

ESSENTIAL INFORMATION STUDENTS EXCHANGE



**Facultad de
Economía y Empresa
Universidad Zaragoza**

PROLOGUE FROM THE OFFICE OF INTERNATIONAL RELATIONS

Thank you for having chosen the University of Zaragoza and its School of Economics and Business (FECM) as your next exchange destination. You will remember it as an unforgettable experience.

You probably know that Spanish is one of the leading languages in the world, spoken by more than 400 million people on the planet. In addition to being the official language in 21 countries, it is also the second most spoken language in others, such as the US and Brazil.

At the FECM International Relations Office we have been working on internationalization issues for the last two decades. A tangible result is that this Faculty currently maintains student exchanges with some 90 Higher Education partner institutions, belonging to more than 20 countries on three different continents: Europe, Latin America and North America.

Our intention is to continue increasing these figures.

During the last years, an average of 120-150 exchange students have studied at this Faculty, within the framework of different programs (e.g. Erasmus).

Please read this guide carefully, whose intention is to provide you with the most necessary information that you should have before arriving in Spain.



ADDRESS

OFFICE OF INTERNATIONAL RELATIONS
School of Economics and Business
ZARAGOZA'S UNIVERSITY

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



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

Telephone (Río Ebro Campus): +34 976 762 753

Website:

www.internacionalfecem.unizar.es



Email: ri1ecemz@unizar.es (Gran Vía)

ri2ecemz@unizar.es (Campus Río Ebro)

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

The UZ was founded in 1542; Therefore, it is one of the oldest active Spanish universities.

Currently it has centers distributed among the three provinces that make up the region of Aragon: ZARAGOZA, HUESCA and TERUEL.

1.1 UZ & School of Economics and Business (FECBM)

Studies at UZ

At UZ you can study all types of undergraduate and postgraduate studies belonging to various branches, from experimental and health sciences (Medicine, Chemistry, Physics...), to Humanities (Philosophy, Fine Arts, Geography and History) , Technical Education (Engineering) or Social and Legal Sciences (Law, Teaching, Economics, Business Administration and Management, Labor Relations, etc.).

Some 35,000 students study at its facilities. The census of teaching staff amounts to almost 2,200 teachers.

School of Economics and Business

In 1972 the University School of Business Studies was created and in 1974 the Faculty of Sciences Economics and Business within the UZ. In 2011 both centers merged, giving rise to the Faculty of Economics and Business.

1.2 The city of Zaragoza

General characteristics

Zaragoza is a geographical center and meeting point at the foot of the Pyrenees mountains. Due to its advantageous position, in about 3 hours you can reach Madrid, Barcelona, Valencia, Bilbao or Pau (France) by highway or highway. It is well integrated into the Spanish and European communication networks.

High-speed trains (AVE) reach Madrid and Barcelona in less than 90 minutes.

Within the city, there is a network of urban buses, trams and taxis.

In terms of population, it is the fifth largest city in Spain. More than 10% of its more than 700,000 inhabitants have a foreign nationality.

The size of the city is also an advantage for exchange students.

Zaragoza is big enough to have all the services and activities of a big city, like Barcelona or Madrid, but small enough to have all kinds of amenities at hand, distances on foot or by transport not very long, possibility of find rental apartments in the center...

The strategic location, access to all types of leisure. In less than three hours, Sea, a mountain in winter sports, hiking.

Zaragoza is an Iberian, Roman, and Jewish city, forming such a beautiful city.



From the city you can be taking the Mediterranean or going up to the Pyrenees. If you like skiing, rafting, climbing, this is your place!

Climate

In general, the climate is pleasant, although in July the average maximum temperatures exceed 30° C (with peaks of up to 40°). And in winter the minimum temperatures rarely drop below 0° C. It is a slightly rainy climate, which is due to the continental influence and the north wind that blows along the Ebro Valley, which is known by the name Cierzo.

Language

Spanish is one of the most used languages in the world, with a rich variety of accents in the Spanish-speaking countries of America, and of course, in Spain itself. Unlike other areas of Spain, where Spanish shares space with the use of other regional languages, in Zaragoza Spanish is the only language commonly spoken by the people. The Zaragoza accent is close to what linguists consider the most pronounced pronunciation.

