

Universitat de Girona (UdG)

Visitor's Guide

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1. Universitat de Girona

(UdG)

<http://www.udg.edu>

On December 12, 1991 the Parlament de Catalunya (*Parliament of Catalonia*) passed the law that created the Universitat de Girona. This culminated a long historical process riddled with ups and downs that started back in 1446 when Alfons el Magnànim promulgated the Decree Founding the Estudi General de Girona.

1.1 THE STUDIES

Currently the following degrees can be obtained at the Universitat de Girona:

2013-2014 Bachelor's degrees

Faculty of Education and Psychology

- Dual bachelor's degree Pre-School Education / Primary School Education
- Pedagogy
- Pre-School Education
- Primary School Education
- Psychology
- Social Education
- Social Work

Faculty of Arts

- Catalan Language and Literature
- Cultural Communication
- Geography, Town and Country Planning and Environmental Management
- History
- History of Art
- Philosophy
- Spanish Language and Literature

Faculty of Science

- Biology
- Biotechnology
- Chemistry
- Dual bachelor's degree Biology / Biotechnology
- Dual bachelor's degree Biology / Environmental Sciences
- Environmental Sciences

Faculty of Law

- Criminology
- Law
- Political and Administration Sciences

Polytechnic School

- Agri-food Engineering
- Architectural Technology (*)
- Architecture
- Chemical Engineering
- Computer Engineering
- Dual bachelor's degree Industrial Electronics and Automatic Control Engineering / Electrical Engineering
- Dual bachelor's degree Industrial Technologies Engineering / Business Administration and Management
- Electrical Engineering
- Industrial Electronics and Automatic Control Engineering
- Industrial Technologies Engineering
- Mechanical Engineering

Faculty of Nursing

- Nursing

Faculty of Business and Economic Sciences

- Accounting and Finance
- Business Administration and Management
- Dual bachelor's degree Economics / Business Administration and Management
- Economics

Faculty of Tourism

- Advertising and Public Relations
- Tourism

Faculty of Medicine

- Medicine

Mediterrani School of Tourism (affiliated centre)

- Marketing (new study, pending verification)
- Tourism

Sant Pol de Mar School of Tourism and Hotel and Catering Industry (affiliated centre)

- Hotel and Tourism Management

CETA School of Tourism (affiliated centre)

- Tourism

Euroaula School of Tourism (affiliated centre)

- Tourism

School of Audiovisual and Multimedia Production (ERAM) (affiliated centre)

- Audiovisual and Multimedia Production

School of Health and Sport (EUSES) (affiliated centre)

- Physical Activity and Sport Sciences

- Physiotherapy

Formatic Barna School of Tourism (affiliated centre)

- Tourism

(*) The degree in Construction Engineering has been renamed as the degree in Architectural Technology by agreement of the Governing Council in session 8/12, of 20 December 2012.

Official Master's Programmes 2013-2014

The Master's Programmes aim to provide students with advanced and specialized training to prepare them Multidisciplinary or for academic or professional careers, or provide an initiation to research work.

The official Masters are the first courses offered as part of the new configuration of university studies within the EHEA framework. These studies are officially recognised and, depending on the orientation (professional, research or mixed mode) provide access to doctoral studies.

The official Master's Programs offered at the UdG are organized into five main areas: Experimental Sciences and Sustainability, Human and Cultural Sciences, Social, Educational and Health Sciences, Technology, and Tourism, Law and Business.

Experimental Sciences and Sustainability

- Joint Master's in Chromatographic Techniques
- Master's in Advanced Catalysis and Molecular Modelling
- Master's in Environmental Change: Analysis and Management
- Master's in Molecular Biology and Biomedicine
- Master's in Water Science and Technology (CTA)

Human and Cultural Sciences

- Joint Master's in Analytical Philosophy
- Joint Master's in Challenges of Contemporary Philosophy
- Joint Master's in Citizenship and Human Rights: Ethics and Politics
- Joint Master's in Cognitive Science and Language
- Joint Master's in European Medieval Identity
- Master's in Communication and Cultural Studies
- Master's in Introduction to Research in the Humanities. History, Art, Philosophy, Language and Literature
- Master's in Local Cultural Heritage Management
- Master's in Teaching Spanish and Catalan as Second Languages

Social, Educational and Health Sciences

- Joint Master's in Cultural Management
- Joint Master's in Educational Psychology (MIPE)
- Joint Master's in Psychosocial Intervention (MIPS)
- Joint Master's in Visual Arts and Education: A Constructionist Approach
- Joint Master's in Women, Gender and Citizenship Studies
- Joint Master's in Youth and Society (MIJS)
- Master's in Work, Labour Relations and Human Resources
- Master's in Compulsory Secondary Education, Upper Secondary Education, Vocational Training and Foreign Language Teaching
- Master's in Education for Diversity
- Master's in Health Promotion
- Master's in Psychology and Quality of Life

Technology

- Erasmus Mundus European Master's in Vision and Robotics (VIBOT)
- Joint Master's in Integrated Pest Management
- Master's in Information Technologies and Automation (MTIA)
- Master's in Business Innovation and Technology Management (BITM)
- Master's in Food Biotechnology

- Master's in Industrial Engineering
- Master's in Mechanics of Materials and Structures (MMS)
- Master's in Smart Cities

Tourism, Law and Business

- Erasmus Mundus European Master's in Tourism Management (EMTM)
- Joint Master's in Criminology and Penal Execution
- Master's in Advocacy
- Master's in Cultural Tourism
- Master's in Tourism Management and Planning
- Master's in Tort Law

Doctoral programmes 2013-2014

Doctoral Programmes are organized sets of training and research activities leading to **doctoral degrees**.

The objective of the **training stage** is to provide doctoral students with the basic knowledge required to initiate research activity along one or more of the Programme's lines of research. It consists of **organized courses offered within the Master's Programmes** - Master's research and the research tracks of mixed-mode (professional / research) master's - complemented by other activities from the Coordinated Doctoral Program itself.

The objective of the **research stage** is to develop and subsequently defend the **doctoral thesis**, which consists of original research work integrated into year of the Programme's lines of research.

Doctoral programmes 2013-2014

- Doctoral Programme in Chemistry
- Doctoral Programme in Education
- Doctoral Programme in Humanities, Heritage and Cultural Studies (MEE)
- Doctoral Programme in Molecular Biology, Biomedicine and Health
- Doctoral Programme in Psychology, Health and Quality of Life
- Doctoral Programme in Technology (MEE)
- Doctoral Programme in the Environment
- Doctoral Programme in Water Science and Technology
- Joint Doctoral Programme in Law, Economic and Business
- Joint Doctoral Programme in Tourism

(MEE) = Doctoral Programme distinguished with the Mention of Excellence awarded by the Ministry of Education.

1.2 THE CENTRES AND THE CAMPUS

Currently the Universitat de Girona is made up of:

Faculty and schools

The faculties and schools of the University of Girona are the centres responsible for the organization of teaching and the processes that lead to obtain official qualifications. Currently they offer over forty degrees covering the five main areas of knowledge: Science, Health Sciences, Social Sciences, Humanities and Technical.

The schools are located in three campuses: the Old Town Centre and Montilivi, offering an excellent framework for the development of our students, thanks to the wide range of complementary services offered by the UdG.

- Escola Politècnica Superior (Polytechnic University School)
- Facultat d'Infermeria (Faculty of Nursing)
- Facultat de Turisme (Faculty of Tourism)

- Facultat d'Educació i Psicologia (Faculty of Education and Psychology)
- Facultat de Lletres (Faculty of Arts)
- Facultat de Dret (Faculty of Law)
- Facultat de Ciències (Faculty of Sciences)
- Facultat de Ciències Econòmiques i Empresariales (Faculty of Business and Economic Sciences)
- Facultat de Medicina (Faculty of Medicine)

Affiliated Schools

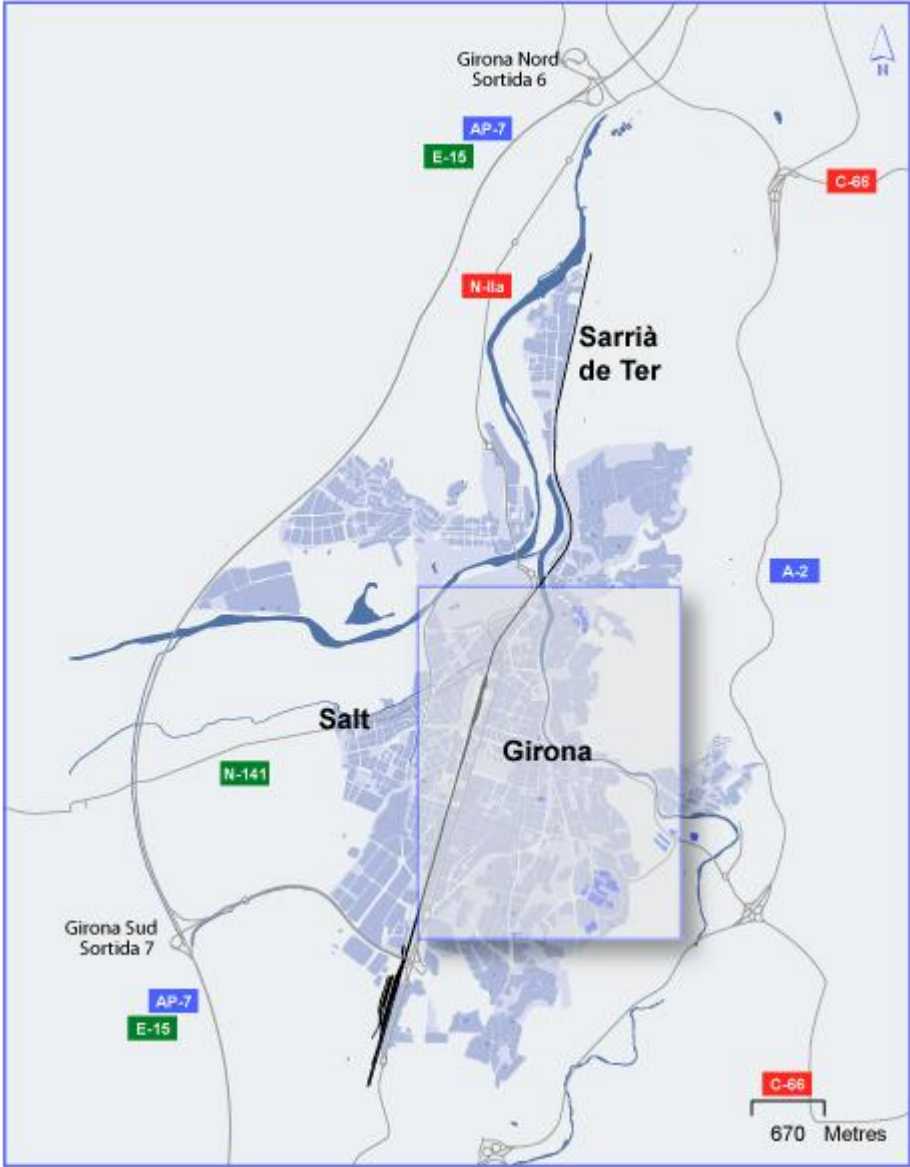
- Escola Universitària de la Salut i l'Esport (EUSES) (centre adscrit; nom en tràmit d'aprovació)
- Escola Universitària de Realització Audiovisual i Multimèdia (ERAM) (School of Audiovisual and Multimedia Production, Girona)
- Escola Universitària de Turisme CETA (CETA University School of Tourism)
- Escola Universitària de Turisme Euroaula (EUROAULA University School of Tourism)
- Escola Universitària de Turisme Formatic Barna
- Escola Universitària de Turisme Mediterrani (Mediterrani University school of Tourism)
- Escola Universitària d'Hostaleria i Turisme de Sant Pol de Mar (SANT POL de MAR University School of Hotel Management and Tourism)

The University of Girona is well established in the city, where it has three separate campuses (Montilivi, Old Town and City Centre). The Montilivi campus is the newest, with emblematic buildings spread out over an open space, the Old Campus, created through the restoration of historical buildings, is part of the historic heritage of the city, the City Centre campus is Clustered around the normal form School, restored and converted into a faculty and a school.

