Incoming Exchange Student Fact Sheet 2017-18

Faculty of Business and Public Management

Contact Information

<table>
<thead>
<tr>
<th>University full name</th>
<th>Universidad de Zaragoza</th>
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<tbody>
<tr>
<td>Website of University</td>
<td><a href="http://www.unizar.es">www.unizar.es</a></td>
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<tr>
<td>University campus locations</td>
<td>Huesca</td>
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<tr>
<td>Name of Office in charge of Exchange Programmes</td>
<td>Sección de Relaciones Internacionales</td>
</tr>
<tr>
<td>Office website</td>
<td><a href="https://fegp.unizar.es/erasmus-incoming-students">https://fegp.unizar.es/erasmus-incoming-students</a></td>
</tr>
<tr>
<td>Postal address</td>
<td>Sección de Relaciones Internacionales FEGP Universidad de Zaragoza Plaza Constitución 1 22001 – Huesca – (Spain)</td>
</tr>
<tr>
<td>Phone</td>
<td>+34 974 239373</td>
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<tr>
<td>Fax</td>
<td>+34 974 239375</td>
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<tr>
<td>E-mail address</td>
<td><a href="mailto:fegpint@unizar.es">fegpint@unizar.es</a></td>
</tr>
<tr>
<td>Office location</td>
<td>Huesca, Facultad de Empresa y Gestión Pública Building</td>
</tr>
<tr>
<td>Head of Office</td>
<td>Jose A. Moseñe <a href="mailto:fegpint@unizar.es">fegpint@unizar.es</a></td>
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Faculties in Huesca Campus

<table>
<thead>
<tr>
<th>Faculties/Colleges at UZ (Campus of Huesca)</th>
<th>Faculty of Business and Public Management</th>
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<tbody>
<tr>
<td></td>
<td>Faculty of Health and Sports Sciences</td>
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<td>Faculty of Humanities and Education</td>
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<td>College of Nursing</td>
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<td>College of Agricultural and Chemical engineering</td>
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## Application Information

| Nomination deadlines | Autumn semester & academic year: 15/June  
| | Spring semester: 15/November  
| Nomination to be sent to | International office of the Faculty fegpint@unizar.es  
| Application deadlines | Autumn semester & academic year: 30/June  
| | Spring semester: 30/November  
| On-line registration & application | 1) Do it on-line by yourself: [http://academico.unizar.es/movilidad/solicin](http://academico.unizar.es/movilidad/solicin)  
| | 2) Send us the following documents (to compains@unizar.es) and we will register you:  
| | • Email nomination  
| | • Sending institution  
| | • Duration of the stay  
| | • passport/ID scanned  

## Academic Calendar (it will be similar)

| Autumn semester dates (& exams) | 18/09/2017 – 07/02/2018  
| Spring semester dates (& exams) | 08/02/2018 – 30/06/2018  
| Calendar website | [http://academico.unizar.es/calendario-academico/calendario](http://academico.unizar.es/calendario-academico/calendario)  
| Orientation sessions | Organized by Faculties / Colleges  

## Course Information / Selection

| Course catalogue | Business  
| | [https://fegp.unizar.es/materias-asignaturas-ade](https://fegp.unizar.es/materias-asignaturas-ade)  
| | Public Management [https://fegp.unizar.es/materias-asignaturas-gan](https://fegp.unizar.es/materias-asignaturas-gan)  
| | Tourism (postgraduate) [https://fegp.unizar.es/materias-asignaturas-master](https://fegp.unizar.es/materias-asignaturas-master)  
| Language of instruction | Spanish  
| Courses in English | Some English Friendly courses will be offered (Programme, References, Tutorials, and Exams will be available in English) [https://fegp.unizar.es/materias-asignaturas-ade/courses-with](https://fegp.unizar.es/materias-asignaturas-ade/courses-with)  

Course selection advices

- The maximum full time load per semester is 30 ECTS.
- A smooth course choice should include courses of degrees offered in just one Faculty/College.
- Annual courses are not eligible for semester-term stays.
- Exchange students are not waived to comply with specific academic requirements of a course when applicable.
- Specific academic information is to be requested at Faculty level.
- Postgraduate studies are open to exchange students only if assented in the bilateral agreement.

