

CENTRE D'ART I DISSENY

INCOMING STUDENT EXCHANGES (STUDENTS APPLYING TO **E BARCELO02** BILATERAL AGREEMENT)**DEGREE IN ARTS AND DESIGN 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 May 1st and must be sent to:

ESCOLA MASSANA
International Department
International Head: Marta Ferré
Officer: Sensi Cervantes
Plaça de la Gardunya 9
08001 Barcelona, Spain
Tel: 00 34 93 442 20 00
Fax: 00 34 93 441 78 44
E-MAIL: internacional@escolamassana.es

3. Escola Massana is currently changing the Arts and Design Degree Programme. Students who like to apply for the second semester, due the subjects are mainly theoretical, should attach a minimum B2 Spanish Language Certificate with their application form. Students applying to first semester or annual are required to present a B1 Spanish Language Certificate.

We would also like to mention that the Erasmus students of the Escola Massana-UAB have the right to attend one Spanish course with a discount and one Catalan language course free of charge. More information about courses offered, prices and dates of enrolment, please consult: <http://www.uab.cat>

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

Winter Semester: From end September to February.

Spring Semester: From February to end of June.

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

PROCEDURES TO REQUEST AN EXCHANGE

1. After being nominated at the home institution to participate in the Escola Massana exchange programme, student's information must be sent as attached files by mail to internacional@escolamassana.cat, not exceeding 15 MB in the message

- application form filled and signed
- one photograph (attached to this application form)
- copy of proof of identity (identity card, passport, valid residence permit)
- a letter of motivation with relevant information
- transcript of records of previous years completed at your home institution
- proof of Spanish language (B1 1st semester or annual applications / B2 2nd semester applications)
- portfolio or book (PDF file) with referenced pictures of the student's work.

Escola Massana has only one deadline valid both for students coming in September and for the ones coming in February which is May 1st. Documents delivered after this date will not be taken into consideration.

2. After having sent all the application documents directly to Escola Massana, students must also submit the UAB on-line application form available at <http://sia.uab.es/>. This Application Form will be available during the following periods:

- 1st term or full academic year: from 1st March to 15th May.
- 2nd term: from 1st October to 15th November.

The students accepted will receive via e-mail two admission letters, one from the UAB and one from Escola Massana with useful information for their future stay at UAB/Escola Massana.

Please note that Escola Massana has its own procedures, so the submission of the UAB on-line application form does not mean a direct acceptance and it will not be valid if students have not previously sent all their application documents directly to Escola Massana. Escola Massana will not accept any student whose application has been done in any other way.

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3. 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, May 1st.
- 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.

4. Before July 15th, Escola Massana will contact all international partner offices to inform them about the selection process and about the students admitted.

- 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.

OTHER INFORMATION

- 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.
- Legal procedures for students from the European Union and non-European Union are published in UAB website. Please link www.uab.cat Mobility and International Exchange to know more, or contact about procedures contacting:
International Support Service
Edifici N - Plaça Cívica, Campus UAB
08193 Bellaterra · (Cerdanyola del Vallès) · Spain
+34 93 581 49 55
E-mail: international.support@uab.cat
- Students applying for subjects related to 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](#)

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Universitari and 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.com

www.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.