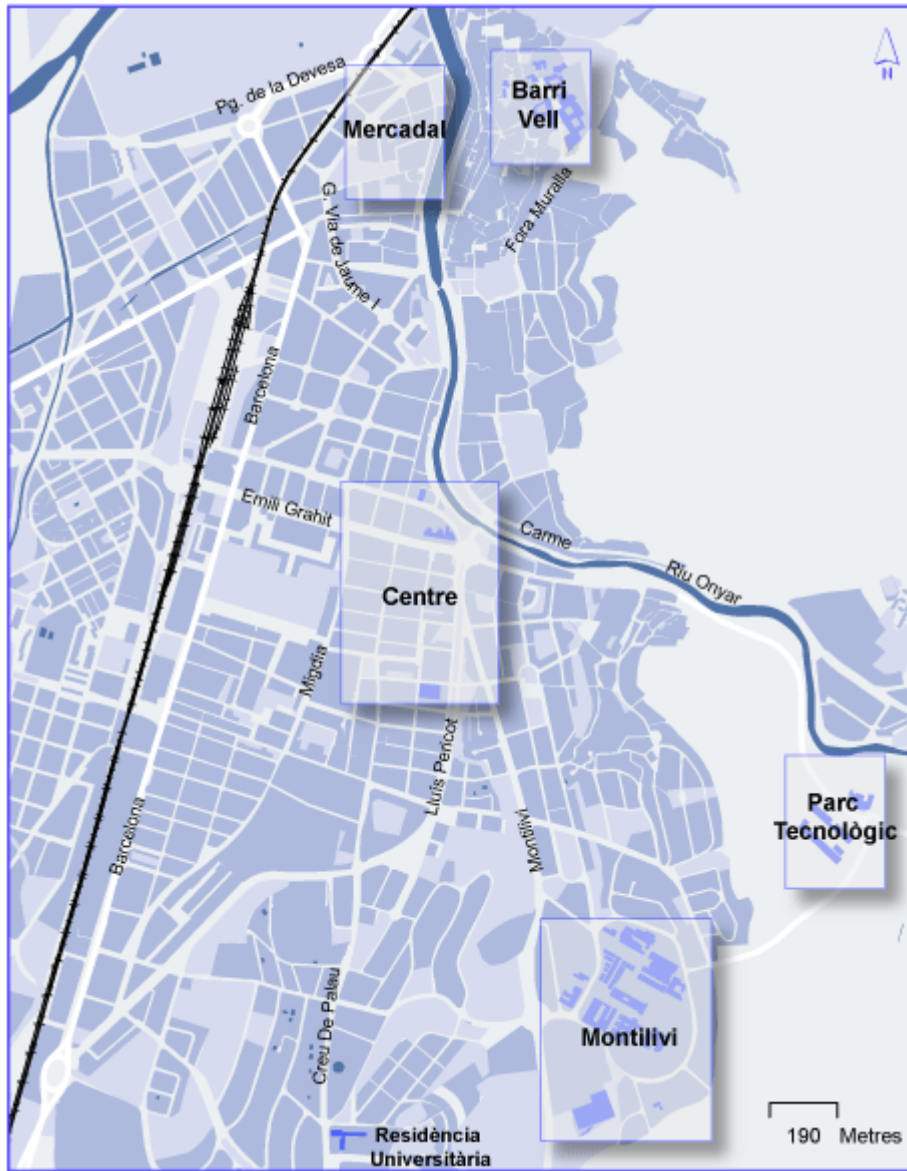
At the very heart of Girona's shopping district we find the building known as the Mercadal, seat of the UdG Foundation for Innovation and Training.

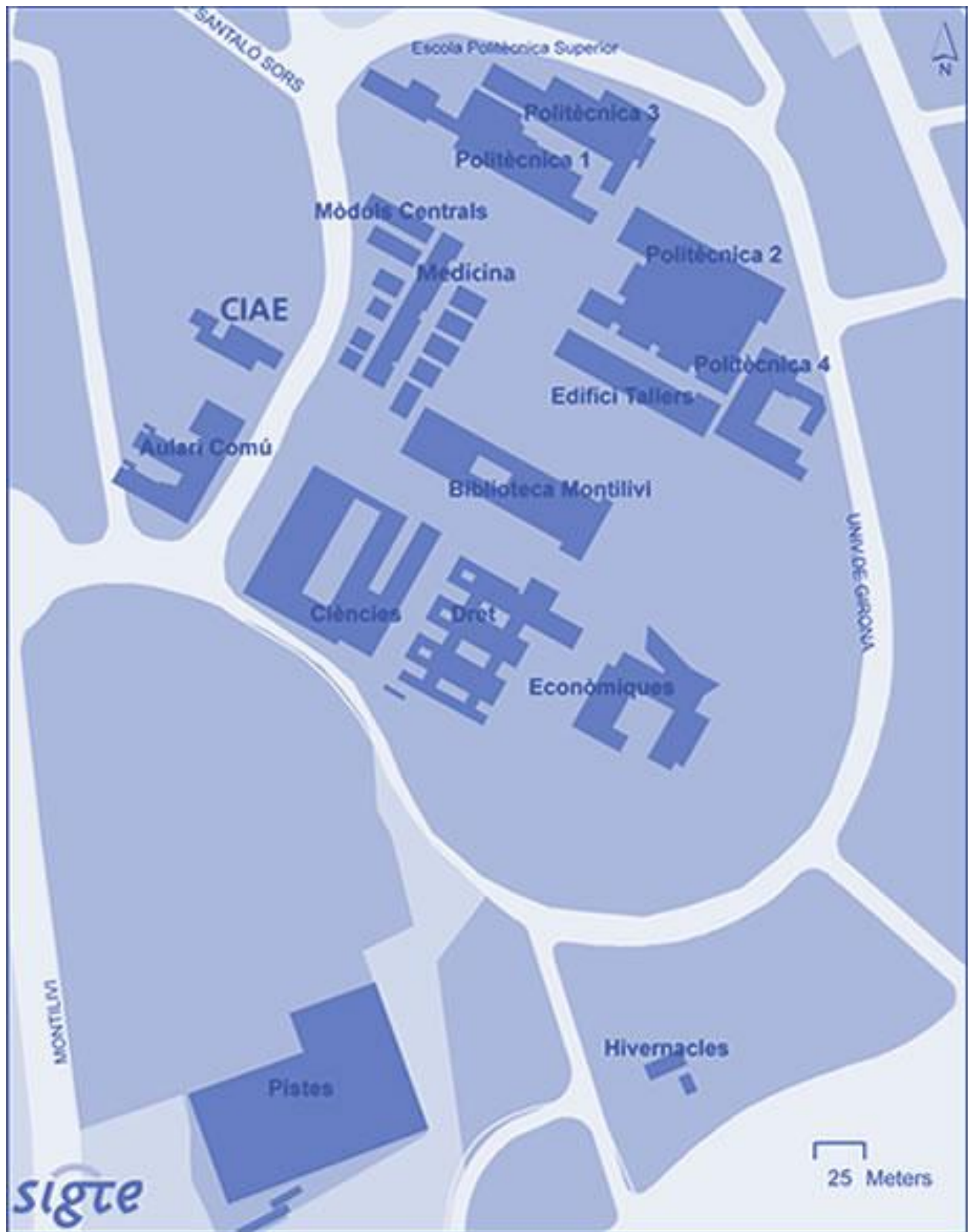
A newly developed area at the University is occupied by the Science and Technology Park in the neighborhood of the Creueta.

- Montilivi
- Barri Vell
- City Centre
- Mercadal
- Technology Park



Map of Girona to locate the various schools of the University of Girona.



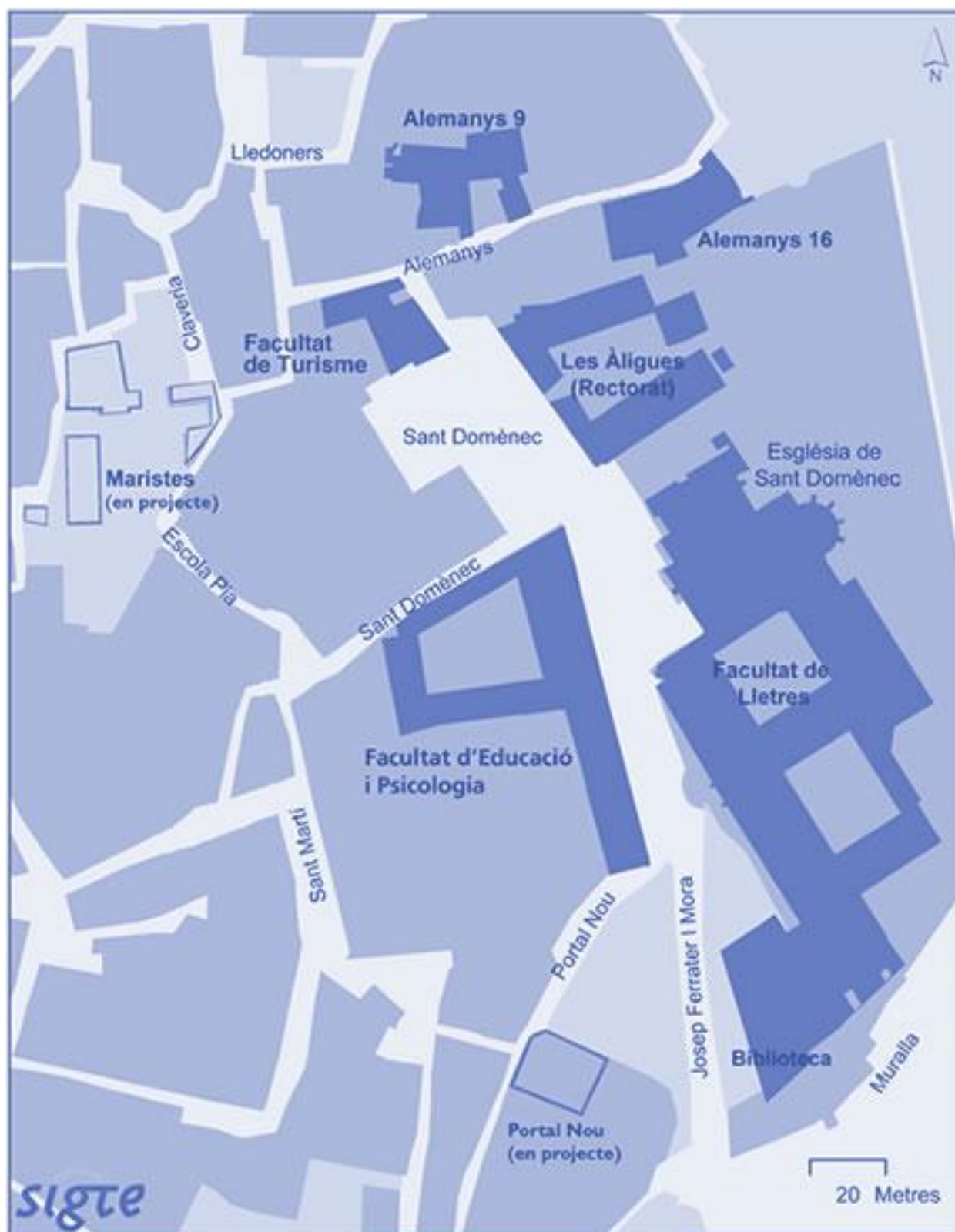


Campus Montilivi - (Avinguda Lluís Santaló s/n)

