



Escola Superior
d'Infermeria del Mar

Centre adscrit a la



INCOMING STUDENT WELCOME MANUAL



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1 - WELCOME TO THE ESCOLA SUPERIOR D'INFERMERIA DEL MAR

L'Escola Superior d'Infermeria del Mar (ESIMar) is a college affiliated to the Universitat Pompeu Fabra (UPF) which aims at providing advanced training and gaining quality standards for competent practice of nursing profession, providing opportunities for permanent reflective learning in both, undergraduate and postgraduate students, following the guidelines of the European Space of Higher Education. Our educational programs are distinguished by the quality of teaching and research with an educational intention. The ESIMar provides individual attention to students, oriented to personal development, the autonomous learning and the development of cognitive, communicative and clinic abilities necessary to achieve professionalism in the real context of nursing care.

Our success is backed by over 30 years of experience in nursing university education and by high level teaching staff. Thousands of students have graduated in our center and are now recognized for their professional excellence and integrity.

The ESIMar's mission focuses on improving the health care of citizens by promoting updated nursing care and quality, besides promoting development of a highly competent professional. Moreover, the ESIMar pursues consolidate nursing presence in the field of research and continuous improvement in scientific, technical and humanistic nursing.

The ESIMar has own care resources, facilities and services within the Consortium Parc de Salut Mar, and with the collaboration of public and private institutions with which teachers establish collaboration agreements: Hospitals and Primary Care Centers of Institut Català de la Salut, Corporació Sanitària Parc Taulí, Agència de Salut Pública de Barcelona, Badalona Serveis Assistencials, Institut Dexeus, Clínica Corachan, PAMSL, Parc Sanitari Pere Virgili, Equip d'Atenció Primària Dreta de l'Eixample, Centre BlauClínic Dolors Aleu i Clínica Sant Antoni. It also has a team of highly qualified senior/junior lecturers, tutors, counselors of learning / students.

The ESIMar is within the Campus Mar, a new building dedicated to higher education that has the latest technology and is located in a unique setting close to the beach of Barceloneta.

More information at esim.edu.es

2 - BEFORE YOU LEAVE HOME

1.1. Register as an exchange student or visitor

If you are an exchange student (Erasmus / Lifelong Learning Program, SICUE / Seneca or Bilateral Agreement) and has been accepted as a visitor student, you must send to your ESIMar formal registration in the following documents:

1. The on-line application form duly completed by 30 April. We will send an e-mail when it is received.
2. When you register, you must attach a digital passport photo (JPG format, size: 176 x 220 pixels, 300dpi).
3. A certificate stating your exchange student status issued by your university (Erasmus or exchange).
4. A photocopy of the identity card or passport.
5. A photocopy of valid health insurance in Barcelona.

The scanned documentation should be e-mailed to the following address: esimar@psmar.cat. After receiving your registration, we will send the registration confirmation letter.

1.2. DO I NEED A VISA?

If you are a citizen of the European Union (EU), European Economic Area (EEA) or Switzerland, you do not need to take any administrative formality prior to your arrival in Barcelona.

If your stay is longer than three months, once you get to Barcelona you will have to register in the Register of Citizens Union. If this is not your case, you must obtain a student visa before leaving your country, through the Spanish embassy or consulate nearest your place of residence. To arrange a visa you will need a letter of acceptance from the ESIMar that must apply to the Secretary of the ESIMar (esimar@psmar.cat) enclosing a photocopy of your passport showing clearly your number.

To find the nearest Spain Embassy/Consulate to your residence, you can check the website of the Spanish Ministry of Foreign Affairs: <http://www.maec.es/es/EYC/Paginas/embajadasyconsulados.aspx>.

Please note that a tourist visa is not enough to study in Spain, so if your stay here will last more than six month you should confirm if the regular student visa you will get at the Embassy/Consulate of Spain will allow you to apply for "Permission Student Residence" once you arrive in Spain.

1.3. MEDICAL

Any student coming to study in the ESIMar must be covered by healthcare insurance. If you are a Spanish citizen, you must have valid health coverage in Barcelona (Social Security, private mutual, etc.).

