



INTERNATIONAL STUDENT'S GUIDE



Euncet
Business
School

centro adscrito a:



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

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01

LEARN ABOUT EUNCET BUSINESS SCHOOL



Introduction

Euncet Business School is a university center founded in 1981 in Terrassa with the objective of training professionals and management teams to promote their business network. Since 1996, we are an affiliated institution to the Universitat Politècnica de Catalunya - Barcelona Tech (UPC), which is globally recognized for its academic excellence. Thanks to this affiliation, our students obtain a degree from the UPC and can access all its services.

As a university center, our objective is to provide innovative, personalized and high-quality training, to enable the professional development of our students. For this reason, our educational offer has evolved constantly to adapt to the needs of the market and currently include bachelor's degrees, master's degrees and executive programs in management, marketing, sports and technology.

One of our main attractions is our strong connection with the business world, which allows us to foster innovation and knowledge transfer, which has made it possible that the labor market placement rate of our graduates is 98%.

Since 2017, the technological center Leitat shares ownership of Euncet with the Unió de Federacions Esportives de Catalunya (UFEC) and Eurofitness. The three partners bring their experience in management, technology and innovation and drive us to open new markets. In this context, in 2018 we opened Barcelona's campus, which was added to Terrassa's, with the aim of consolidating our position as a benchmark among university centers in Barcelona and its area of influence.

Our campuses

Campus Euncet Terrassa



Our Terrassa campus is located in a natural area, at the foot of the Parc Natural de Sant Llorenç del Munt i l'Obac, 3 km from Terrassa city centre. This privileged environment is easily accessible and offers a daily bus service and also favors ideal conditions for concentration, intellectual work and study.

Campus Euncet Barcelona



Our Barcelona Nord campus is located at the North entrance to the city, in Can Dragó area, and is easily accessible by both public and private transport. Newly built, it is equipped with classrooms with the latest technology, which favor the training development of our students.



FREE BUS SERVICE AT TERRASSA CAMPUS

We offer a free bus service that has a frequency linked to class schedules and helps the arrival at our facilities. It connects Euncet with different points of the city of Terrassa, including the train stations. In addition, on the occasion of some of the events and conferences that we organize, we provide a special bus service.



Study Programs

At Euncet Business School, our objective is to provide updated, innovative and quality training, which will mean an exponential leap in the professional career of our students. For that purpose, we adapt our training offer to the real needs of the labor market and we do so by collaborating with those external agents that help us to grow.



Recognized professors

We have a teaching staff made up of recognized professionals in their area of reference, who combine teaching with positions of responsibility in the business world.

AFFILIATION TO UPC

In 1996, we took a very important step in our history when we signed an agreement with the **Universitat Politècnica de Catalunya · BarcelonaTech (UPC)**, which is globally recognized for its academic excellence. Under this agreement our students obtain a degree from the UPC and can access all the services offered to its educational community. The Universitat Politècnica de Catalunya is a public institution of research and higher education in the fields of engineering, architecture, science and technology, and is one of the leading polytechnic universities in Europe. It graduates more than 6,000 bachelor's and master's degree students and more than 500 PhDs a year. It is one of the universities with the highest rate of job placement of its graduates: 93% are working and 76% find a job in less than 3 months after graduation. In addition, it is also well positioned in the main international rankings.

Mode of study:

In order to adapt to the needs of our students, we offer training in three different instructional modes:

IN-PERSON CLASS



This model is based on the methodology Learning by doing, which focuses on practical and participatory learning in a collaborative environment.

BLENDED LEARNING



It is the modality that best fits those students who work but want to continue broadening their knowledge. It allows a greater flexibility in study hours and work presentation, thus encouraging the student's autonomy.

Student services

PROFESSIONAL CAREERS



This service offers a personalized professional orientation according to your profile, as well as the possibility to carry out internships in companies in order to complete your training.

ACADEMIC ADMINISTRATION



This department will give you any advice you need and will manage any formalities related to your studies:

- Enrollment management.
- Issuance of certificates and diplomas.
- Student and teacher services.
- Other procedures: certification of documents, file transfer requests, etc.

ICT DEPARTMENT



Our ICT service works to provide you with all the necessary IT tools for the correct development of your academic activity. In addition, they will be available whenever you have an incident or any computer connection enquiry.

EUNCET ALUMNI



Euncet Business School has more than 15,000 alumni, including undergraduate, postgraduate and Master's students. They work in a wide variety of roles and in different economic sectors, which makes it extremely interesting to strengthen the relationship between them and with Euncet itself in order to create synergies. From Euncet Alumni we work to ensure that this network continues growing and adding value.