- Escola Politècnica Superior. Tel.: +34 972 418400 (<http://eps.udg.es>)
- Facultat de Ciències. Tel.: +34 972 418700 (<http://ciencies.udg.es>)
- Facultat de Ciències Econòmiques i Empresariales. Tel.: +34 972 418040 (<http://www.udg.edu/fcee>)

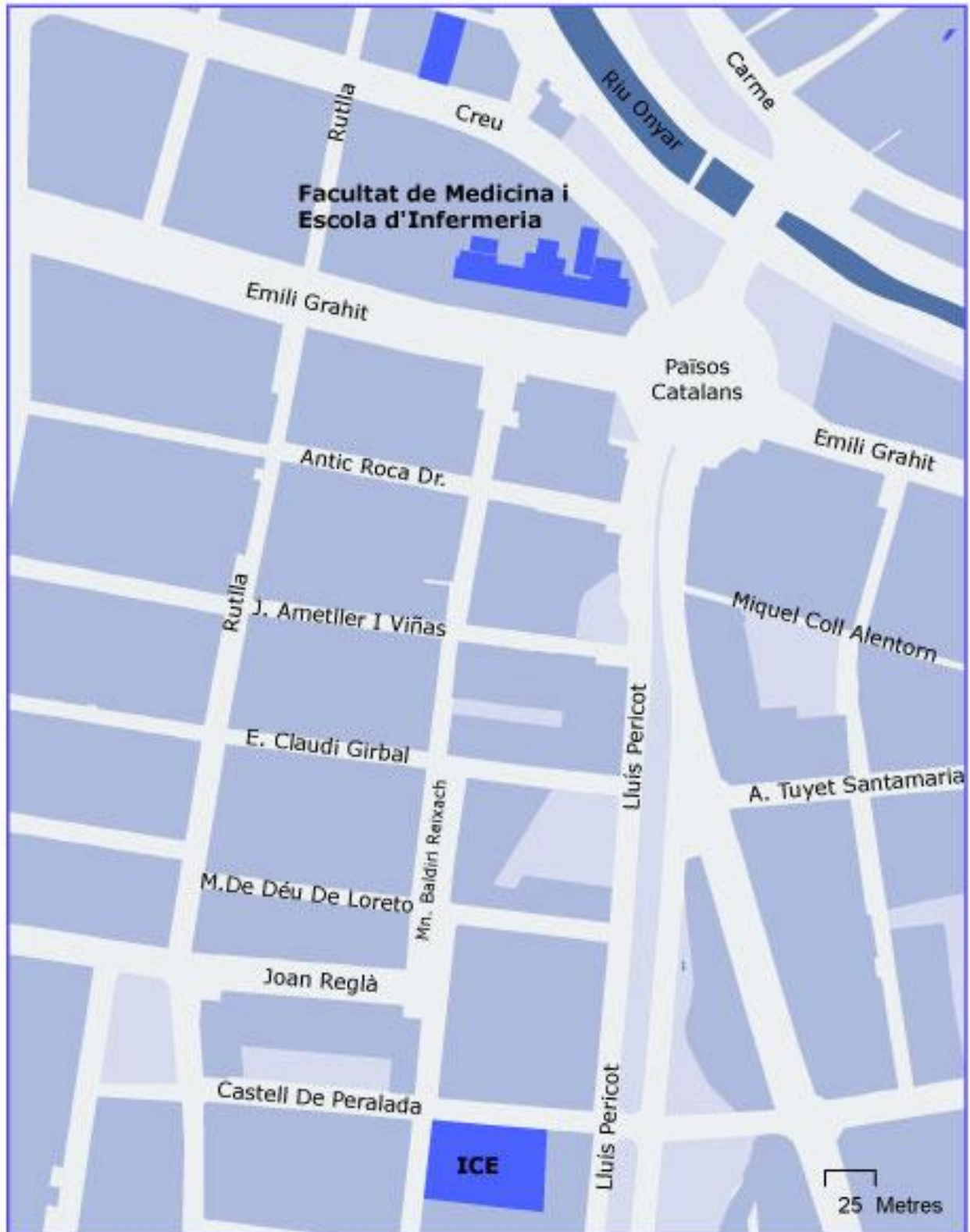
- Facultat de Dret. Tel.: +34 972 418100 (<http://www.udg.edu/dret/>)

Barri Vell



Campus Barri Vell - (Plaça Sant Domènec)

- Edifici Les Àligues. Rectorat. Tel.: +34 972418011
- Facultat de Lletres. Tel.: +34 972 418200 (<http://www.udg.edu/lletres/>)
- Facultat de Turisme. Tel. +34 972419700 <http://www.udg.es/turisme/>
- Facultat d'Educació i Psicologia. Tel.: +34 972 418300 (<http://fep.udg.es/>)



Girona Centre - (Carrer Emili Grahit, 77)

- Facultat d'Infermeria. Tel.:+34972418770 (<http://www.udg.edu/infermeria>)
- Facultat de Medicina. Tel. +34 972 419616 (<http://www.udg.edu/LaFacultat/Benvinguda/tabid/9916/language/ca-ES/Default.aspx>)
- Educació Social (Carrer Castell de Peralada 14-18)

Mercadal





- A** Edifici Recerca i Transferència
Centre d'Investigació i Gestió a les Administracions Públiques.
Serveis de Recerca. Viver d'Empreses. Grups Universitaris de Transferència
- B** Centre d'Investigació en Robòtica Submarina
- C** Centre de Noves Tecnologies Alimentàries
- D** Edifici GiroEmprèn
Centre d'Empreses
- E** Edifici Narcís Monturiol
Centre de Recerca i Innovació de les Indústries Turístiques, el Centre de la Imatge Digital i la Producció Multimèdia i el Centre d'Investigació en Visualització, Realitat Virtual i Interacció Gràfica.
- F** Edifici H₂O
Institut Català de Recerca sobre l'Aigua (ICRA)

Affiliated Schools

MEDITERRANI Escola Universitària de Turisme

<http://www.mediterrani.com>

Edifici Mediterrani

C/ Rocafort 104 - 08015 Barcelona

Tel.: +34 93 4269822

CETA Escola Universitària de Turisme

<http://www.cetaturismo.es>

C/ Aragó, 55 - 08015 Barcelona
Tel.: +34 932278090

EUROAULA Escola Universitària de Turisme
<http://www.euroaula.com>
C/ Aragó 208-210 - 08011 Barcelona
Tel.: +34 93 4510306

SANT POL de MAR Escola Universitària de Hosteleria i Turisme
<http://www.euht-santpol.org>
Hotel Gran Sol - 08395 Sant Pol de Mar
Tel.: +34 93 7600212

Escola Universitària de Turisme Formàtic-Barna
C/ Passeig de Gràcia, 66 - 08008 Barcelona.
Tel. 93 2156800

ESCOLA Universitària de la Salut i l'Esport
<http://www.euses.cat>
C/ Francesc Macià, 65 - 17190 Salt (Girona)
Tel.: +34 972 40 51 30

Escola de Realització Audiovisual i Multimedia (ERAM)
<http://www.eram.cat>
Factoria Cultural Coma Cros. C/ Sant Antoni, 1 - 17190 Salt (Girona)
Tel.+34972401300

1.3 ACADEMIC CALENDAR

Lectures

GENERAL INFORMATION: The year is divided into two semesters. Faculties can begin the academic activities of the Autumn Semester by 16th September and end by 10st January. The Spring semester can begin 10th February and end by 30th May. (We recommend checking this on the web site of your Faculty or School).

MASTER VIBOT: 2n semester (**Starts: 10th February. Ends: 6th June**).

Exams

GENERAL INFORMATION: Students are given two opportunities to pass a subject. There are three exam periods:

- Two week period between the first and second semester
- June/July
- Two/three weeks in September: second opportunity for those students who have not passed previous finals. (In some Faculties)

Written examinations are the general norm, and assessment is based mainly on factual knowledge. Some subjects require a practical exam and/or laboratory report and/or field report.

MASTER VIBOT: Students will be evaluated through continuous assessment throughout each of the three six-month taught periods. Administration of the assessment process will be conducted and recorded according to the appropriate consortium universities' normal codes, published procedures and a common pedagogic agreement between the three universities partners. The continuous assessment will correspond to essays, presentations, common projects, exam-type class test. In each university, a

local Board of Examiners will be responsible for VIBOT examinations in accordance with the regulations and procedures of the consortium. At the end of each semester, the results of the continuous assessment and a certificate of ECTS validity per student will be communicated by each consortium university to the coordinator.

The fourth semester, corresponding to the masters thesis, is evaluated based on three components: the thesis report (25% of the mark), the defence of the work (public viva, 25% of the mark), and the assessment by the host laboratory or company supervisor (50% of the mark).

The Masters Degree is awarded to students achieving a global average of 50%, provided none of their four semester's averages is below 40%. Students reaching a global average of 75% will obtain the masters degree with the distinction "Cum Laude".

Should a student average below 40% for one of the semesters, the Masters VIBOT diploma will not normally be issued. Such students will however receive an academic transcript for the course, which might be validated as a post-graduate certificate or post-graduate diploma in one of the institutions. They are also given the possibility to retake modules at the next opportunity (i.e., the subsequent year). Remedial work might be suggested in exceptional cases (diseases, accident...) by agreement of the IMAB.