If you are a citizen of a country belonging to the European Economic Area or Switzerland, affiliated to Social Security in your country, you must get the EHC (European Health Insurance Card) issued by the public health authorities of your country. This document gives the right to obtain in Spain the necessary health care benefits.

If you are a citizen of a country outside the European Economic Area or Switzerland, you should get information about whether there is any medical agreement between the Social Security (Public Health) of your country and the Spanish Health System (this is the case, for example, in some Latin American countries). If there is some agreement, you must go to the competent authorities of your country to get the corresponding document that will provide you free access to the network of Spanish public healthcare.

Once in Barcelona, in case you need free health care, you must go to the Center for Primary Care (CAP) closest to your home and present the European Health Insurance Card.

1.3.1. Vaccines

It is highly recommended that your vaccination against tetanus-diphtheria and Hepatitis B is updated, especially if the educational activities for which you have registered include practices in health centers. Talk to your doctor or nurse in your country to assess if you need any extra dose before departure.

1.4. ACCOMMODATION IN BARCELONA

You'll need to book well in advance for a room in a hotel or hostel if you are planning to search for accommodation when you arrive in Barcelona. Even though there is a great offer it can be very difficult to find a hotel room or hostel in Barcelona without previous reservation

1.4.1. BCU (RESA HOUSING)

This hosting service is jointly offered by all universities in the Barcelona area. It offers various options: flats, rooms in shared flats, accommodation "bridge" (provisional) and other residences. We recommend that you book your accommodation well in advance. The contact details are:

<http://www.resahousing.com> info@resahousing.com

Torrent de l'Olla, 219. 08012 Barcelona. Spain

Telephone: (+34) 93 238 90 72 | Fax: (+34) 93 228 92 59

1.4.2. Student Residences

a) La Ciutadella and Campus Mar Residences

These homes, built in collaboration with UPF, are located within five minutes walk of the University Campus Mar. Each apartment has a bathroom, a kitchen, heating, telephone and free internet connection, furniture and access to common residence. Each year, a large number of students applying for a place at this residence, therefore waiting lists are common. Preference is given to the longest stays.

More information and reservations: RESA. Housing and University Services

www.resa.es | resa@resa.es

Telephone: (+34) 902 444 447 | Fax: (+34) 93 218 32 50

Address:

- Residence "La Ciutadella": Passeig Pujades, 33-37. Barcelona. 08018.
- Residence "Ocean Campus": Passeig Salvat Papasseit, 4 Barcelona. 08003.

b) ÀGORA Residence

More information:

www.agorabcn.com | agorabcn@cett.es

Telephone: (+34) 93 166 90 00 | Fax: (+34) 93 166 90 99

Residence Address: Passeig dels Castanyers, 21. 08035 Barcelona.

c) MELON DISTRICT Residence

More information:

www.melondistrict.com | info@melondistrict.com

Telephone: (+34) 93 217 88 12 | Fax: (+34) 93 416 08 45

Mellon District Poble Sec: Avenida Paral.lel, 101. 08012 Barcelona.

Mellon Marina District: Sancho de Avila, 22. 08005 - Barcelona.

d) ONIX Residence

More information:

www.residenciaonix.com | reservas.residenciaonix@icyesa.es

Telephone: (+34) 93 266 61 00 | Fax: (+34) 93 266 61 01

Residences Address: Sardenya, 101-137. 08013-Barcelona

e) Habitatge Jove

Más información:

www.habitatgejove.com / students@habitatgejove.com

Teléfono (+ 34) 93-323 90 68

1.4.3. Search through internet room

If you're interested in renting a room in a student flat, sharing common rooms (kitchen, bathroom and living room) with other students, you can have a look to these websites: www.loquo.com, www.rentabedroom.com, www.easypiso.com, www.idealista.com, www.pisocompartido.com, www.elsclassificats.com.

1.5. ACADEMIC OFFER

All theory courses are offered in the mornings, between 8:30 and 14:30 hours. The ESIMar's academic offer is distributed by quarters:

- Q1: from mid-September to late December.
- Q2: from early January to early April
- Q3: from early April to late June

The enrollment should be made by e-mail informing clearly the name of the courses to which you want to enroll before 30 April (esimar@psmar.cat). Places will be allocated in order of receipt of applications for registration.