Advantages of being part of Euncet Alumni:

- Masterclasses.
- Job opportunities.
- Alumni gatherings.
- Discounts.
- Euncet Alumni Magazine.

UPC SERVICES



As we are a center which is affiliated to the UPC, our students can benefit from all the services that the UPC offers to its educational community.

University Life

EVENTS



- **Webinars.** Euncet Business School, together with partners and collaborators, launches small online training pills on areas of current interest.
- **Euncet Talks.** These are face-to-face training talks for our Executive Education students. Euncet Talks promote networking and learning through the experience of outstanding professionals in the field of operations, management, sales, marketing, innovation...
- **Graduation ceremony.** This is the closing ceremony of the academic year. It brings together students and professors to celebrate the end of an educational stage full of effort and work.

SPORTS



At Euncet Business School we promote sports among students through the Sports Service.

Access to sports facilities:

We have agreements with sports entities so that our students can use their facilities and get special discounts.

Participate in university competitions:

Our students can participate in the University League, which is a competition that is open to the entire university community in the area of Barcelona, and which is offered, among others, in the following sports:

- Men's and women's basketball
- Women's and mixed volleyball
- Men's and women's futsal
- Men's 7-a-side soccer

ACTIVITIES AND COMPETITIONS



During the academic year, we organize different non-instructional activities, highly recommended to complete our students' education. Among the activities that we drive, we highlight the Euncet Business Day and the Academic League. In addition, we also organize contests in which students can participate.

STUDENT ASSOCIATIONS



The students themselves join together in different associations to motivate recreational activities that promote the cohesion of the student community and the sense of belonging to Euncet.

STUDENT SERVICE



At Euncet Business School, there is a Student service where we help to promote all the activities or projects which are proposed by our students and benefit the university life.

02

BEFORE ARRIVING AT EUNCET BUSINESS SCHOOL

Residence and NIE



If you are a non-EU (European Union) student, you must apply for the corresponding student visa to come to Spain. You can apply for it at the Spanish embassy or consulate in your country and it usually takes at least three months to complete the process.

If your stay in Spain will last more than 6 months and you have come with a student visa from your country, you will need to obtain your Student Foreigner Identification Card (Tarjeta de Identificación de Extranjero, TIE), which will be the extension of your visa. To do this, you must register in the census of the city where you live, in order to officially indicate that you live there.

Whether you have just applied for a visa or have a TIE, you will be given a Foreigner Identification Number (Número de Identificación de Extranjero, NIE), which is unique and personal. Thanks to the NIE, you will be able to do things like opening a bank account.

You can find more information about the visa, the TIE and the NIE at the website of the International Relations Office of the UPC.

Health and medical insurance

INTERNATIONAL INSURANCE



When applying for a student visa, non-EU students are required to get a private health insurance. Once in Spain and depending on the period for which the insurance was taken out in their country, they will have to renew it or take out another private medical insurance once here, which will guarantee the medical assistance while they remain in Spain. Some countries have agreements with the Spanish Social Security that allow to receive free care in all centers, dispensaries of primary care centers (CAP) and hospitals of the Catalan Health Institute. In either case, all students must be privately insured of the following: health care coverage, accident coverage, coverage for the transfer of mortal remains and civil liability. Once they find the right insurance, they will be asked to sign a statement of insurance.

PHARMACIES



If during your stay you need to go to the pharmacy, you should know that they are recognizable by a green luminous cross. If you need to find a pharmacy out of usual opening hours, you can consult the list of the pharmacies on duty outside the door of the closed pharmacies. Most medicines are sold only by medical prescription.

PRIMARY CARE CENTERS AND HOSPITALS



Catalonia has a wide range of health centers and hospitals. The public health system is universally accessible and many health services are free of charge if you have a TSE, in addition to guaranteeing a good quality of health care.

- **Primary care centers (Centro de Atención Primaria, CAP):** this is the first place you should go to when you have a health problem. In order to access their services free of charge, it is necessary to have a European Health Insurance Card (Tarjeta Sanitaria Europea, TSE).
- **Public hospitals:** you can only go there in case of emergency. If you have a health problem, you must first go to your referral CAP and they will refer you to a hospital if they think it is necessary. In order to access their services free of charge you must also have a TSE.
- **Private medical centers:** there are also private hospitals and clinics. If you have a private health insurance, you should consult which hospitals and clinics are covered by your insurance.