Holidays

There are three holiday periods:

- Christmas break (usually from 22nd December to 6th January both included)
- Easter break (from 12th April to 21st April, both included)
- Summer break (July and August)

Moreover, there are several local and national holidays that may produce long weekends:

- National Day of Catalonia, 11th September 2013
- Pilar, 12th October, 2013
- Sant Narcís, 29th October (local holiday) 2013
- All Souls' Day, 1st November 2013
- Constitution Day, 6th December 2012
- Immaculada, 8th December 2013
- Labour Day, 1st May 2014 (also 2nd May 2014)
- Sant Joan, local holiday, 24th June 2014
- UdG party, 25th April 2014

Normally, at the 2nd term, the final qualification of each subject will be calculated according to the marks obtained in each evaluated activity. The different activities are different in the different subjects of the 2nd term, but generally they are related to written examinations (theory concepts and problems), the evaluation of the practical activity works in the labs, and the presentations of the different proposed works. You can see the different proposed activities for the evaluation process for each subject of the 2nd term in the intranet of the University of Girona "La Meva UdG"

1.4 THE LANGUAGE

GENERAL INFORMATION: The Universitat de Girona falls under the jurisdiction of the Generalitat de Catalunya, the official language of which is **Catalan** together with Spanish. The Llei de Normalització Lingüística (*Language Standardisation Law*) establishes that Catalan is the normal language of instruction at all levels of education and in the administration. Consequently most of the documentation generated in the University and most classes are taught in Catalan, but this need not be a concern for those interested in being part of the community of UdG students, since all kinds of Catalan courses are organised and, as a last resort, the whole population understand and can express themselves in Spanish.

MASTER VIBOT: All technical delivery (staff/student contact, support material and assessments) will be in English. All administrative and advertising information will be available in English. The local culture

modules include introductory French and Spanish tuitions. During the first semester at Heriot Watt, the students have the opportunity to enrol to language courses in French and Spanish, through Heriot-Watt's language department, should they wish to prepare for their subsequent stays in France and Spain. Similar opportunities exist in the University of Girona and the University of Burgundy through their Centres of languages.

1.5 RIGHTS AND OBLIGATIONS OF THE STUDENTS

Article 39

1. The rights of the students of the University of Girona are:

- a) To receive quality education and instruction, demanding active participation and compatible with social realities, and providing access to culture, sport and mutual respect and consideration, as well as the development of their critical, organisational and creative capacities.
- b) To not be discriminated against for reasons related to country of origin, sex, sexual orientation, ethnicity, personal opinion, religion or any other personal or social circumstance.
- c) To receive information about syllabi and their objectives and continual advice concerning the development of their studies and themselves as students.
- d) To have access to course descriptions, including objective assessment criteria, and to see and discuss their final exams according to the rules established by the Governing Council.
- e) To have available installations suitable for the normal development of studies.
- f) To participate in university extension programmes.
- g) To be informed of issues affecting the university community.
- h) To participate in the governing bodies of the University, in accordance with the University Statutes.
- i) To exercise freedom of association, of information, of expression and of assembly on the university campuses in accordance with the terms and conditions of use established by the University.
- j) To receive support for their participation in associative activities.
- k) To make use of University installations and services in accordance with their purposes and the regulations governing them.
- l) To participate in the establishment and modification of general assessment criteria.
- m) To participate in the establishment and modification of syllabi.
- n) To intervene actively in university life and, when appropriate, to formulate claims and complaints about the quality of the instruction they receive and actions taken by different University bodies.
- o) To require that the governing bodies of the University undertake their public defence when they are subjected to public defamation.
- p) The University of Girona expresses its willingness and commitment to assist students in their efforts to integrate into the labour market in each and every field.

2. The students must exercise their rights with full recognition of the dignity of persons, democratic principles and the rights of other members of the university community, respecting common property.

3. The obligations of the students of the University of Girona are:

- a) To follow the academic and instructional activities of the University and participate in them.
- b) To undertake the tasks corresponding to their status as university students with the required dedication and utility.
- c) To comply with statutory regulations and other internal rules of the University.
- d) To cooperate with the rest of the university community in order to contribute to the attainment of objectives and to improve the functioning of the University.
- e) To attend meetings of and participate in the governing and representational bodies of the University to which they have been elected or appointed.
- f) To respect and conserve the University heritage.

2. Some Services of the Universitat de Girona

ATTENTION!

UdG administrative services are usually open:

Academic Secretary:

Mornings:	Monday to Friday	from 9:30 a.m. to 1:30 p.m.
Afternoons:	Tuesday and Wednesday	from 3:30 p.m. to 4.45 p.m.

2.1 OFICINA DE RELACIONS EXTERIORS (*EXTERNAL RELATIONS OFFICE*)

The mission of the **External Relations Office** is to:

- **Be the point of reference for mobility programmes and the internationalisation of the University of Girona.** At the University that means providing incentives, and channelling and facilitating the initiatives that emerge in this area. From outside the UdG it means being the gateway and focal point for other institutions and university community members from other countries who wish to collaborate and/or study with us.
- **Collaborate in the development of the international policies** of the UdG.
- **Assure and monitor the implementation** of those policies.
- **Provide support for UdG government officers** whenever they participate in international meetings. The ORE collects and manages data about the UdG's participation in **international networks and**

associations and collaborates in different projects of various sizes associated with community funding, such as ALFA or TEMPUS, or **specifically related to the Office** or to the **UdG community in general**.

- **Collaborate in improving external knowledge** about our University by participating in relevant international forums and fairs.
- **Coordinate and manage the accommodations offered at the UdG** to participants in international mobility programmes.

Sra. Raquel Solà (contact person)

Oficina de Relacions Exteriors

Edifici "Les Àligues" - Rectorat

Plaça Sant Domènec, 3

17071 Girona

<http://www.udg.edu/serveis/Serveisuniversitaris/ORE/tabid/5212/language/en-US/Default.aspx>

Tel. +34 972418028 / Fax +34 972 418031

E-mail: cap.ore@udg.edu / raquel.sola@udg.edu

2.2 SERVEI DE LENGÜES MODERNES (MODERN LANGUAGES SERVICE)

<http://www.udg.edu/llengues/>

The Universitat de Girona resides in a growing multilingual context. Within such a framework language learning is an obvious necessity and the University Modern Languages Service aims to provide the entire university community with the necessary linguistic training in several languages: English, French, German, Catalan and Spanish.

GENERAL INFORMATION: With the objective of attending to the possible needs of students and professors coming from abroad the Universitat de Girona, through this Service, offers intensive and extensive courses in both Catalan for non-native speakers and Spanish for foreigners. These courses provide learners with the basic knowledge and the necessary resources to facilitate comprehension in coursework and communication in daily life activities from day one. Moreover, these courses give learners the possibility of taking the official exams organised at the University in order to obtain, where appropriate, the International Certificate of Catalan or the Diploma of Spanish as a Foreign Language from the Cervantes Institute.

Students who wish to take coursework at the Universitat de Girona have the 'Interc@t': multimedia training system in Catalan language programme at their disposal. This programme gathers a large number of Catalan language resources into a single web page and is highlighted by the interactive course 'Speakc@t', which enables students to familiarise themselves- before their arrival -with the basic vocabulary and language structures found in the most common conversational situations. The address is as follows and its access is totally free: <http://www.intercat.gencat.es>. In addition, students will have the availability of tutors who can guide them through the material and help them with any doubts they may have.

The Modern Languages Service offers three language levels: level 1 (basic), level II (intermediate) and level III (advanced). Their programme content complies with those determined by the European Council via the ALTE (Association for Language Testers in Europe). The first level Catalan course (free for exchange students) is offered before the beginning of each lecturing period (in September and in February) and enables students to follow coursework after one month of training. This training is further completed by the language exchanges offered to each of the students through a speaking

exchange programme with Catalan students who are also learning languages. For more detailed information, please consult:

<http://www.udg.edu/slm/Cursosinformacioiinscripcions/tabid/6904/language/en-US/Default.aspx>

MASTER VIBOT: There is a specific Local Culture Module for the master Vibot students, organized by the Servei de Llengües Modernes of the University of Girona.

Servei de Llengües Modernes
Faculty of Law
Campus de Montilivi
Avda. Lluís Santaló s/n
17071 Girona
Tel. +34 972 418264 or +34 972 418232
Fax +34 972 418121
E-mail: llengues@udg.es

2.3 SERVEI D'ESPORTS (*SPORTS SERVICE*)

<http://www.udg.edu/esports/>

To join the "Servei d'Esports", it is necessary to fill in the form and pay a small amount (approximately 30€). Members are entitled to a membership card that gives them the right to participate in the activities that the "Servei d'Esports" organises and access various sports facilities in the city.

For more information:

Servei d'Esports
Campus de Montilivi
Zona Esportiva
17071 Girona
Tel: +34 972 418060 / Fax: +34 972 418803
E-mail: esports@udg.es
[http:// www.udg.edu/esports](http://www.udg.edu/esports)

Membership cardholders get discounts in various establishments. Members are informed of these establishments upon joining.

2.4 SERVEI DE BIBLIOTECA (*LIBRARY SERVICE*)

<http://www.udg.edu/biblioteca>

The library service provides computers and lends library materials to cover your course or research needs in each Faculty or School.

Photocopy service is available in all the libraries. Moreover, any material that you need and is not in our libraries can be obtained through inter-library loan, with the possibility of contacting other libraries through Internet (for example CSIC [Higher Council of Science and Research], the British Library, the National Library of Paris, the Library of Congress, etc.)

Currently the library of the Universitat de Girona has a good collection -more than 170,000 pieces- including books, magazines, CD-ROMs, maps, etc. covering a wide range of subjects.

To become a library user, you only need to show your student or staff member card. The general timetable is as follows, although it is recommended to check it out in each library:

Barri Vell Unit:

[Timetable](#)

Montilivi Unit:
Èmili Grahit Unit:

[Timetable](#)
[Timetable](#)

2.5 COMPUTER ROOMS

There are also computer rooms in each centre and can be used by any member of our university community with the condition of adhering to each room's timetables. The general timetable is the following, although you should consult the timetables of each room.

Monday – Friday: from 8.00h to 21.30h

2.6 CAFETERIAS, BARS AND DINING ROOMS

All the faculties have bars or mini-bars and cafeterias and, on almost all the university Campuses, you will find dining room and restaurant services. Most of these services are not run by the University itself but rather are chartered to external companies. The University assigns them a given price structure (always more economical than in establishments outside UdG), which is periodically established for products that are basic or commonly consumed and these prices have to be posted for public perusal. The minimum opening hours of these university bars and restaurants vary according to the needs of the centre, but it is basically from 8:00 am to 7:30 pm from Monday to Thursday and from 8:30 am to 6:00 pm on Friday. During the month of August they close for holiday.

2.7 PHOTOCOPIES

The teaching centres of the Universitat de Girona have reprography services, which, like the cafeterias, bars and dining rooms, are chartered to external companies. These reprography centres, besides photocopying some type of material at a price somewhat lower than external establishments, also sell class notes and educational publications (except books).

2.8 STUDENT ASSOCIATIONS and CULTURAL ACTIVITIES

At the UdG exists many student associations established on common thematic, political or social interest. You can consult them on the web page or contact the students' official representation organ: "el Consell d'Estudiants" (*Student Council*). <http://www.udg.edu/consellestudians>

The UdG actively participates in the cultural life of Girona, either as an active participant or providing institutional support to other initiatives.