The local economy

Zaragoza's business sector is dominated by the automobile industry and the logistics sector, joined by a large number of small and medium-sized companies that operate in the sectors of information technology, business services, railway construction, renewable energy, etc.

Some of the most important companies that are established are: Opel, Bosch-Siemens, Inditex (with fashion brands such as Zara), Saica (paper production), Valeo and Johnsons Controls (automotive components), ABB (automation and energy) and Adidas. Among other important projects, we can mention PLAZA, currently the largest logistics park in Europe.

Leisure and free time

Zaragoza is a city with a lot of animation, where there is always something to do.

2. APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

2.1. Selection

The University or Department of origin of the student must first send us the data of its selected students, including name, email address and exchange period. The **deadlines** to receive this information are:

- o **Mid-June**, for students whose exchange period is the entire academic year or their 1st semester (from September to February).
- o **Mid-November**, for those who are coming for the 2nd semester (February to June).

Once the student data has been received, the School's International Relations Office will confirm receipt of the data, both to the institution of origin and to the students themselves.

2.2. Acceptance letter

Along with this guide, we will email an acceptance email to the student, along with instructions for completing an online application form.

This message will not be sent before mid-May or mid-October, depending on the student's exchange period.

2.3. Online application

The student must complete and submit the application form mentioned in the previous step.

The deadlines are:

- **Beginning of July**, for students coming for the full academic year or 1st semester
- **End of November**, for those who come for the 2nd semester.

2.4. Confirmation

Towards the end of June (or the end of December, in the case of students who will come during the 2nd semester of the academic year), students who have completed step 2.3 will receive a second email, confirming registration and providing additional information.

2.5. Learning Agreement

The Faculty of Economics and Business does not require exchange students to send in advance their learning agreements, or any other type of documents that indicate their study program or subject selection. However, in the event that your home Institution requires it to be signed before the exchange period, we will very gladly receive the learning agreements with the study program proposed for your students by mail and we will return them signed as soon as possible.

2.6. Accommodation

Students who want to request a room in a University Residence must do so as soon as possible, as soon as they receive the acceptance letter mentioned in point 2.2.

For information about this and other accommodation possibilities, please visit point 3 of this guide.

2.7. Arrival date

We especially recommend that exchange students arrive in Zaragoza a few days before the welcome meeting (see point 6.1.), especially if they have not reserved their accommodation before arriving.

In any case, the first official contact with the School of Economics and Business will occur during the welcome meeting. After this meeting, any doubts or queries will be resolved in the School's international relations office.

Students who cannot attend the welcome meeting must notify the School's International Relations Office. In no case may the student's arrival date be later than the date scheduled for enrollment (see point 2.9, below).

2.8. Spanish classes

There are 3-week intensive courses throughout the academic year. These courses take place outside the School. In those scheduled at the beginning of each semester, some of the Levels can be completed days or weeks in advance, so it is advisable to carry out registration before arriving in Zaragoza. See point 5.2. for more details.

2.9. Enrollment in the FECEM

Registration at FECEM will take place approximately three weeks after the start of the semester. Each student will receive a document with the exact appointment during the welcome meeting. During the days before registration, exchange

Students can freely attend as many classes as they wish. In other words, they have the possibility of trying different subjects and groups. More details are given in point 6.2.

Once the registration procedures are completed, only the subjects in which the student is enrolled will be allowed to attend. These should correspond to the plan of studies agreed between the student and his or her home University, the sum of credits at the University of Zaragoza should not exceed 30 ECTS per semester. 80% of the ECTS will have to correspond to subjects taught at the FECEM.

3. ACCOMMODATION

3.1. University Apartments

The UZ has 1 residence located within the main University Campus (called 'University City'). Both are about 20 minutes walk from the School of Economy and Business, Gran Vía Santiago Ramón y Cajal, 2 headquarters. The university residences are:

Pedro Cerbuna Residence Hall. <http://www.unizar.es/cerbuna/>

Others <http://www.unizar.es/vida-universitaria/colegios-mayores>

To reserve a room in any of the residences mentioned, please use the [accommodation request](#) form

Inquiries and reservations regarding university accommodation are processed by the International Relations Section, which is the central office of the UZ (that is, not at your destination Faculty). Please check their [contact details](#)

It is recommended to reserve accommodation in University Residences as soon as possible, since the supply of accommodation is significantly lower than the demand, especially in the case of requests for one semester. Very few rooms are available for the 2nd semester of each academic year.

