audiovisual material, etc. It also offers language advice, conversation groups and tandems. It has a database with self-study references and an online list with people interested in language exchanges.

http://tinyurl.com/uvic-sl
http://tinyurl.com/uvic-self-access

Contact: sl@uvic.cat
Location: Miramarges Campus, Building D.
UVic-UCC is working to strengthen international and language skills among secondary school students of Vic and the region. To achieve this goal, we are cooperating with several schools in the area, carrying out initiatives together with local high school students and international UVic-UCC students.

Our university is promoting foreign language talks for secondary school students by UVic-UCC students from European (and non-European) universities. They explain their personal experiences as international exchange students at UVic-UCC and in Catalonia, and they introduce their countries, language and culture in a pleasant and enjoyable way to help the local students become more aware of the reality of other countries. These talks also help to give information on European initiatives at a university level, especially the mobility of Erasmus+ Programmes.

All international exchange students have the chance to participate in this programme. With these presentations English lessons become more interesting for secondary school students and at the same time the international student who prepares the lesson experiences a real immersion in Catalan secondary school life.
The International Relations Office organises several activities to help you settle in and get acquainted with the university and Vic.

**ORIENTATION WEEK**

The Orientation Week will take place from **5 to 9 of September 2016**.

It is advisable to be in Vic during this week, since we have organised sessions of interest to you: Spanish and Catalan intensive language courses, meetings with the International Relations Office staff and your international academic coordinator, registration, Virtual Campus and library sessions, visits around UVic-UCC and the city of Vic, etc.


**MENTOR PROGRAMME**

Some weeks before the start of the academic semester, you will receive the first e-mail from your UVic-UCC mentor. Mentors are UVic-UCC students and staff who voluntarily give their time to offer wherever help or guidance you might need as you settle in at the University and will be available to you during your stay with us. They might be among your first friends here, helping you deal with issues that may arise.

During each semester, these mentors, together with the International Relations Office and the Language Services organise a series of activities to help you feel at home.
CULTURAL AND LEISURE ACTIVITIES

The International Relations Office, together with the Language Services, organises several cultural activities during each semester to help you settle in and get acquainted with the university, the city of Vic and Catalonia. We also organise sports and leisure activities so that the international students and mentors can get to know each other better.

You can find the calendar for each semester at our website:
http://www.uvic.cat/en/international/handbook-orientation-week-calendar

In addition, you will get detailed and updated information about each activity during your stay with us.
# Orientation Week Programme

## September 2016: Autumn Semester 2016/2017

<table>
<thead>
<tr>
<th>DAY AND TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
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</table>
| **Monday 5** | **08.50h - 11.00h** | **Orientation Meeting** by the International Relations Office (non-academic information)  
**Safety Tips** by the Mossos d’Esquadre (Catalan Police)  
Sala Mercè Torrents (Building C)  
(Meeting point: hall of the Building F) |
| **11.00h - 11.30h** | **UVic Campuses tour in groups** | Meeting point: Sala Mercè Torrents (Building C) |
| **13.30h - 18.00h** | **Spanish & Catalan intensive course** | Room to be confirmed once in Vic |
| **Tuesday 6** | **09.00h - 13.30h** | **Spanish & Catalan intensive course** |
| **15.00h - 16.00h** | **Academic information for Double Degree & Exchange students of the Faculty of Business & Communication Studies (UBC)** | Room F 417 (Building F) |
| **15.00h - 16.00h** | **Academic information for exchange students of the Faculty of Sciences and Technology (UST)** | Reception Torre dels Frares Campus |
| **15.00h - 16.00h** | **Academic information for exchange students of the Faculty of Education, Translation and Humanities** | Room C 002 (Building C) |
| **15.00h - 16.00h** | **Academic information for exchange students of the Faculty of Health Sciences and Welfare** | Room B 112 (Building B) |
| **Wednesday 7** | **09.00h - 13.30h** | **Spanish & Catalan intensive course** |
| **16.00h - 17.30h** | **UVic Services session: ICT (Virtual Campus, Wi-Fi, printing, etc.) + Library + Language Services + Language School + UHub (Student Services, Accommodation & Sports Services, etc.)** | Sala Mercè Torrents (Building C) |
| **Thursday 8** | **09.00h - 13.30h** | **Spanish & Catalan intensive course** |
| **16.00h - 17.15h** | **What's this Catalan thing? Cultural workshop** | Sala Mercè Torrents (Building C) |
| **17.30h - 18.30h** | **Words of Welcome by the UVic-UCC Rector and the Vice-Rector for International Relations Emboirats performance (UVic’s human tower group)** | |
| **Friday 9** | **09.00h - 13.30h** | **Spanish & Catalan intensive course** |
| **15.45h - 18.30h** | **Vic City Council Welcome  
Guided visit to the city of Vic + Vicjove + Osona Turisme** | Meeting point: Vic railway station (main entrance) |
| **Saturday 10** | **09.00h - 17.00h** | **Trip to Barcelona  
Guided tour: Barcelona. Ciutat Vella** | Meeting point: Vic railway station (main entrance) |
### AUTUMN SEMESTER 2016-2017