Here you will be able to do **theatre**, in classrooms through annual performances, or through the organisation of performance functions, seminars and courses (<http://www.udg.edu/viualaudg/iCultura/Auladeteatre/tabid/4996/language/ca-ES/Default.aspx>).

You can sign in the **UdG Choir**, and participate in the University's own academic functions or as part of exchanges with other cultural groups of the country (<http://www.udg.edu/viualaudg/iCultura/CordelaUdG/tabid/4997/language/en-US/Default.aspx>).

The **Xoriguers human tower group** is also one of the most emblematic of the UdG: it organises human castle competitions with groups from other universities and participates in both civic and university events (<http://www.udg.edu/tabid/7023/Default.aspx>).

3. The Region and the city

3. THE REGION AND THE CITY

Catalonia is situated in the Northeast of the Iberian Peninsula. The Pyrenees mark its northern border; the eastern is the Mediterranean Sea; the west borders with Aragon and the south with Valencia.

Catalonia identifies itself but as a nation, with this word meaning a geographical and historical area whose inhabitants share a common language and a common culture.

Catalonia used to be a country in its own right. Its history, former political strength and independence, are all factors that have contributed to a culture that is quite distinct from others in Spain. Catalan culture is a Mediterranean one, influenced more by the Greek and Roman settlements than by the Moorish heritage as in the rest of Spain.

As an autonomous community in the modern political structure of Spain, Catalonia has its own governmental institution, the Generalitat, which is comprised of the Parliament, the President of the Generalitat and the Consell Executiu (*Executive Council*) or Government.

There are two official languages in Catalonia: Catalan, a Romance language derived from Latin and Castilian or Spanish. With knowledge of French or Italian and Spanish any visitor should find easy to understand the local language

It is well admitted that Catalonia is of outstanding economic importance to the Spanish State. With a surface of 32,000 Km² (an area similar to Belgium), which is equivalent to only 6,3 % of the whole Spain, it nevertheless has 15% of population (about six million inhabitants) and 25% of industry. In European terms, the economy of Catalonia has a greater turnover than Portugal or Ireland, almost comparable to Greece. Catalonia is considered to be the "economic motor of Spain" since it played the leading role in the Spanish industrial revolution. Together with Rhone-Alps, Lombardia and Baden Wutteberg, Catalonia is also one of the so-called Fourth Motors of Europe.

Girona is one of the four provinces that, together with Barcelona, Tarragona and Lleida, make up the Autonomous Community of Catalonia. Each province, in turn, is divided into counties. The counties in the province of Girona are: El Gironès, La Selva, El Pla de l'Estany, L'Alt and El Baix Empordà, La Garrotxa, El Ripollès and La Cerdanya, and some worldwide known sites are placed there.

The Girona coast, covering L'Alt and El Baix Empordà, is universally known as the Costa Brava, one of the preferred holiday zones for tourists from all over the world. Along more than two hundred kilometres, its untouched nature areas and botanical gardens alternate with fishing villages and cosmopolitan urbanisations. In L'Alt Empordà, you can find Dali's museum, in Figueres, one of the Spain's most visited museums, and the ancient ages are present in Empuries, with Roman and Greek remains. Also the inland panorama is extremely varied forested mountains (La Cerdanya), where you can practise ski during winter season, protected natural parks, one of the most important volcanic areas in Europe (La Garrotxa) and a lake that hosted the 1992 Olympic Games rowing events (Banyoles, El Pla de l'Estany).

The city of Girona is the capital of the province. It is placed in El Gironès, on the banks of the Ter and Onyar rivers. Girona, with a population of about 87,000 inhabitants is a small city that still conserves the quality of life that has been lost in larger ones. It is a hectic administrative and university centre, pole of commercial and cultural attraction, with the highest quality of life in Catalonia and almost for the whole Spain. It is situated in a privileged place, hardly an hour from Barcelona or from the French border and about two from the Pyrenees. Founded by the Romans, it is one of the oldest cities in Catalonia with more than 2,000 years of history. European history! we can say, even the Seat of Carlemany (Charlemagne, Karl de Große, Karel de Grote...) is in the Cathedral. But that's not the only treasure in the city. Its exceptional old part is one continuous monument of temples, belfries, houses, palaces and walls, and it contains one of the best-preserved Medieval Jewries in Europe.

...And those are only some of the reasons which make Girona a cute place to stay!, then you will discover the others

More information (in English and Catalan) about Catalonia in general and the city of Girona can be found at the following URLs:

<http://www.costabrava.org/>

<http://www.dlleure.com/en/costa-brava.html>

<http://www.girona.cat/>

http://www.gencat.cat/index_eng.htm

<http://www.catalunyarecerca.info/>

4. Your Stay in Girona and its University

Practical Information

4.1 START FROM THE BEGINNING...

In a sense, your stay at the Universitat de Girona begins when you set off on the trip. Before leaving home, make sure you have all the documentation and equipment that you will need.

The Oficina de Relacions Exteriors should also be your contact point for any consultation that you may want to make, both before coming and during your stay. The address is the following:

Oficina de Relacions Exteriors
Rectorat (edifici "Les Àligues")
Plaça Sant Domènec 3
17071 Girona
Tel.: +34 972 418028
Fax: +34 972 418031
E-mail: cap.ore@udg.es / raquel.sola@pas.udg.es

Here we shall register your arrival and provide you with information on:

- Obtaining the UdG student body card
- Contacting with your tutors at the UdG
- Obtaining the sports facilities card
- Information about lodging
- Local Culture Course
- Cultural activities and excursions
- Other information

Your academic tutors at the University of Girona are: Dr. Robert Martí (marly@eia.udg.edu), Dr. Joaquim Salvi (qsalvi@eia.udg.edu), Dr. Arnau Oliver (aoliver@eia.udg.edu) and Dr. Xavier Cufí (xcuf@eia.udg.es). These professors are members of the academic staff of Master VIBOT. For not academic matters please contact to Aina Roldán (secre-vibot@eia.udg.edu) the secretary of VIBOT Department.

4.2 HOW TO GET TO GIRONA?

From EUROPE

By plane

Most times, getting to Girona by plane means arriving at the airport of Barcelona “El Prat” and coming to our city from there. There are two ways to reach Girona from BCN airport: by bus or by train.

The bus service from the Barcelona airport “El Prat” to Girona city is run by the company Alsa. The trip lasts 1.30h and price is 21 Euros. Departures are in Terminal T1, T2B. You can make the reservation or see the future timetables in <http://www.alsa.es/>

To use the train option (RENFE is the name of the Spanish train company), you must catch a train-shuttle from the airport to the *Barcelona- Sants* train station, where you can change trains for Girona. The train- shuttle is next to the terminal B and departures are every 15 minutes. In spite of changing trains, when you buy the ticket at the airport station, you can buy it for the whole Barcelona airport-Girona trajectory.

By train

The City of Girona is well linked by rail with numerous trains to and from Barcelona as well as to and from EUROPE. You can arrive from EUROPE by train from the station of Cervera or direct from some European capitals (Paris, Milan, Geneve, etc). There are also direct trains from Madrid to Girona. In this case, the trip takes about 9 hours and you can travel by day or by night.

For further information:

<http://www.renfe.es/>

For more information about timetables and fares, visit the web page:

<http://www.renfe.com/EN/viajeros/index.html>

By road

Girona connects directly with Europe and Barcelona with Motorway AP-7 and National Highway N-2. There also exists a coach-lines providing service from a wide range of European cities with a stop in the bus station of Girona.

4.3 HOW TO GET TO THE UNIVERSITAT DE GIRONA?

The first important warning is that the architectural element that characterises the old part of the city of Girona is the stairs, and they, consequently, characterise the accesses to the services and faculties of the Barri Vell (old part) Campus: Rectorship, Faculty of Arts and Faculty of Tourism.

If you drive to Girona, signs to UdG are clearly visible from the time you enter the City. Attention! The Oficina de Relacions Exteriors is located in the Rectorship of the University, in “Les Àligues” building. To park in that zone, we recommend the car park located behind the wall and which, logically, is duly indicated by signs.

The coach station and RENFE (name of the Spanish train company) station are located downtown. To get to the Montilivi campus, you can take a taxi or line 8 and line 11 of the city bus company (TMG). You can get to the Barri Vell Campus by taxi, by bus (line 7 TMG), or even on foot. Bus fare is 1,30 € and taxi fair for this trajectory including luggage is about 5 €. You can also leave your luggage at the train station's baggage check (4€/24h)

4.4 ACCOMMODATION

Girona Housing is the new housing reservation service that the University of Girona has introduced in cooperation with **Resa Housing**, an agency with more than 10 years of experience acting as a housing intermediary between owners and university communities.

Girona Housing's reservation system, which is based on a database of rental properties, guarantees high standards of quality and comfort. Users of the service must pay associated real estate agent fees. This housing database includes various rental options: flats, rooms, family homestays, university rooms and university residences.


This service is intended for all those persons who, due to their connection with the University of Girona, have to relocate to this city. For this reason, each year – until 15 June – priority is given to applicants who come to the UdG as part of an exchange or mobility programme.

- Girona Housing **services:**

Are you looking for housing?	Do you have housing to rent?
<ul style="list-style-type: none"> • Fully furnished flats and apartments 	<ul style="list-style-type: none"> • Fully furnished flats and apartments
<ul style="list-style-type: none"> • Room rentals 	<ul style="list-style-type: none"> • A room in a shared flat
<ul style="list-style-type: none"> • With a family 	<ul style="list-style-type: none"> • Family homestay
<ul style="list-style-type: none"> • University rooms 	
<ul style="list-style-type: none"> • University residences 	

Are you looking for housing?

All students and other persons who come to Girona as part of an exchange or mobility programme will receive priority treatment. To begin, first and before registrer contact us at allotjament@udg.edu . We'll reponse and inform you about terms and fees.

All other members of the university community may also use the services of Girona Housing. First, though, you must register on the [website](#) and fill out a housing request form. Right away we will to your email address your registration code with which you will be able to request housing visits or make reservations. **[Click here for the service terms and fees for renting flats, apartments, rooms and families.](#)** 

Other accommodation services at the University of Girona

SAU

Residences hall (RESA), Apartments (Unihabit)

Pisos Isacc el Cec (Only for teachers and visitors)

Viure i Conviure

Other accommodation in Girona

Official Tourist Information - Hotels, B&B, Apartments, Youth Hostels

Oficina de Turisme de Girona

Joan Maragall, 2

17002 GIRONA (Spain)

Tel. +34 872 975 975

Fax: +34 872 975 999

turisme@ajgirona.org

<http://www.girona.cat/turisme/eng/index.php>

4.5 VISA

OFFICIAL PROCEDURES TO ENTER AND REMAIN IN SPAIN AS A STUDENT

1. For EU students

You do not need any visa or previous documentation. A valid passport or identity card allows you to enter into Spain. However, for a stay of over three months students must go to the:

OFICINA DE EXTRANJEROS DE GIRONA
(Foreigners' Office of Girona)
OPEN MONDAY TO THURSDAY FROM 8:30 TO 15:00
AV. JAUME I
TEL. 972 069 140

EU students do not need authorisation or a work permit to carry out remunerated activities. All they need is a Foreigner Identification Number (NIE) which can be applied for in the Foreigners' Office.