112



If you find yourself in an **EMERGENCY**, call this phone number.

USEFUL LINKS

Recommended International health insurance: AXA is a good option to get an insurance as it allows you to do it in a quick easy and visual way once checking the amount of the insurance.

RECOMMENDED INTERNATIONAL HEALTH INSURANCE AXA ONCAMPUS

Pharmacy search engines:

Search engine for public health centres:

Transports

Barcelona and its metropolitan area (where Terrassa is located) have many transport options:

TRAIN



In Catalonia, there are two railroad networks: Renfe and Ferrocarrils de la Generalitat de Catalunya (FGC). These are the most frequented means of transport for students who make the Terrassa-Barcelona route, in both directions. In Renfe, R4 is the one that links the two cities, while in FGC is line S1.

BIKE



More and more citizens use bicycles as a means of transport, because in addition to being environmentally friendly, it saves time. Many cities, such as Terrassa and Barcelona, have bicycle lanes to facilitate coexistence with other vehicles and pedestrians. In addition, in Barcelona you can use Bicing, an extensive public network of public bicycles with different rates.

TRAM



Although in Europe it is a very frequent transport, in Catalonia the tramway has only been implemented in two counties: Baix Llobregat and Barcelonés (where Barcelona is located). There are no trams in Terrassa.

METRO



Along with the railroad, this is the means of public transport with the highest capacity, but most metro lines are in Barcelona city.

TAXI



In all the cities you will find a taxi service, which is identified with different colors. For example, in Barcelona you will identify them by their traditional yellow and black colors, while in Terrassa they are predominantly white. You can find them at the taxi stations, which are close to train stations or relevant buildings, or call directly to the phone number service in each city so they can pick you up wherever you are. All taxis are identified with a blue car number plate. There are other taxi services: Cabify or Uber are examples of them.

BUS



It is the motor public transport par excellence. The bus network is made up of buses that serve municipalities (urban) and those that connect with different localities of Catalonia (interurban). Among all the bus lines, Barcelona has a Nit Bus (night bus service) that covers a large part of the city and the surrounding area.

Accommodation

STUDENT RESIDENCES



A student residence is a place where you will meet people from all over the world. You can rent a room just for yourself or, if you prefer, you can share it with another student. They offer many services, (such as canteen, laundry, among others) and they have common areas, where you can share moments of spare and work with other students.

If this is your option, you can check the residences of the company Resa, which are located in Terrassa and Barcelona. You can also have a look at the residence XIOR Diagonal- Besós, which is located in Barcelona.

SHARE AN APARTAMENT



Usually, university students share an apartment. This type of renting allows you to save money, as they are cheaper, and it also allows you to meet new people and to be able to live with students from different cultures. On the other hand, this housing method is much more flexible in case of change of residence.

You can also take a look at the *Living and coexisting program* (Vivir y convivir), a solidarity project of the Roure Foundation, which consists of sharing accommodation with an elderly person, who hosts a university student in exchange for his or her company and the agreed personal help, with no financial exchange. It is a social program of mutual help, with a minimum duration of one academic year. In this last case, students must be fluent in Catalan and/or Spanish.

03

ARRIVAL TO EUNCET BUSINESS SCHOOL

Bank

As long as you reside in Spain, it will be very useful to have a bank account to control your expenses and your income in a safe way (renting an apartment, applying for a grant, receiving money from your country...) and to be able to withdraw money in the ATMs that operate 24 hours a day.

Before leaving your country, we also recommend that you check with your bank to find out about the commissions for using your card abroad and about the conditions for transferring money.

HOW TO OPEN A BANK ACCOUNT

- **If you are resident**, you need to present your NIE at the bank or financial institution. "See page 13 in this guide".
- **If you are a non-resident**, you must first obtain a certificate of non-residence. In order to get it, it is necessary to go to your consulate or to any office of the National Police Directorate and, by presenting your passport, you must request the certificate of non-residence (it usually takes

+

REQUIRED DOCUMENTS

- Passport or national identity card (if you are an EU citizen) which must be valid and must not be expired.
- A document to verify your address in Spain, which can be a recent bank statement or a bill for a service (issued in the last 3 months).
- A document that certifies your current employment status (such as a paycheck, tax return or a government letter confirming your unemployment status or that you are receiving unemployment benefits).

Mobile phone and Internet services

Upon arrival in Spain, it is also advisable to have a cell phone with a Spanish number, as it will be very useful for any kind of daily process.