Remember that from December 23 to January 7 the ESIMar is closed for the Christmas holidays, thus during this time there is no teaching. The same happens during the Easter holidays that are usually in late March or early April (dates are set annually from Central Government of Spain). Check our website to find the specific schedule of each course.

The courses can be taught in Catalan or Castilian (Spanish). The faculty will strive to follow the dynamics of the courses, however, it is highly recommended that you become familiar with the Spanish and Catalan, especially during the workshops.

Looking ahead to practical subjects, we will try to find you a tutor who understand French, Spanish or Portuguese, but it is always important to make an effort to say a few words in Castilian or Catalan. There are Erasmus Intensive Language Course (EILC) financed, in this case, you can request a Catalan course, but remember that you have to do it in advance (see section 1.5.1)

This is our academic offer:

1.5.1. Erasmus Intensive Language Course (EILC)

The EILC (Erasmus Intensive Language Courses or Erasmus Intensive Language Courses) are specialized and intensive courses in the less widely used and less taught in the countries and regions participating in the Erasmus program. It aims to provide students who have been selected to participate in the linguistic preparation before the start of their academic or training (August-September), while helping them to immerse themselves in the culture of the country or region in which they carry out their mobility period.

The EILC are given in the following countries: Belgium (Dutch and Flemish), Bulgaria (Bulgarian), Cyprus (Greek), Croatia (Croatian), Denmark (Danish), Slovakia (Slovak) Slovenia (Slovenian), Spain (Basque, Galician, Catalan and Valencian), Estonia (Estonian) Finland (Finnish and Swedish), Greece (Greek), Hungary (Hungarian) Iceland (Icelandic), Italy (Italian), Latvia (Latvian), Lithuania (Lithuanian), Malta (Maltese), the Netherlands (Dutch), Norway (Norwegian) Poland (Polish) Portugal (Portuguese), Czech Republic (Czech), Romania (Romanian), Sweden (Swedish) Switzerland (Italian) and Turkey (Turkish) .

EILC in German, Spanish (Castilian), French and English are not offered.

Students completing the course may receive additional support to the mobility grant, which will be paid by their home institutions, to help offset additional costs for attending the course.

Courses are free, though some expenses may be charged for participating in optional events, excursions, etc.. They last between 2 and 6 weeks, with a minimum of 60 hours of classes in total and at least 15 hours a week. Once completed, the organizing institution shall issue a certificate of completion, which shall include the ECTS credits obtained.

More information and applications http://www.oapee.es/oapee/inicio/pap/erasmus/EILC/EILC_cursos.html

2 – AT YOUR ARRIVAL TO ESIMar

2.1. MEET THE MOBILITY COORDINATOR

The mobility coordinator (Dr. Juan M. Leyva) is responsible for managing mobility programs, supported by the academic secretary. He'll assign you a mentor who will offer advice on academic subjects, difficulty of courses, etc. and will evaluate your learning.

You can find him at his office 61 323 or through the mail mgonzalezgalvez@psmar.cat It is essential to book an appointment if you need to talk to him.

2.2. EVALUATION

The test is the standard method for assessing the ESIMar students. Some essays may be asked too (individual or group).

2.2.1. The grading system

The scores that a student can get in a Spanish university, which correspond to the numerical score in parentheses, are listed below (in a score of 0 to 10 with 0 being the minimum score and 10 the highest):

- ✓ Distinction (10): This is the highest rating, and is awarded only to a small number of students who have demonstrated exceptional performance (maximum 5% of the students enrolled in a course).
- ✓ Outstanding (9-10): Given to students who have demonstrated a very good performance.
- ✓ Notable (7-8.9): Awarded to students with medium-high performance.
- ✓ Approved (5-6.9): This rating indicates that the student has passed the subject with a sufficient level.
- ✓ Insufficient (0-4.9): The student has not passed the subject, and therefore must be submitted to a new activity during the recovery period.

2.3. ENROLL IN CATALAN / SPANISH

The PEI (Programa d'Estudis Internacionals) organizes courses of Catalan and Spanish at various levels for students. These courses are open to exchange students, are offered at a subsidized price but not guaranteed plaza. Both for details and to register, you must go to: PEI

Office Building 40 177 Roger de Llúria. Ciutadella Campus.