2. For non-EU students

- Before arriving in Spain

Apply for a STUDENT VISA in the Spanish Embassy or Consulate closest to your place of residence in your own country. One of the documents you must present when applying for a visa is the Letter of Acceptance by our University. You can contact our VIBOT Administrator to obtain your Letter of Acceptance.

Important: A tourist visa is not enough to study in Spain.

- Once in Spain

Within a month of entering Spanish territory (with a student visa), you must go to the:

OFICINA DE EXTRANJEROS DE GIRONA
(Foreigners' Office of Girona)

OPEN MONDAY TO THURSDAY FROM 8:30 TO 15:00

Av. Jaume, 1
TEL. 972 069 348

More information available at:

Ministry of the Interior: <http://www.mir.es>

Ministry of Foreign Affairs: <http://www.mae.es>

Consulates and Embassies of Spain: <http://www.mae.es>

To renew the NIE you have to do it 60 days before its expiring date, at the same place.

1- HEALTH CARE

Foreign students must have some type of health insurance during the time they remain as students at the University of Girona.

1. School Insurance

Obligatory school insurance provides coverage to foreign students who are less than 28 years old, as long as they are RESIDENTS of Spain. Therefore, foreigners with VISAS or AUTHORISATION TO REMAIN IN SPAIN AS STUDENTS are not eligible.

2. EU citizens

Sanitary European card (TSE).

This card is individual and certifies the right of his(her, your) holder to receive the sanitary presentations that are necessary from a medical point of view, during a temporary stay in any of the integral countries of the European Union (Germany, Austria, Belgium, Czech Republic, Cyprus, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, Sweden), of the Economic European Space (Iceland, Liechtenstein, Norway) and Switzerland, having in counts(tells) the nature of the presentations and the duration foreseen of the stay. The period of validity consists in the Sanitary European Card. The sanitary assistance will be received in equality of conditions by the policyholders of the country to which it(he, she) moves. (More information at www.seg-social.es (International / Reglamentos Comunitarios)

3. Agreements with other countries

The Spanish Social Security system has entered into agreements with the health systems of other countries (Brazil, Peru, Chile, Ecuador, Uruguay, Paraguay, Morocco, among others).

Before coming to Spain, check if your country is one of those. If so, request the corresponding document as proof to have access to health care provided through the social security system in Spain.

More information available at: www.seg-social.es (Internacional / Convenios Bilaterales)

4. Private health insurance

Foreign students who are not covered by health insurance in any of the previously mentioned ways must contract a private health insurance policy.

2- AUTHORIZATION TO WORK WITH A STUDENT CARD

In exceptional cases, foreigners who have a student card are authorized to be employed as workers, as long as those activities are compatible with their studies and do not represent their primary means of support. In other words, having a job and earning money does not exempt them from the obligation to demonstrate they have the economic means to support themselves in Spain as students.

This authorization allows them to work in a specific company and geographic area. It is not given for longer than the validity of the student card.

The application can be submitted in the Foreigners' Office or in the *Subdelegación del Gobierno* (Office of the Government Delegate) in the city where the employment offer is made.

3- FAMILY MEMBERS OF FOREIGN STUDENTS

According to the legislation currently in force:

“Foreigners who have obtained a visa for studies leading to a valid academic degree or for research, or those who are already in Spain as students, can apply for the corresponding visas that allow their family members to enter and remain in Spain legally during the length of those studies or that research. Those foreign students or researchers are not required to establish themselves previously for any period of time, and family members can apply for visas at any moment after the students or researchers have requested a visa.”

For more information:

OFICINA DE EXTRANJEROS DE GIRONA
(Foreigners' Office of Girona)
OPEN MONDAY TO THURSDAY FROM 8:30 TO 15:00
AVDA. JAUME I, 17
TEL. 972 069 140

NIE (*Número de Identificación de Extranjero*).

All residents and non-resident foreigners with financial affairs in Spain - regardless of whether they are EU citizens or from a non-EU country - must have a foreigner's tax identification number or NIE (*Número de Identificación de Extranjero*). This is the equivalent of a Spaniards *Número de Identificación Fiscal* (NIF) which serves as a fiscal identification number.

An NIE is essential for any fiscal transactions in Spain where money will be paid to the Spanish Inland Revenue office (*Ministerio de Hacienda*). The NIE number should be quoted in all dealings with tax authorities.

An NIE number is needed to:

- Open a bank account
- Buy, sell or insure property
- Arrange credit terms or a mortgage
- Pay taxes
- Be paid for employment
- Apply for a business permit
- Register with social services
- Apply for a driver's licence

How to Apply for NIE Number

An application for an NIE number is made at the foreigners department (*Oficina de Extranjeros – Av. Jaume I*). No appointment is needed although one is advised to arrive early.

The items required may vary between offices however; the following will probably be required:

- Valid passport and photocopy
- Two passport sized photographs
- Address in Spain
- Certified documentation stating the reasons for applying for the NIE

Processing the application takes about 45 days approximately. Usually, the office will issue a date to collect the NIE which should be done in person; notification is not made by post or telephone.

A non-resident needing an NIE number (for example, to purchase property), may be able to apply through the Spanish Embassy of their home country.

SCHENGEN TREATY

According to Organic Law 8/2000, art. 28,

1. Residents can leave Spanish territory freely, except in cases anticipated in the Penal Code and in this law.
2. Exceptionally, the Ministry of the Interior can prohibit someone from leaving Spanish territory for reasons of national security or public health. The cases will always be investigated and subsequent rulings made on an individual basis.
3. Leaving will be obligatory in the following situations:
 - A. Deportation from Spanish territory by court order, in cases anticipated by the Penal Code.
 - B. Deportation or repatriation agreed to by administrative decision in cases anticipated by this law.
 - C. Administrative rejection of the applications submitted by foreigners to remain in Spanish territory, or no authorization to be in Spain.

OBLIGATORY DEPORTATION:

The passport of the foreigner is stamped to indicate the last day he or she can remain in Spain.

Obligatory deportation takes place in the following cases:

- a) Denial of an extension of stay
- b) Denial of a residence permit
- c) Denial of a student card
- d) Denial of refugee status
- e) Denial of an extension of the residence permit
- f) Denial of an extension of the student card
- g) Denial of an extension of refugee status

DEPORTATION OF THE FOREIGNER:

This is a coercive administrative measure imposed on foreigners who have acted illegally by entering or trying to enter Spanish territory without having met the requirements in the following cases:

- a) Being in Spain when a prohibition to enter is still in effect, decreed by the Spanish governmental authorities or by any of the Schengen countries, as a consequence of a previous deportation.
- b) Attempting to enter Spanish territory illegally, at the border or in its vicinity, or travelling through Spain; being on the beach immediately after arriving by boat; or being hidden in a lorry heading from the Spanish interior to any other point in the Schengen area.

SCHENGEN AGREEMENT

Protocol for the Accession of the Governments of the Kingdom of Spain and the Portuguese Republic to the Convention implementing the Schengen Agreement of 14 June 1985 between the Governments of the States of the Benelux Economic Union, the Federal Republic of Germany and the French Republic on the gradual abolition of checks at their common borders, signed at Schengen on 19 June 1990 and to which the Italian Republic acceded by the Agreement signed at Paris on 27 November 1990.

The entry into force of the Convention implementing the Schengen Agreement entails the abolition of checks at internal borders and their transfer to external borders.

Any person who has lawfully entered the territory of one of the Contracting Parties by its external border may normally move about freely within the territory of all the Contracting Parties during a period not exceeding three months.

The countries that are currently party to the Schengen Agreement are: GERMANY, AUSTRIA, POLAND, CZECH REPUBLIC, SLOVAKIA, HUNGARY, SLOVENIA, BELGIUM, DENMARK, SPAIN, FINLAND, FRANCE, THE NETHERLANDS, ESTONIA, LATVIA, LITHUANIA, ICELAND, ITALY, SWITZERLAND, GREECE, MALTA, LUXEMBOURG, NORWAY, PORTUGAL and SWEDEN.

DOCUMENTATION

The following documentation is required to move freely between the Countries that are party to the Schengen Agreement.

1. SPANISH CITIZENS: national identity card or valid passport.
2. CITIZENS OF THE OTHER MEMBER COUNTRIES OF THE EUROPEAN UNION OR OF THE ECONOMIC AREA: national identity card or valid passport.
3. RESIDENT FOREIGNERS IN A COUNTRY THAT IS PARTY TO THE SCHENGEN AGREEMENT: Valid travel document or residence permit.
4. NON-RESIDENT FOREIGNERS IN A COUNTRY THAT IS PARTY TO THE SCHENGEN AGREEMENT: Valid travel document, with a visa when required. In these cases the following periods of time apply to this free movement:

Holders of uniform visas, valid in the territory of all the countries mentioned, can travel for the period indicated in the visa.

Those not obliged to have visas can travel for a total of three months within a six-month period beginning on the date of first entry.

The holders of resident permits issued by any of the countries mentioned can travel for up to three months.

You can find the necessary documentation in the web page <http://www.mir.es/SGACAVT/extranje/>

4.6 IN CASE OF ILLNESS (GENERAL INFORMATION)

4.6.1 MEDICAL COVERAGE OF EUROPEAN COMMUNITY STUDENTS

International students who come to our University must be covered by a medical insurance.

Foreign students from a European Union member state (Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Portugal, Poland, Slovakia, Slovenia, Sweden, The Netherlands, United Kingdom) from a member state belonging to the European Economic Space of the EU (Island, Liechtenstein and Norway) or from the Swiss Confederation are, according to international agreement, entitled to the same Social Security benefits as any Catalan student, as long as they present **Health European Card**. You must get this through the Public Health Administration in your country.

For obtaining more information, you can visit the web page of the Seguridad Social (Spanish health system):

http://www.seg-social.es/Internet_6/Internacional/index.htm

In case of illness go to the nearest outpatient clinic ("CAP- Centre Atenció Primària") where you will be taken care of, free, as long as you have the above-mentioned card.

For further information or for lodging complaints, you can use the following telephone number:

INSS

(Instituto Nacional de la Seguridad Social)

C/ Santa Eugènia, 40

Tel. +34 972 41 27 84

Fax + 34 972 219428

web: www.seg-social.es

Servei Català de la Salut

(Catalan Institute of Health)

Tel.: +34 972200044

+34 902111444 (available 24 h)

In the case of any illness that could entail further complications (allergies, respiratory problems, diabetes, etc.), you should report it to the Oficina de Relacions Exteriors (ORE)

4.6.2 MEDICAL COVERAGE OF NON-EUROPEAN COMMUNITY STUDENTS

Students from non-European Community countries are strongly recommended to check whether there exists a bilateral agreement within the field of Social Security. At present Spain has signed bilateral agreements in the field of Social Security with Andorra, Argentina, Australia, Brazil, Canada, Chile, Ecuador, United States of America, Filipinas, Morocco, Mexico, Paraguay, Peru, Dominican Republic, Russia, Tunisia, Ukraine, Uruguay and Venezuela. In this case the student must apply in his/her home country for the necessary documentation that allows him/her to have free access to the Social Security in Spain.