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**Calendar Events:**

- **September 5-9:** Orientation week / Intensive language courses
- **September 10:** Cultural activity: Trip to Barcelona
- **September 11:** Diada de Catalunya (holiday in Catalonia)
- **September 12:** Start extensive Catalan & Spanish language courses
- **September 13:** Welcome Dinner
- **September 14-18:** Música Viva (Music Festival in Vic)
- **November 5:** Bank holiday
- **November 6:** Constitution Day
- **November 8:** La Puríssima (feast day of the Virgin Mary)
- **December 15:** Xmas Goodbye get-together
- **December 26-31:** Christmas holidays

**Examination Period:** Consult your UVic academic coordinator.

Information about these cultural/leisure activities and others will be sent via email one/two weeks before the set date.
USEFUL WEBSITES

EUROPEAN UNION
Europass Language Passport
European Language Portfolio
http://www.coe.int/t/dg4/education/elp/

SPANISH GOVERNMENT MINISTRIES
Interior Ministry
http://www.interior.gob.es/
Education Ministry
http://www.mecd.gob.es/portada-mecd/en/
Ministry of Science and Innovation
http://tinyurl.com/mi-ci-inn

STUDY IN CATALONIA
Barcelona Centre Universitari (BCU)
http://www.bcu.cat/en/
Generalitat of Catalonia
http://tinyurl.com/study-in-catalonia

INTERCULTURALITY
Geert Hofstede
http://www.geert-hofstede.com/
Cultural etiquette
http://tinyurl.com/cultural-etiquette

TRANSPORT
Barcelona Airport and Girona Airport
http://www.aena.es
RENFE (trains)
http://www.renfe.com/
Sagalés (bus service to Vic)
http://www.sagales.com/

VIC
UVic-UCC International Campus
Vic Tourist Office
Osona Turisme
http://www.osonaturisme.cat/?idioma=eng

LANGUAGE
Intercat (Catalan)
http://www.intercat.cat
http://tinyurl.com/conversation-guides
Parla.cat
http://www.parla.cat
Institut Ramon Llull (Catalan)
http://www.llull.cat
Linguamon. Casa de les Llengües
http://www.linguamon.cat/
DELE (Diploma de Español como Lengua Extranjera)
http://diplomas.cervantes.es
Instituto Cervantes (Spanish)
http://www.cervantes.es/

OTHER
Erasmus Student Network
http://www.esn.org
Philox. Connecting European Students
http://www.philo.eu
ISIC (International Student Identity Card)
http://www.isic.org/
EHIC (European Health Insurance Card)
http://tinyurl.com/EuropeanHICard
Barcelona Centre Universitari - BCU (accommodation in Barcelona)
http://www.bcu.cat/en/
Embassies and consulates
http://www.embassypages.com/
WELCOME!

For further information about the University of Vic - Central University of Catalonia, please contact us. We are here to help you before, during and after (if possible) your stay in Vic.

For more informal questions or other matters, you can always contact your mentor in Vic; they will be glad to help you.

The International Relations Office is in the Miramarges Campus, next to the main entrance of the Building F.

Office hours: Monday to Friday, 9.30am - 1pm and 3.30pm - 6pm.

UNIVERSITY OF VIC - CENTRAL UNIVERSITY OF CATALONIA

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