



WELCOME BY THE RECTOR

On behalf of the whole university community I welcome those who have chosen the University of Lleida as their destination to complete their training.

Our university aims at offering its best qualities, and this is the reason why it combines scientific and academic precision inherent to teaching and research with a warm and friendly atmosphere which makes full integration into university life much easier.

The close relationships between students and teachers, the different campuses which are easily connected and the modern equipment at the service of our community are some of our distinctive features which may contribute to a successful stay among us.

Faithful to its centenary tradition, though recently restored, our university is open to the changes and transformations that are continuously modifying our social fabric. Looking to the future, the University of Lleida accepts the challenging task of training competent open-minded citizens who are sensitive to other cultures and to the peculiarities that these cultures involve.

We are aware of the fact that knowledge society has had an effect on the relationships between countries. These are now much more fluid and diverse. From this point of view, Catalonia and particularly Lleida, as the capital of an inland area, have become privileged places, crossroads which can be proud of having a long history of different peoples who have peacefully coexisted and collaborated, showing mutual respect and sensitivity towards other less favoured areas. A land of contrast, you will appreciate its geographical diversity, its rich artistic expressions and, moreover, its ancient language -like many other Romance languages well-known on this corner of the Mediterranean coast- which translates the hospitable nature of those who speak it.

A land that makes you feel welcome, a window opened to the rest of the world, here you will leave your mark not only when making friends, but also when raising new questions, when expressing your own points of view. This common project will no doubt enable us to improve our training capacity and at the same time it will help us face the new challenges of the 21st century.

May your stay in our university and in our country be prosperous and satisfactory and may this mutual cooperation lead us to guarantees of progress in our respective societies.

Joan Viñas
Rector



WHO IS THIS GUIDE ADDRESSED TO?

1. Students taking part in the Socrates-Erasmus programme.
2. Students participating in mobility programmes with other universities which have signed agreements with the University of Lleida that involve student mobility.
3. Students accepted by the University of Lleida as visiting students.

Depending on the kind of student that you are, you will need to follow the procedures and be aware of the specific information detailed in this guide.

A CITY ON A HUMAN SCALE

The city of Lleida, with 120,000 inhabitants, is the most important demographic, economic and cultural centre in inland Catalonia. The town, which may appear on some maps with the Spanish spelling “Lérida”, enjoys a privileged strategic situation. It is only two hours’ drive to the Pyrenees ski runs and an hour to the Mediterranean beaches. Lleida is located in the centre of a rich agricultural region, on the banks of the river Segre. It is a city with plenty of services, with an extensive trading tradition and one of the highest incomes per capita in Spain.

Lleida is situated 155 kilometres west of Barcelona, the capital of Catalonia. Catalonia, one of the 17 autonomous regions in Spain which compose the Spanish State, is a modern and diverse country, with a strong personality, characterised by its own rich history, culture, language and traditions. The city has a continental climate, with cold and dry winters and very hot summers. Temperature often ranges from below 0° C in winter to over 35° C in summer.

Further information about Lleida and Catalonia is available at the International Relations Office website: <http://www.udl.es/perfils/visitors>



A UNIVERSITY FOUNDED OVER 700 YEARS AGO

The origins of the University of Lleida (UdL) date back to the end of the 13th century. In 1297 the King James II the Just granted Lleida the privilege to found the Studium Generale (Estudio General). After 417 years of existence, the Studium Generale was closed down in 1717, as a consequence of the War of Succession.

The creation of the School for Teacher Training in 1841 was the first step towards the foundation of the present University of Lleida. However, it was not until 1968 when university studies in Lleida were effectively re-established and consolidated, as extensions of different universities in Barcelona: Law was introduced in 1968, Agricultural Engineering in 1972, Arts and Philosophy in 1975 and Medicine in 1977.

On 12th December 1991 the Catalan Parliament passed the Act for the creation of the University of Lleida. The new institution would bring together all the university studies taught in Lleida. Since then, the UdL has increased the number of degrees available and it has been committed to constant innovation, to the permanent improvement of teaching quality, to research, to management at the service of society and to the professional training and personal development of students.

A UNIVERSITY OF HIGH QUALITY

The University of Lleida is a public institution with an approximate number of 9,650 students and 750 teachers. The UdL is made up of seven faculties and schools:

- Faculty of Law and Economics
- Higher Technical School of Agrarian Engineering (ETSEA)
- Faculty of Arts
- Faculty of Educational Sciences
- Higher Polytechnic School (EPS)
- Faculty of Medicine
- University School of Nursing



And four affiliated centres:

- National Physical Education Institute of Catalonia (INEFC)
- University School of Industrial Relations
- University School of Tourism “Terres de Lleida”
- University School of Tourism in Manresa

The University of Lleida has several campuses, situated in different areas of the town. Each campus is meant to create a pleasant academic atmosphere, which fosters study, research and debate.

The UdL is a member of the Agency for Quality in the Catalan university system, which independently conducts periodical evaluations of university degrees and services. On the other hand, the UdL has been positively assessed within the framework of the European Universities Assessment Programme launched by the European Universities Assembly (EUA).