3.2. Apartments and rooms for rent

In Spain, sharing a rental apartment with other students is a very popular accommodation alternative. In the case of sharing a flat with some Spanish students, it is

Essential information for exchange students

at the same time an effective way to integrate into our language and culture, as well as to get to know the local way of life.

In most cases it is also necessary to pay a deposit, consisting of a month or two of the rental fee.

When searching for an apartment or room, to contact the owners of the homes, etc., it may be useful to request help from a Spanish student, through the tutor service. For legal consultations, there is a Legal Department at the UZ.

If your option is to look for shared accommodation, it is advisable that you arrive about 2 weeks before the start of the semester, so that it will be easier for you to find something you like. The sooner you start looking for accommodation, the greater your choice will be. A good tip may be to book a short stay in a hostel (see point 3.3), so that you use that week to find your final accommodation.

Below we offer some alternatives for your search:

UZ Accommodation Service

- Publishes a list of rooms and apartments for rent, updated every week. Also an [Internet](#)
- It is located in the Information Building, at the entrance to the 'University City' (the Campus principal).
- A little tip: when browsing the database on the Internet, you will need to enter a 'Preference Sector'. This is the area of the city where you want to search.
- Please note that the Hosting Service is limited to publishing the listings with the current offer. The other steps aimed at agreeing on the rent are the responsibility of the student himself.

Notice boards at the School

- Some of the boards on the ground floor of the FECEM usually contain many advertisements for rooms and flats for rent, especially during the first half of September.
There are also announcements on the boards of the other faculties, particularly in the Interfaculty Building, in the University City.
- Any student is authorized to place their own announcement on the boards cited.

Youth Housing Service

- A free service managed by [CIPAJ](#) body belonging to the city council of the city.

Press

- Newspaper classified ad pages also often contain a good number of ads. They can be purchased at any kiosk.

3.3. Accommodation for the first days

The 'Baltasar Gracián' Youth Hostel offers temporary accommodation for a maximum period of 7 days.

Youth Hostel 'Baltasar Gracian' C/ Franco and Lopez,
50005 ZARAGOZA

Tel: (+34) 976 716880

Fax: (+34) 976 716853

Email: balta@aragob.es

Web:

[http://www.aragon.es/DepartamentosOrganismosPublicos/OOAA/InstitutoAragonesJuventud/Ar
easTematicas/07_Instalaciones/ci.Albergue_zaragoza.detalleDepartamento?channelSelected=de
49dd01007fa210VgnVCM100000450a15acRCRD](http://www.aragon.es/DepartamentosOrganismosPublicos/OOAA/InstitutoAragonesJuventud/Ar
easTematicas/07_Instalaciones/ci.Albergue_zaragoza.detalleDepartamento?channelSelected=de
49dd01007fa210VgnVCM100000450a15acRCRD)

You can request accommodation by contacting the Hostel directly, or through the University, by filling out the accommodation request form (see above, point 3.1). On the form, check option C "Short-term accommodation".

On the [Tourism](#) pages A complete list of hotels and hostels can be found.

4. PRACTICAL MATTERS

4.1 Residence Permit in Spain

EU citizens

Registration in the General Registry of foreigners for Erasmus students who are nationals of the European Union and Associated States <http://wzar.unizar.es/servicios/inter/formularios/in.pdf>

Non-EU citizens

Please consult with the Spanish Embassy or Consulate in your country for the corresponding immigration procedures.

[http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/
Long-Duration-Visas.aspx](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/
Long-Duration-Visas.aspx)

Immigration Office in Zaragoza

General information

Address: C/ Obispo Covarrubias, s/n

50005 Zaragoza

Tel.: 976 980 020

Fax.: 976 980 098

Opening hours to the public:

Generally: 9 a.m. to 2 p.m.

Community staff and by appointment: 9 a.m. to 5:30 p.m.

During the summer period and local festivals, consult the schedule by phone.

4.2. Health Insurance

It is very important that you have health insurance during your stay in Spain, either through the Public Health Services (using the European Health Card), or through private insurance.

