

Incoming student exchanges

Short Cycles Guide

CONDITIONS REQUIRED FOR AN EXCHANGE

1. Students applying to Escola Massana must be enrolled in their home institution.
2. Applications and arrangements for the exchanges must be done by the home institution International Department. We will not accept applications directly sent by the student or any other way.

Required applications and documents must arrive at Escola Massana before **April 30th** and must be sent to:

ESCOLA MASSANA
International Department
International Head: Cristina de la Cruz
Officer: Sensi Cervantes

C/ Hospital 56
08001 Barcelona
Spain
Tel: 00 34 93 442 20 00
Fax: 00 34 93 441 78 44
E-MAIL: internacional@escolamassana.es

3. Classes are taught in Catalan and Spanish. Although it is not a reason for exclusion to participate in the exchange mobility to be fluent in one of them, it is very recommendable to have a minimum of level B1.2 of the Common European Framework of Reference in Spanish. Escola Massana does not offer language classes but, the International Office will advise students where they can take them or how they can improve their knowledge.

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4. The academic year is divided into two periods. Workshops exercises usually start within these periods:

Winter Semester: From September to February.

Spring Semester: From February to June.

Minimum exchange period demanded is 4 months, within one of the terms.

PROCEDURES TO REQUEST AN EXCHANGE

1. After being selected at the home institution to participate in the Escola Massana exchange programme, it is necessary to send to Escola Massana International Department the following documents:

- Completed application form
- Curriculum vitae
- Transcript of records
- Letter of motivation.
- Photocopy of your identity document or passport
- Printed portfolio or book (DIN-A4 maximum size) with referenced pictures of the student's work. The portfolio is the essential tool to evaluate the student work level. CD, DVD or work sent by e-mail will be considered as a complementary material to complete the portfolio information.

It will be an advantage to have a Spanish Certificate.

Escola Massana has only one deadline valid both for students coming in September and for the ones coming in February which is **April 30th**. Documents delivered after this date will not be taken into consideration.

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2. Once documents are received, Escola Massana will select candidates according to the quality of the documents provided and the available spaces.

Escola Massana reserves the right to refuse admissions when:

- The application form and the portfolio arrive after the deadline, **April 30th**
 - The home institution number of applications exceeds the agreed maximum number of exchanges in the Academic Year.
 - The number of applications for the Department exceeds places available for exchange students. In this case, the Head of this Department would choose applicants whose portfolio presents the most interesting works.
 - The portfolio contains not enough information to evaluate student's work, or the Head of Department considers the student's work and academic standing to be inappropriate.
3. Before **July 15th**, Escola Massana will contact all international partner offices in order to inform them about the selection process and about the students admitted. Escola Massana will not accept any student whose application has been done in any other way.
 - In case of acceptance, Escola Massana will send a letter as **an official confirmation** to the applicant home institution International Department. This letter will indicate the date the student is expected in Escola Massana, detailed information on the curriculum and subjects offered during the period of your exchange and the necessary documentation to bring.
 - In case of denial, the Escola Massana International Department will inform to the home institution International Office.

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- Every student must have a full medical insurance before coming to Barcelona. Citizens of EU members should ask in their respective countries for the European Sanitary Card. A private medical insurance is required if student cannot take this card.
- All students belonging to a European Union or European Economic Area member state, as well as the Swiss Confederation, and who intend to reside in Spain for a period of time longer than three months must register at the Central Registry Office for Foreigners (Registro Central de Extranjeros) in order to be issued a certificate of registration and an identity number for foreigners (NIE - Número de Identificación de Extranjeros). The certificate of registration can be obtained without prior appointment and in person at any of the national police stations (Comisaría) of your place of residence.
- Students applying for Jewellery Department must bring their own tools.
- Escola Massana is not able to look for accommodation for the exchange students. When a student is accepted to come to our School, we recommend contact [Barcelona Centre Universitari](#) and also its housing services before the arrival. Please remember that Escola Massana is located in Ciutat Vella district, near [Antic Hospital de la Santa Creu](#).

Barcelona Housing Service for Students

C/ Torrent de l'Olla, 219

08012 - Barcelona

Tel. +34 93 238 90 72

Fax. +34 93 228 92 59

info@bcn-housing-students.comwww.bcn-housing-students.com

BCU (Barcelona Centre Universitari) is a special service created for exchange students who come to Barcelona to study in different Universities. Services offered are absolutely guaranteed by this institution and it also helps students with transport, telephone cards and any other things students may need during their stay in Barcelona.