- **Prepaid card**: you can purchase a prepaid card in the telephony portals, in the physical stores of the operators and kiosks, among other points of sale.
- **Contract**: if you need to contract a telephone line or internet, you can do so with the same operators that offer the service and it will be necessary to provide an account number to bill you for the service. You can also get promotional packages of telephone + internet with low-cost flat rates, although they may be subject to retention agreement (usually of at least 1 year).

In Spain, there are different companies with which you can contract the services you need. The most common are Movistar, Vodafone, Orange and Jaztel.

International student service

For enquiries regarding your stay, you should contact the international students office of our university, who will help you with:

- Your registration as a foreign student.
- Information on social and orientation activities for students.
- Any extracurricular questions that you may have during your stay.

CONTACT EUNCET BUSINESS SCHOOL

ESTRELLA GALLEGO
International Relations Coordinator

international@euncet.com
Phone number +34 93 730 19 00
Extensión **4301**



CONTACT UPC | INTERNATIONAL STUDENTS OFFICE

Campus Nord
C. Jordi Girona, 1-3. Plaça Telecom

oficina.mobilitat.internacional@upc.edu
Phone number **+34 93 401 69 37**

CONTACT UPC | INTERNATIONAL RELATIONS OFFICE

Campus Nord
Pl. Eusebi Güell, 6, Edificio Vertex

international@upc.edu
Phone number **+34 93 413 75 05**
Fax **+34 93 413 75 03**

Consulates

ARGENTINA

Passeig de Gracia, 11 Esc. B2º
08007 Barcelona
+34 93 304 12 00

BRASIL

Avinguda Diagonal 468
08006 Barcelona
+34 934 882 288

BOLIVIA

Francesc Macià, 8-9 1º 2ª
08029 Barcelona
+34 93 322 65 12

COLOMBIA

Paseo de Gracia, 2 4º 6ª
08007 Barcelona
+34 93 412 78 28

COSTA RICA

Gran Vía, 144
08902 Hospitalet de Llobregat
+34 93 263 20 14

CUBA

Paseo de Gracia, 34 2º 1ª
08007 Barcelona
+34 93 487 86 61

CHILE

Gran Vía, 591
08007 Barcelona
+34 93 318 85 86

REP. DOMINICANA

París, 211 3ºB
08008 Barcelona
+34 93 237 92 13

ECUADOR

Pasaje José Llovera, 3 1º 1ª
08021 Barcelona
+34 93 209 57 31

EL SALVADOR

Muntaner, 260 3º 2ª
08021 Barcelona
+34 93 209 36 58

GUATEMALA

Sants, 273 1º 2ª
08028 Barcelona
+34 422 63 81

MÉXICO

Passeig Bonanova 55
08017 Barcelona
+34 93 201 18 22

HONDURAS

Joan Güell, 184 – 188
08028 Barcelona
+34 93 430 30 06

NICARAGUA

Aribau, 175 2º 2ª
08036 Barcelona
+34 93 200 55 77

PANAMÁ

Paseo de Gracia, 20 4º 1ª
08007 Barcelona
+34 93 302 00 73

PARAGUAY

Avenida Pau Casals, 9 5º
08021 Barcelona
+34 93 414 69 94

PERÚ

Còrsega, 270 2º 3ª
08008 Barcelona
+34 93 415 49 99

URUGUAY

Trafalgar, 4 8ºB
08010 Barcelona
+34 93 268 31 66

VENEZUELA

Provenza, 278 3º 2ª
08008 Barcelona
+34 93 488 20 12

Telephone numbers and addresses of interest



Emergency phone numbers	General Emergency situations	112
	Medical emergencies	061
	Fire department	080
	Local police	092
	Mossos d'Esquadra (Regional police)	112

REGIONAL GOVERNMENT <https://web.gencat.cat/ca/inici>
www.queestudiar.gencat.cat/es/index.html

BARCELONA UNIVERSITY CENTER www.bcu.cat/

MINISTRY OF EDUCATION, SOCIAL POLICY AND SPORTS www.educacionyfp.gob.es/portada.html

BARCELONA CENSUS REGISTRATION www.bcn.cat/novaciudadania/arees/es/acollida/tramits.html

TERRASSA CENSUS REGISTRATION <https://aoberta.terrassa.cat/tramits/fitxa.jsp?id=841>

LIVING IN BARCELONA www.barcelona-home.com/blog/es/category/mejores-lugares/
www.barcelona.cat/ca/



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