Due to the lack of an agreement, students coming from other countries must take in their home country a special insurance policy that covers the medical assistance that they may need during their stay in Catalonia.

4.6.3 MEDICINES

In Catalonia, as in all of Spain, medicines, even the simplest, are acquired at the chemist's.

Chemists stay open to the public from Monday to Friday from 09:15 am to 13:00 pm and from 04:30 to 08:00 pm, Saturdays from 09:15 to 02:00 pm, like any other shop, but they take turns staying open 24 hours a day.

All Girona province newspapers list the current 24-hour chemists, or you can go to the nearest chemist's, where you will find the address of the chemist that is on 24-hour duty posted.

A list of 24-hour duty posted chemists can be obtained from:

<http://www.cofgi.com/comarques.php?comarca=7&PHPSESSID=621e0fcf565b49819f8077536719c7a7>

4.7 TELEPHONE SERVICE

First of all, we must warn that Spanish telephone service is not cheap. There are telephone boxes in all the faculties and in almost all the streets of Girona. Currently most of these boxes work with coins as well as with cards (there are cards for 6 and 12 €), which can be bought at tobacconists', Post Offices and other authorised establishments.

To phone Spain from abroad:

00- 34 (country code for Spain)+ telephone number

To phone abroad from Spain:

00- country code + telephone number

To phone from any point to the rest of the Country you only need the telephone number (nine digits).

4.8 BANKS AND SAVINGS BANKS

Commercial banks are open from Monday to Friday from 8:30 am to 2:00 pm; savings banks are also open on Thursday afternoons except in summer, commercial banks open Saturday mornings.

Most establishments accept credit cards for payment. The most widespread is VISA.

You can change foreign currency in any bank or saving bank. They usually ask to see your identity card or passport. You can also change foreign currency in some of the larger department stores, hotels, airports and train stations.

You can use your bankcard for getting cash 24 hours a day in automatic tellers. There are automatic tellers in some UdG faculties as well.

All residents and non-resident foreigners with financial affairs in Spain must have a foreigner's tax identification number or NIE (*Número de Identificación de Extranjero*). This is the equivalent of a Spaniards *Número de Identificación Fiscal* (NIF) which serves as a fiscal identification number. An NIE is essential for any fiscal transactions in Spain where money will be paid to the Spanish inland revenue office (*Ministerio de Hacienda*). The NIE number should be quoted in all dealings with tax authorities. More information:

OFICINA DE EXTRANJEROS DE GIRONA
(Foreigners' Office of Girona)
OPEN MONDAY TO THURSDAY FROM 8:30 TO 15:00
AV. JAUME I
TEL. 972 069 140

4.9 POSTAL SERVICE

To post letters, you can use any post-box. There is one in almost every street and you can recognise them because they are yellow with two slots, one for letters sent to the same city and another for national or international. To send parcels, you must go to the main post office. Here is the address:

Av. Ramon Folch, 2 (next to Plaça d'Independència)

Postal Fees (letters that weigh between 20 grams and 2 Kg):

Within the city and city-to-city in Spain	0.37 / 5.10 €
To European Countries	0.65 / 19.80 €
To Other Countries	0.80 / 36.00 €

<http://www.correos.es/comun/tarifas/01P01a-CartasOrdinarias.asp>

Stamps are bought at tobacconists' and Post Offices.

4.10 RESTAURANTS

In Girona there are restaurants specialised in all kinds of cuisine (Italian, Argentine, Chinese...) and especially in Catalan food. Many of them, besides the menu, offer set price lunches (2 courses + dessert) for a price that ranges between 10 € and 15 €.

Although it is easy to find restaurants in Girona, the Oficina de Relacions Exteriors has an unofficial list (with comments) of the more centrally-located ones and, in any case, you can always check the price list that all the establishments have posted at the entrance.

More information: www.ajuntament.gj/web/turisme

You can see also a list of restaurants at back of the map of Girona included in the student pack.

4.11 BOOKSHOPS

Girona is a city where there are an important number of bookshops. Most are bookshops where you can find different subjects, but some are specialised in a given field.

The timetables are usually the same as those of the rest of the shops, from 10:00 am to 1:30 pm and from 4:30 to 8:30 pm, from Monday to Saturday.

Other places where you can buy books

Llibres dels Quatre Rius has signed a contract with the University to be able to have a book outlet on campus, concretely in the prefabricated modules of the Montilivi Campus “Unidiversitat”, <http://www.unidiversitat.com/>, tel.: 972 41 89 66. From this book outlet “Unidiversitat” makes the internal distribution on the campuses of the University's **in house publications**, basically teaching manuals. The University establishes the maximum sales price for students and the rest of the university community for its in-house editions.

In the **Publications Service**, you can get important discounts on most of the University's publications. Check it out in the catalogue or in the display cabinets that you will find in your teaching centre.

Publications Service

<http://www.udg.edu/publicacions>

e-mail : publicacions@udg.es

4.12 RELIGION

The Spanish State has been, until recently, a Catholic State and, consequently, this religion's places of worship are the most widespread. In Girona you can find a parish in each neighbourhood, but there have also begun to appear places of worship of other confessions.

For detailed information, please contact with the “Oficina d’Informació i Atenció al Ciutadà” (It’s an information point that belongs to the City Council of Girona (Pl. del Vi, 1. tel. 972419010).

<http://www2.girona.cat/ca/ciudadania>

http://www2.girona.cat/ca/ciutat_religio

4.13 TRANSPORTATION

You can get information on the following website: <http://www.mobilitat.net>

Municipal Buses

Girona, as you will soon see, is a city that we could say is of “human dimensions” and, consequently, all the services are almost always at a distance that you can easily walk to. But this is a personal option, since you can use the municipal bus lines that provide transportation around Girona and the university Campuses.

The card “A la UdG amb bus” allows UdG students to make 380 trips for 90 € through academic period 2011-2012. You should make the request through “La Meva UdG”. By email will inform you when you can go to pick up “A la UdG amb bus” by presenting the receipt of income and UdG or ID card at the reception of CIAE (Montilivi Campus).

If you are under 26 you can get cheaper fares asking for a youth card (*targeta jove*) in the window number 5 of the Bus Station.

The timetables are in the **Girona-Guía Bus**, and for more information you can check in the “Oficina d’Informació i Atenció al Ciutadà” (Plaça del Vi 1, Tel.: 972 41 90 10).

The city Town Hall has also a web page where you can consult the timetable of the city buses among many other things: <http://www.girona.cat/bus/cat/linies.php>. At the web page of the “Oficina Verda” (*Environmental Institute*) of the UdG you can get a the timetable of the bus lines L11- and L-8 (direction the Campus Montilivi) and L-7 (direction Campus Barri Vell):

<http://www3.udg.edu/ov/mobilitat/bus.htm>

Intercity

If you want to spend the day on the coast -you must have heard how beautiful the Costa Brava is-, to see for yourself how true that is, you can take a bus. The coaches depart from the Bus Station (located

in front of the train station), from Monday to Friday almost every hour and Saturdays, Sundays and holidays, every two hours. Purchase the tickets in window number 1. The company is called SARFA-COSTA BRAVA.

http://www.sarfa.com/paginas/sarfa_portada.php?id_idioma=3

If you want to run down to Barcelona, you can either take a bus or a train. Buses leave from the Girona Bus Station and arrive at the Estació del Nord (*Northern Station*) in Barcelona.

For information about the timetables and fares, please visit the web page:

<http://www.barcelonabus.com/>

You have to buy the tickets, in window number 3, 20 minutes before departure. Should the window be closed, tickets are sold on the coach.

Tickets are not sold days ahead.

By train

You have a train almost every hour, and on weekends and holidays every two approximately, but, for more information, you can ask for timetables at the train station or you can call:

Renfe Information - Tel.: 972 20 70 93

One way trip fare between Girona and Barcelona on the “Catalunya Express” is 10,50 €. There are also two different types of passes. We recommend, however, that you get further information from RENFE since they depend, to a large extend, on the trajectories requested.

With the UdG card you may obtain price reductions for monthly journey tickets of multiple trips.

For obtaining more information, please visit the web page:

<http://www.renfe.com/EN/viajeros/index.html>

By taxi

In Girona, taxis are white. They are hired by phoning one of the taxi companies or directly at any of the taxi ranks located all over the City. The main stop is at the train station but you can find them also in the Plaza de la Independencia. A green light on the top of the taxi with a LLIURE or LIBRE sign inside indicates that the taxi is available. Taxi drivers do not accept more than four passengers.

You can call the following numbers:

Taxi Girona (adapted taxis are available) 972 222 323 / 972 203 377; Girotaxi: 972 221 020

By bicycle

The “Oficina Verda” (*Green Office*) (<http://www3.udg.edu/ov>) of the UdG has initiated a totally free **lending service of bicycles** for the entire University Community (<http://www3.udg.edu/ov/mobilitat/bicis.htm>).

- All the UdG community members can use a university bike during the academic course, for a maximum of a five days period. After the lending time, the user must return the bike to the check point.
- It is essential to show the university card and fill in the blanks on the register book. Important: do not forget the signature.
- The bike and its accessories (padlock, keys, etc.) have to be returned in the same state, with the same qualities, than those it has in the moment when the lending starts. That means that the user has to arrange/fix all the flaws caused for his/her use (bursting wheels, cable of brakes and gear-change, etc.)
- If one user relapses three times into a delay in returning a bike, then the user will be excluded from the service until the next academic course.
- If the user loses the bike or suffers a robbery, he/she has to pay 60 euros. Ask about the process on the Oficina Verda UdG: prestec.bicis@udg.edu

- The user has to sign on the register book. The signature is proof of acceptance of these rules.

The lending and return points are the receptions of the Faculty of Sciences (Campus Montilivi), University School of Nursing (Campus Centre) and Faculty of Arts (Campus Barri Vell). It is necessary to show your UdG student card. A bicycle will be lent for maximum five days (from Monday to Friday).

Girocleta (<http://www.girocleta.cat/>) is a new service that will allow the city to move to a more simple and practical. To go anywhere, anytime and without any fumes or noise. Girocleta stations are distributed around the city, so everyone can use the service more convenient and comfortable as possible. Find each bike station and open spaces available for them again. Girocleta serves to navigate the city by making relatively short journeys. Therefore, the first thirty minutes of each shift are included in the annual subscriber service fee. After the first half hour must be paid based on time spent with a maximum of two hours.

Rate of subscriber service fee (*Includes the first 30 minutes of each shift*) 30 €

Additional fee from the first 30 minutes (*Applies for each period of 30 minutes*) 0,50 €

You can also lend bicycles in private establishments.