Enrolment

- Course tuition fees are waived for exchange students.
- Even if courses are lectured in different Faculties enrolment is to be done in the Faculty which your University set the Erasmus agreement with.
- Enrolment is to be done after arrival according with the dates set in the academic calendar and/or with the enrolment guidelines of the appropriate Faculty.

Grading system & transcript of records

Grading system

UZ uses a 10-point grading scale expressed in both quantitative and qualitative terms
The scheme is as follows:
“Suspenso”  Grades 0 – 4,9 / FAIL
“Aprobado”  Grades 5 – 6,9 / PASS
“Notable”  Grades 7 – 8,9 / MENTION
“Sobresaliente”  Grades 9 – 10 / OUTSTANDING
“Matricula de Honor”  Special mention for grades 9 – 10 / HONORS

Transcript of records

Issued by the Faculty/College, will be send to the International Office of your University a fortnight / month from your depart.

University Services

Courses of Spanish as foreign language

Held throughout the year, Erasmus students are offered a discount on the tuition fees of intensive courses. They are not eligible to be part of the learning agreement and their assessment is not included in the student’s transcript of records (1,5 ECTS)
https://cursosdeespanol.unizar.es/en
We also offer free Spanish courses during the whole year.
<table>
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<tr>
<th>Accommodation</th>
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<tbody>
<tr>
<td>Application for on campus Residence Hall (includes information on fares / some rooms adapted for disabled students) <a href="http://www.unizar.es/servicios/ramonacion/">http://www.unizar.es/servicios/ramonacion/</a></td>
</tr>
<tr>
<td>Accommodation service website (sharing flats and apartments) <a href="mailto:interhue@unizar.es">interhue@unizar.es</a></td>
</tr>
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</table>
Study with us at the Faculty of Business and Public Management.

University of Zaragoza. Spain
ACADEMIC INFORMATION

At our faculty we you can study choose courses from the following degrees and masters (all the courses are in Spanish):

- Degree in Business Administration and Management
- Degree in Public Management and Administration
- Master in Tourism Management

Calendar (classes)  Calendar (Teaching Period)

Spanish courses

By the moment all the courses are in Spanish, because learning Spanish is one of the most important reasons for coming to study to Spain and experience shows that language is not a problem for incoming students.

UZ offers a wide range of Intensive Spanish courses through the “Servicio de Cursos de Español como Lengua Extranjera” (ELE). There are many courses throughout the year with different duration, ranging from 3 weeks to yearly.

Intensive Courses (45 hours): continuous starting along the academic year, one every semester. 3 weeks duration. Different levels available.

If you need more information about credits, exams... please click here More information

This year we will offer english friendly courses (references, tutorials, exams and some materials will be available in English for those in-coming students whose Spanish level is not high enough. NEW!

Language exchange with other students

One additional chance to enhance oral skills in Spanish is to do a language exchange with a local student. You can find ads on notice boards at many Faculties and you can also post one. More information

There are plenty of local students willing to practice other languages... if you are interested, please contact fegpint@unizar.es

APPLICATION FORM

Dates for registration:

- 1st May to 1st July for fall semester / full academic year
- 2nd September to 29th November for spring semester

Steps to Register:

1. Register as an applicant at: https://academico.unizar.es/en/movilidad/registro
Then you will get the username and the password by e-mail. (Please do not change your password)

2. Proceed with the on-line application at: https://academico.unizar.es/en/movilidad/solicitud
Please fill the fields and pay attention when introducing the Faculty code that it must be: “228 – FACULTAD DE EMPRESA Y GESTIÓN PÚBLICA.”
Please scan your passport and send it to fegpint@unizar.es

If you have any problem with the application send the following data to this email compains@unizar.es and we will proceed to register you:

- Name
- Sending University
- Degree or Master: Business, Public Management, Master in tourism
- Passport Scanned

ACCOMODATION

The most popular way of sharing your experience in Spain, is to enroll in the University residence or to rent an apartment with fellow students. Moreover, sharing your life with Spanish students is a good way to learn more about local customs and improve your skills in the Spanish language and culture. If you prefer to create an international apartment you will get a more intercultural exchange.