4.3. Cost of living

These days, Spain has already lost its old reputation of being a cheap country to live in. However, the cost of living is still somewhat cheaper in Zaragoza than in other large cities such as Madrid or Barcelona. Monthly expenses can range from €500 to €800, depending on the accommodation chosen.

5. SPANISH COURSES

5.1 Linguistic requirements at the University of Zaragoza (UZ)

If your native language is not Spanish, you should have appropriate studies in this language before beginning your exchange period. Although there is the possibility of taking some subjects in English (see point 6.3), these do not have enough credits to complete a full semester workload. Also, please keep in mind that you will be studying and living in a 100% Spanish-speaking environment. Many people don't speak any other language!

We believe that 120 hours of language classes should allow you to handle the most common situations during your first days in Spain. On the other hand, the linguistic competence required to work well in class should not be lower than that of the initial level of DELE (Diploma of Spanish as a Foreign Language), or level B1 of the Common European Framework of Reference for Languages.

If you have not acquired this level of Spanish before your arrival in Zaragoza, we highly recommend that you attend one of the intensive courses offered by the University before the start of each semester. On the part of the professors of the Faculty of Economics and Business, it is expected that all students have sufficient knowledge of Spanish to be able to follow the classes.

5.2 Spanish Courses at UZ

The University of Zaragoza offers a wide variety of courses through the [Spanish as a Foreign Language Course Service \(ELE\)](#). There are many courses throughout the year, of different lengths, from 3 weeks to annual. ELE also offers training in specific fields, such as Commercial Spanish.

- [Intensive courses \(45 hours\)](#): they begin continuously throughout the entire course. Three weeks long. Different levels. Erasmus students will obtain a third discount on the price of your first intensive course with ELE
- [Other courses](#)

For more information about course offerings, registration process and schedules:

Spanish as a Foreign Language Courses e-mail: ele@unizar.es

At the end of a Spanish course with ELE, students can obtain one or more of the diplomas or certificates mentioned above. But it must be taken into account that Spanish courses are NOT regular University subjects. They do not have equivalence in ECTS credits either. Given these reasons, passing a Spanish course cannot appear on the transcript that the Faculty of Economics and Business will send to your home University at the end of your exchange period.

Obtaining credits for passing a Spanish course at the UZ will depend entirely on the criteria in force at your institution of origin.

5.3 Conversation exchange with other students

If you want to exchange conversation with Spanish students, you will find advertisements in all the Faculties and you can also place an advertisement on the boards.

6. ACADEMIC INFORMATION

6.1. International Relations Office at FECEM

Welcome meeting

Meeting with the Vice Dean in charge of International Relations of the FECEM. At the end of it, there is a brief visit to the Faculty facilities and a meeting with the academic coordinator.

For students coming for the 1st semester or the full course, the welcome meeting will be held in mid-September; for those who come for the 2nd semester, at the beginning of February. (the exact day will be informed via email)

Orientation Meetings

This is a fundamental meeting for exchange students, and is designed to resolve many of their initial doubts. In addition, it is a key date to organize the registration process and other matters, such as a meeting with the academic coordinator.

During the orientation meeting, we will give you the exact date and time of your appointment to complete the registration

Day: for students in the 1st semester and full year, in mid-September; for 2nd semester students, at the beginning of February. (the exact day will be informed via email).

Registration information and dates

You must register for the chosen subjects approximately three weeks after the beginning of the semester, at the IR Office. During those first days, you can freely attend any class of any subject, so that it is easier for you to choose which subjects to take.

student card

It is useful in different situations: to justify your membership at the University, to borrow books from the library, to have discounts at cinemas as well as in some stores.

Attendance certificate

If you need it, in the International Relations Office we will complete the documents that prove your arrival at this Faculty. Most home universities deliver this type of documents to their students, before traveling abroad.

When accrediting your study period, we will record the start date of the orientation meeting as the start date. If you cannot attend, your official study period will begin on the first day you appear at the FEE International Relations Office.

6.2. FECEM: studies and subjects

At the School you can study: Degrees in Business Administration and Management (GADE), Economics (GECO), Finance and Accounting (FICO) and Marketing and Market Research (MIM).

Teaching at the Faculty follows the semester system.

Subjects

The number of subjects offered at FEE is quite broad.
FEE – International Relations Office

Essential information for exchange students

All subjects are one semester long. The vast majority of them are only offered during one of the two semesters of the academic year.