<http://www.moutenbici.org/pagines/lloguer.html>

4.14 LIBRARIES

The city of Girona has five general libraries with an extensive collection of items of a general nature and for all kinds of users (<http://www.bibgirona.net/>). Moreover, in Girona, there are several specialised libraries: the Medical Association Library, that of the Architects of Catalonia, one for archaeological research, etc.

Obviously there are also the different libraries of the Universitat de Girona, which were already described in the section about the library service.

4.15 FREE TIME

Cafeterias, bars, pubs, discos

Girona is a city with quite a few cafeterias, most of which are located downtown, where you can always enjoy a leisure cup of coffee, but a phenomenon closely linked to the Universitat de Girona these last years is the proliferation of night time establishments. The night when you will find more people in the streets of the city is Thursday, preferred by the university students for going out. On other nights like, for example, Saturday, students tend to go to other places around Girona for the village fiestas.

At the beginning of June, the so-called “carpes” (tents) open in la Devesa. They are outdoor music bars that open at night and are very popular among the citizens of Girona.

4.16 SHOWS

Theatre

The only place in Girona that regularly offers theatrical performances is the “Teatre Municipal”. The many and varied plays scheduled is periodically published by the Town Council of Girona on bills distributed around town.

<http://www.ajuntament.gi/teatre/>

Besides the Municipal Theatre, Girona has other places where plays are scheduled regularly. La Planeta (situated near the “Plaça d’Independència”) has a small format schedule, characterised especially by presenting experimental theatre (<http://www.laplaneta.net/>), and the Theatre of Salt (a city near Girona) (<http://www.teatredesalt.net/>). The UdG has also a theatre group.

<http://www.udg.edu/viualaudg/iCultura/Auladeteatre/tabid/4996/language/ca-ES/Default.aspx>

Music

The offerings of modern music, jazz, rock, etc. is quite varied and goes from the programmes of the different music bars to the jazz nights organised in the Centre Cívic Sant Narcís, or the music and folk dance nights that cropped up spontaneously sometimes in the Rambla and that are already almost an institution. Moreover, you can watch out for student-organised parties (university night on the town, fiestas organised by secondary schools, etc.) or the grand concerts performed on the fairgrounds or in the Fontajau pavilion. There is usually more live music offering in summer: from the neighbourhood parties to the dances in the Rambla or the evenings in the Devesa.

As to classical music, The Town Council of Girona, the Casa de Cultura Tomàs de Lorenzana and Joventuts Musicals de Girona are the main promoters.

Cinema

Cinematographic activity in Girona is mainly limited to commercial films shown in the more than 20 theatres quite similar to what you find in big cities. All theatres have daily shows. Most of them (Cinebox, Oscar, Albéniz) have chosen Thursday to be cinema-goer's day and offer the possibility of seeing films at reduced prices. With the student card you must obtain a reduced price during all the week (except weekends)

<http://www.cinemesdegirona.com/>

The Truffaut Cinema is the only one that makes projections of original versions and alternative or non-commercial cinema (<http://www.cinematruffaut.com>) and offers you a reduced price during all the week (including weekends) only showing the student card.

Girona has also one of the best European museums of cinema: www.museudelcinema.org

The University of Girona, together with the "Centre Cultural La Mercè" (<http://www.ajuntament.gi/ccm/index.php>), also organises cycles of lectures and showings in conjunction with elective courses.

Another centre with cinematographic activity in the city is the "Casa de Cultura de Girona" (<http://www.casadecultura.org/>).

4.17 SPORTS

There are many opportunities for practising sports in Girona. Besides the offerings of the different sports entities and clubs, there are public places and facilities devoted to sports activities.

Visit this web page in order to see the offer of sportive activities:

<http://www.girona.cat/esports/>

Free sports

For those that love sports like running, jogging, bicycle riding, etc., the City has some parks like the Devesa, Central park, Migdia Park or the Sant Daniel road.

Gymnasiums

Girona has quite a few gymnasiums that offer aerobic, funky and jazz classes, fitness gym, muscle building. Some of them also have a swimming pool, a solarium, and sauna. The Sports Service of the UdG has signed special agreements with some of them.

Municipal swimming pools

There are two municipal swimming pools in Girona. One is in the Palau sports complex, which is open all year, and the other, in the sports area of the Devesa, which only functions in summer.

In any case, and, for more detailed information, we recommend that those who may be interested contact the Universitat de Girona's own Sports Service.

4.18 TRIPS AND EXCURSIONS

“Zona jove” (young site) is based on a set of resources addressed to the young people from different local institutions. There are a lot of points of interests: travels, studies, jobs and occupation, housing, culture, sports, health, rights, etc.

For information on how to travel cheaply, those under 30 can go to:

L'ESTACIÓ ESPAI JOVE
 C/ Santa Eugènia, 17. Girona
 tel.: 972 22 00 70
 E.mail: estacio@ajgirona.cat
<http://www.gir360.cat/>
<http://www.zonajove.info>
<http://www.tujuca.com>

VIATGETECA JOVE is located there and you can consult thousands of documents, books and travel guides, maps, dossiers and videos that help you organise anything from a day excursion to a long journey. Moreover, they offer advice.

For Information:

Oficina de Turisme de Girona
 (Tourist Office)
 Joan Maragall, 2
 17002 Girona.
 E.mail: turisme@ajgirona.org
 Web: www.girona.cat/turisme/

4.19 COST OF LIVING (based on the section drawn up by the Consell d'Estudiants (*Student Council*))

<p>The cost of living in the City of Girona for a student can vary quite a bit depending on what that student is willing to spend, especially insofar as leisure and free time expenses are concerned. In fact, an important fact must be taken into account. Girona is a very comfortable city, but comfort has its price, some times, quite high.</p> <p>According to a monthly estimate including only lodging and food, a student will need around 450 € minimum to live in Girona.</p> <p>Lodging The preceding figure only considers the expense of 250 € a month for a shared room in an average student flat, and weekly food money.</p> <p>Attention: not sharing a flat can be expensive since rents oscillate between 500 and 750 €/month (1/2 room's apartment)</p>	<p style="text-align: right;">250 €</p> <p style="text-align: right;">500€ to 750 €</p>
<p>The price of student residences, oscillates between 345 and 390 €/month, expenses not included.</p> <p>The rent we have set for a room is quite approximate since, depending on the part of Girona chosen, the flat and the number of rooms it has, the price can vary quite a bit. Our experience shows the rent is almost always equitable with the quality of the flat and its furnishing. Nevertheless, the old part is where flats with an acceptable level of quality and a fairly low price can best be found. Living in the old part also has the advantage of living in incomparable historical, artistic surroundings, besides being very near students' night time hangouts.</p>	<p style="text-align: right;">345€ to 390€</p>

<p>Transportation</p> <p>If the distance between your lodging and your study centre requires the use of public transportation (bus), it can cost about 35 € a month. In fact, the best thing you can do is find yourself a classmate that drives to class or else ride a bicycle like some students do. Bicycles can be hired in the University Residence of Montilivi (UdG) or second hand bicycles can be bought in specialised shops.</p>	<p>35€</p>
<p>Food</p> <p>In the 450 € established at the beginning, 255 € a month were for food.</p> <p>When doing the weekly shopping, you have to take into account the type of establishment. The small shops, especially in downtown Girona, have very high prices, but the treatment is good and friendly. The best would be to go once a week to one of the different supermarkets in the outskirts of the city of Girona and do most of the shopping there. For fresh foods like fruit and vegetables, if quality is desired, the best is to go to the Municipal Marketplace in plaza Calvet i Rubalcaba (better known as Plaça del Lleó), or, Tuesday and Saturday mornings, to the outdoor market located next to the Devesa.</p> <p>For bread -if you want to eat good bread- go to the bakeries every day and buy a little, otherwise, you will eat it dry.</p> <p>If you eat out, in most restaurants, the daily menu oscillates between 8 to 15 €.</p> <p>Be careful with little expenses like, for example, the coffees you have during breaks, since they can do your weekly budget in.</p>	<p>255 €</p>
<p>Other expenses</p> <p>As to the cost of materials, like ballpoint pens, felt pens, paper and photocopies, you can spend between 17 and 23 € a month, especially on photocopies.</p> <p>If we talk about textbooks, the expenditure for books varies according to the type of course you take. On a technical-scientific or law course, the expense can run among 155 to 185 € if you want to buy most of the books. For any other type of course, both the number of books to buy and their price vary too much to be able give any kind of orientation. For buying books there are two possibilities: buying them in normal bookshops, where, for buying a number of books, you can get one free, or buying them in the student co-op, where, if you are a member, you get a discount of up to 20%.</p>	<p>17 to 23 €</p> <p>155 to 185 €</p>
<p>Free time</p> <p>In Girona there are four theatres devoted mainly to performances by professional and amateur troupes. Admission to both the plays and musical performances can vary among 17 to 30 € depending on the category of the show. They do set special prices for students.</p> <p>For the rest of the shows, like dances, poetry recitals and others, the price oscillates among 11 to 17 €.</p> <p>The price of admission to the cinema is 5 €, but on Thursday, which, in some cinemas, is cinema-goer's day, you get in for only 4.5 €. Nevertheless, with the UdG student body card the price of admission is 4.5 € from Monday to Friday.</p> <p>During the Week-End the price is 6 €.</p> <p>The price of drinks varies depending on the place and what you drink. So, in most establishments, mixed drinks cost among 4.5 to 6 €, the price of beer does vary since you can find places where you can get a beer for 1.5 € or others where they will charge you the same as for a mixed drink. In addition, Girona has places that have institutionalised the "happy hour", normally between 12 and 1 in the morning, when, for the price of one drink, they give you two.</p> <p>In summary, Thursday night, which is Girona University students' night, can end up costing between 15 to 18 €.</p> <p>If you also dine out, it can come to 40 €.</p>	<p>17 to 30 €</p> <p>11 to 17 €</p> <p>4,5 to 6 €</p> <p>8 to 10 €</p> <p>15 to 18 €</p> <p>40 €</p>

In short, you can say that the **minimum monthly cost** is about **650 €**, taking into account that this total cost is calculated on the minimum expenses listed above.

4.20 TELEPHONES AND ADDRESSES

- Girona Town Hall 972 419010
Plaça del Vi, 1 972 41 90 00
- Spanish Government 972 069140
Delegation. Av. Jaume I, 17
- Tourism Office 972 226575
Rambla de la Llibertat, 1
- Municipal Police 092
C/ Bacià, 4
- Mossos d'Esquadra 088
Police. C/ Vista Alegre, 5
- Fire Brigade 085
C/ Dr. Joan Torró, s/n
- Creu Roja Ambulances 972 222222
C/ Bonastruc de Porta
- Hospital de Girona 972 94 02 00
'Dr. Trueta'. Av. de França, 60

Very interesting tool for locating the different services at the city of Girona:
<http://www.ajuntament.gi/umat/servidor/planol#>

At the back of the map of Girona we provide you in the student pack it's possible to find the address and telephone of other very interesting services at the city of Girona (Information, urgencies –security and health-, general repairs 24 h, transports, administrative institutions, commerce, museums, civic and cultural centres, theatres, cinemas, archives, libraries and documentation centres, sport installations and facilities, pharmacies, restaurants, accommodation, ...).