Tel: (+34) 93 542 19 21

www.upf.edu/pei | pei@upf.edu

2.4. PARTICIPATE IN PROGRAM LANGUAGE VOLUNTEER (VL)

This program is aimed at linguistic and cultural integration of exchange students studying in the UPF. This program primarily focuses its activities in two different areas of activity:

- Leisure and cultural activities: sightseeing in Barcelona and other cities (Tarragona, Girona, Reus, Figueres, etc.), visiting museums, attending sporting events (football, basketball, etc..)
- Language and cultural exchange between students of UPF and exchange students through discussion groups, weekly meeting point, etc.

For more information, see the web www.upf.edu/vl or write voluntariat.linguistic@upf.edu indicating that you are a student of ESIMar.

2.5. ERASMUS STUDENT NETWORK (ESN)

ESN BCN is a student association apolitical, secular, open and tolerant, based on the principles of ESN. All students are invited to enroll in sociocultural integration activities. Its main

objective is that "students work together." For more information, see their website: www.joesn.org

2.6. SERVICES IN THE ESIMar-UPF

2.6.1. UPF Library

On arrival at the ESIMar is important that you give at secretary a passport-size photograph and your personal data to initiate the procedures for access to the UPF Library (this may take 3-5 days). The UPF Library as a single entity comprising the General Library (Ciutadella Campus), the CRAI (Communication Campus), Mar Library and the Institute of History Jaume Vicenç Vives.

The opening hours of all libraries (except Campus Mar) are:

- ✓ Monday to Friday from 8.00 am to 1.30 am
- ✓ Saturdays and public holidays from 10.00 am to 9.00 pm
- ✓ The Campus Mar Library is open Monday to Friday from 8.00 am to 9.00 pm
- ✓ The Library is closed five days a year: January 1, May 1, September 11, 25 and 26 December.

Opening hours are extended during the exams period.

2.6.2. How to use the computers?

The secretary will provide ESIMar a login and password to access UPF personal computers as well as brief instructions. If you have any problem with access, contact the information service of your building.

2.6.3. Sports and cultural activities, etc.

The Service to the University Community (SACU) is responsible each year to offer students-UPF ESIMar a variety of cultural and sporting activities. If you are interested in playing sports or want to sing in the choir of the university simply visit their website: <http://www.upf.edu/sacu/es/>

2.6.4. Self-service photocopiers

The self-service photocopiers are activated with a rechargeable card that you can buy at the issue and recharge machines located in each of the buildings or the reproduction services.

3 - AT THE END OF YOUR STAY

At the end of your stay in Barcelona should go through the secretary to collect your certificate ESIMar stay. Also, you will be given a **questionnaire to be able to assess the various aspects of your stay in the ESIMar.**

Secretary of the ESIMar will send two copies of the academic certification of courses taken,

one at your home university and the other to your address, and the certificate of course Catalan / Spanish (if you make it).

4 - NUMBERS AND ADDRESSES OF INTEREST

In Barcelona public health care is divided between primary care centers and hospitals:

Primary Care Centres (CAP): Each district of Barcelona has its own CAP.– It is the place where you need to go if you need a doctor / nurse. These centers offer general medicine and specialists. Remember that these centers have access only if you have the health insurance card or if your country has an agreement with the Social Security of Spain http://www.seg-social.es/Internet_1/Internacional/Conveniosbilaterales/index.htm To locate your CAP can visit

the City Council website:
http://w3.bcn.es/XMLServeis/XMLHomeLinkPl/0,4022.250572327_250576828_2,00.html

If you have a medical emergency, you should go to a hospital or call 061 number of emergency medical services (EMS).– To locate hospitals (public and private) can visit this link:
http://w3.bcn.es/XMLServeis/XMLHomeLinkPl/0,4022.250572327_250576828_2,00.html

Police and emergency: 112

Transports: www.tmb.cat

5-CHECKLIST

Do not forget:

- To register as an exchange student and send the required documentation
- To process student visa and make sure you cover health care during your stay in Barcelona
- To plan your trip (see academic calendar)
- To plan housing. If necessary, book temporary accommodation (hotel, hostel, etc.).
- To consult the academic information contained in the web.

We remind you that the ESIMar Secretary and the Mobility Coordinator are available to help you during your stay