When organizing your study plan during the exchange period, you can choose freely within the offer of subjects that belong to the Degree. But you must check if the subjects you want to choose are offered during the semester that coincides with your stay at the Faculty, as well as take into account the instructions received at your University or School of origin.

Other circumstances to avoid are the coincidence of exam times or dates.

Likewise, it is allowed to choose subjects from other Faculties; taking into account that 80% of the ECTS must correspond to FEE subjects

6.3. Teaching language

The language of instruction at UZ is Spanish. In the Degree in Administration and Management of Companies, there is a group with teaching in English. To take subjects in English it is necessary to accredit a B2 level in that language.

6.4 Academic calendar

Please check any possible changes at the following address: <https://academico.unizar.es/calendario-academico/calendario>

First semester

- o Welcome meeting: mid-September
- o Classes: mid-September – mid-January
- o Exams: mid-January – early February

Second half

- o Welcome meeting: early February
- o Classes: beginning of February – end of May
- o Exams: June

(exact dates will be communicated in due course)

6.5. Exams and qualifications

All students have a maximum of 2 exam opportunities per year to pass a subject.

Grades



Proposed equivalence with ECTS qualifications		
Spanish note	Spanish rating scale (0-10)	ECTS
Outstanding	9-10	A
Notable	8-8,9	B
	7-7,9	C
Approved	6-6,9	D
	5-5,9	AND
Suspended	3-4,9	FX
	0-2,9	F

7. DO YOU NEED THE HELP OF A LOCAL STUDENT?

If you wish, the local section of the student associations will assign you a Spanish student ([Tutor Program](#)), among those who have voluntarily signed up for this purpose. He or she will be your 'tutor', helping you especially during your first days in Saragossa.

Your tutor could pick you up at the station, help you discover the city, understand how the Faculty works, find accommodation...

8. CONTACT DATA

CENTRAL RELATIONS OFFICE INTERNATIONAL

Responsibilities: Institutional relations,
Accommodation in university residences

International Relations Section

University City

Interfaculty Building , 2nd floor

Calle Pedro Cerbuna, 12

50009 Zaragoza

Opening hours: 9 a.m. to 2 p.m., Monday to Friday

Tel.: +34 976 762052

Fax: +34 976 762320

>>E-mail: relint@unizar.es

ACCOMMODATION

Responsibilities: Offer of rooms and apartments
for rent (weekly update)

Accommodation Service

University City

Information Building Calle

Pedro Cerbuna, 12

50009 Zaragoza

Opening hours: 9 a.m.-2 p.m., Monday to Friday (in June and September, also: 4:30 p.m.-6:30 p.m.)

Tel.: +34 976 762318

Fax: +34 976 761003

>>E-mail: alojami@unizar.es

SPANISH CLASSES

Responsibilities: Teaching Spanish as a
Foreign Language

Spanish courses like

Foreign

Language (ELE)

University City

Interfaculty Building , 3rd floor

Calle Pedro Cerbuna, 12

50009 Zaragoza

Opening hours: 9 a.m. to 2 p.m.,
Monday to Friday

Tel.: +34 976 761047

Fax: +34 976 762050

>>E-mail: ele@unizar.es

School in Business and Administration (FECM)	
HEAD OF THE SCHOOL FOR INTERNATIONAL RELATIONS	Responsibilities: General coordination of international relations at the level of School

Vice-Dean of Mobility and International Tel.: +34 976 761000, ext. 4793

Miguel Ángel Marco Fondevila -
School in Business and
Administration

Gran Vía Santiago Ramón y Cajal 2

50005 Zaragoza	Responsibilities: Academic content consultations for students of exchange (e.g. study programs, learning agreement)
ACADEMIC SUPERVISORS FOR EXCHANGE STUDENTS	

Each student will be assigned an academic coordinator based on their Institution originally. If you wish, we can advise you on your choice of subjects during your exchange.