University residence

There is a University residence CMU Ramón Acin that provides accommodation for all the academic year for 125 students (51 double rooms, 23 single rooms). Wi-Fi and Full board (breakfast, 3-courses lunch and dinner are included) [more information].

Apartments and rooms to let

The cost of renting an apartment ranges from 150 € to 350€ per person per month, depending on the area and type of apartment. In most cases, it is necessary to leave a deposit equal to one month’s rent, paid in advance.

- We have an Accommodation service to help with the room search, and flat mates. Exchange students can ask for accommodation at interhue@unizar.es

Please, note that the Accommodation Service provides exclusively information and helps you with the accommodation, but it doesn’t assume any kind of property procedures. All further steps to agree a rent have to be carried out by the student on his/her own.

- Note boards in the Faculty. If you prefer to find accommodation by yourself, you can use some boards on the Faculty’s ground floor normally have many ads for apartments and rooms for rent, especially in the first half of September. Announcements are also placed on other Faculties' boards.
FACILITIES AT THE UZ

Computer rooms / Wi-Fi

There are 5 computer rooms on the 2nd floor of the Faculty building and some available computers at the library. Students are free to use computers without password and username.

Surf on the net using the UZ Wi-Fi network that covers all the campus (Huesca, Zaragoza, Teruel). Using your password supplied at your registration at the University of Zaragoza (as soon as you register, you will get access to UZWi-Fi).

We are in the eduroam Wi-Fi network.

Academic Intranet: the ADD

Some courses use Internet as a virtual blackboard, with Moodle platform, and most of the academic material are available through the so-called Anillo Digital Docente (ADD). Students will then have to consult the class materials, and other information needed, or to deliver assignments. If a course uses the ADD platform, the lecturer will give the necessary details in class at the beginning of the term.

More information

Faculty Library

The Faculty Library is in the ground floor of the Faculty building. Feel free to read and borrow books, journals, DVD, CD and other materials from the rest of the libraries of the UZ. You can also get access to UZ databases and a wide variety of electronic journals.

Hours of operation from Monday to Friday: 8:30 - 21:00. More information

Photocopy shop (‘Reprografía’)

Here you can find course materials, make photocopies, scan documents, etc... It is located in the ground floor of the Faculty and is open from Monday to Friday, from 9:00 to 14:00 and from 15 to 21:00.
Cafeteria

Take a break at the cafeteria is situated in the main building but the access is by the exterior. It offers coffee, soft drinks, biscuits, sandwiches and a daily menu for about 5.40 €. There is also an option of a ticket for 10 menus at the price of 48 €. Open from 8 to 20.

Sports and cultural Service

For those who love sports, there is a sport centre close to Faculty. This centre has a gym, basketball and volleyball courts, football ground, Swimming pool. To participate in activities you must become a member of the Sports Service (‘Servicio de Actividades Deportivas’), prior to signing up. More information

Huesca Campus has a cultural service that organizes activities (cine, concerts, parties, conferences, ...) during all the year. More information

Huesca city is plenty of frenetic cultural activities (flamenco, Theater festival, Films festival...) are also available in the city during the academic year. More information

Other activities

Huesca is quite well located, 2 hours from the Atlantic ocean, and 2 hours from the Mediterranean Sea, 1 hour to the Pyrenees, and Just 40 minutes to the Sierra de Guara Natural Park, one of the best places in the world for Canyoning, Hiking, riding, ...

LIVE THE ERASMUS EXPERIENCE IN HUESCA!

You can also follow us at our facebook