RELATIONS OFFICE INTERNATIONAL IN THE FACULTY ECONOMY AND BUSINESS	Responsibilities: Rest of matters related to exchange students
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International Relations Office of the FECM

Tel.: +34 976 762154

Email: ri1ecemz@unizar.es

School of Economics and Business

Gran Vía Santiago Ramón y Cajal, 2

José Manuel Guerrero

Tel.: +34 976 762753

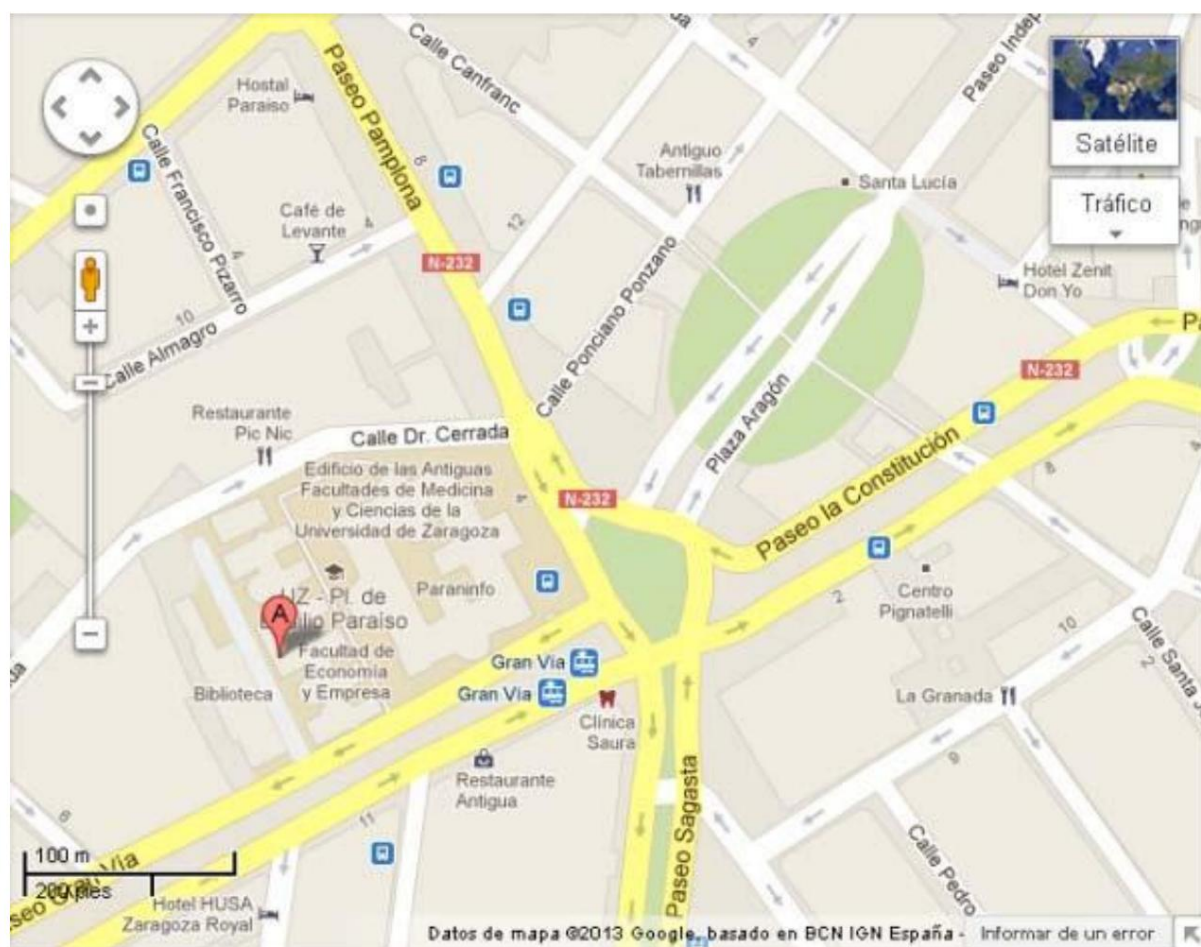
Email: ri2ecemz@unizar.es

School of Economics and Business
C/ María de Luna, s/n Zaragoza
Inmaculada Almuzara

GENERAL EMERGENCY PHONE IN SPAIN 112

Essential information exchange students

SITUATION OF THE SCHOOL OF BUSINESS AND ADMINISTRATION – GRAN VÍA SANTIAGO RAMÓN Y CAJAL HEADQUARTERS



SCHOOL OF BUSINESS AND ADMINISTRATION – RÍO EBRO CAMPUS HEADQUARTERS