HOW TO GET TO LLEIDA

Lleida is situated at an important crossroad and it is a place you will necessarily go through if you are travelling on any of the routes that connect Spain with the rest of Europe and the Mediterranean. This crossroads nature has recently been reinforced by the arrival of the high speed train between Lleida and Madrid. Moreover, the city of Lleida can be easily reached by road, highway and railway.

Depending on the airport chosen as gateway to Catalonia, the easiest way to get to Lleida is:

- From El Prat airport (Barcelona): by train from the airport to Sants railway station in Barcelona. From that station you can take another train to Lleida. There is also a direct coach line to Lleida from the airport itself (two coaches a day) and another coach line from Barcelona coach station (Estació del Nord).
- From Reus airport, there is a train to Lleida from Reus railway station.
- From Girona, by coach (it is called Eix bus) from Girona coach station, or by train via Barcelona.
- From Madrid, by train from Atocha railway station.



All the possibilities of origins, ways and timetables to get to Lleida can be found on the following web page: <http://www.mobilitat.net>

ADMINISTRATIVE AND ACADEMIC FORMALITIES

Students nominated by their home university to study in Lleida and students interested in taking any course as a visiting student must contact the International Relations Office of the University of Lleida by e-mail (ori@int.udl.es).

Address: Oficina de Relacions Internacionals
Universitat de Lleida
Campus de Cappont
Carrer Jaume II, 67 (office 2.70)
E-25001 Lleida
Catalonia, Spain, EU

Deadline for sending applications:
15th July (for the first semester: September-February)
15th December (for the second semester: February-July)

The following documents should be enclosed:

- Personal data:
 - Student's name.
 - Home university (compulsory for Erasmus and mobility students).
 - Study area.
 - Length of stay in Lleida (number of months)
 - Semester in Lleida (from September to February or from February to July)
 - Home address (permanent address)
 - E-mail address.
- Application form of the University of Lleida.
- A transcript of records issued by the student's home university (compulsory for Erasmus and mobility students) containing the university courses taken up to the moment and the grades obtained.

- Certificate issued by the home university stating that the student has completed the studies required in order to be able to take the courses chosen in Lleida (only for visiting students).
- Certificate stating level of language proficiency (only for visiting students).
- Exchange programme nomination (a certificate from the student's home university stating that he/she is an exchange student) for Erasmus and mobility students.
- Photocopy of passport or identity card.
- European health card (must be obtained in the home country), or if it is not available yet, the E-111 or E-128 documents should be obtained.
- Photocopy of a private health insurance policy for non-EU students.
- Learning agreement.

Information about the courses offered in Lleida is available on the following web page:

http://www.udl.es/serveis/ori/estudiantat_estranger/eng/

Important note: students can only take courses available during the semester they are in Lleida. To get further information about courses, they can contact the International Coordinator at their school/faculty in Lleida (if possible by e-mail and sending a copy of the message to the International Relations Office).

Once all documents have been received, the University of Lleida will send students a Certificate of Admission and more information about their stay in Lleida. The Certificate of Admission is required to guarantee the acceptance of the student in a particular faculty or school. Upon receiving the Certificate of Admission, students should inform the International Relations Office about the exact date of their arrival in Lleida.

ACADEMIC CALENDAR

First semester:

Welcome week: from 12th to 16th September

Beginning of the semester: 19th September

End of the semester: 3rd February

Second semester:

Welcome week: from 30th January to 3rd February

Beginning of the semester: 6th February

End of the semester: 29th May

Exams: June and July

SPECIAL CALENDARS:

Medicine and Industrial Engineering: contact the International Relations Office.

Nursing: no practical training available in February and March.

ONCE IN LLEIDA

Exchange students are strongly advised to arrive in Lleida one week before the beginning of each semester. Thus, they will be able to make housing arrangements before lectures start, and to take part in the Welcome Week organised by the International Relations Office.

http://www.udl.es/serveis/ori/estudiantat_estranger/eng/erasmus.html

ADMINISTRATIVE MATTERS

- **International Relations Office:** Once in Lleida exchange students must come to the International Relations Office, where they will be given a certificate stating that they are mobility students, a registration form and an authorisation for the registration signed by the Rector.
- **Registration:** Before registration, exchange students need to meet their academic co-ordinator for advice about what courses to take.

Students need to register in the Secretariat of their faculty/school, by handing in a registration form (with the courses and credits they would like to take in Lleida). They also need a photocopy of their passport or identity card, and the authorisation signed by the Rector and two photos.

Erasmus and other mobility students do not have to pay for tuition fees, as they pay for them at their home university. However, in Lleida they must pay for the university insurance (approximately 2 € for EU students and 13 € for non-EU students).

Visiting students must pay for tuition and administrative fees approved by the University.

When students register, they can apply for the Student Card, which will give them access to several facilities at the University.

ACADEMIC MATTERS

Any question regarding academic matters should be addressed to the academic coordinator in each faculty/school.

END OF STAY IN LLEIDA

Before leaving Lleida, students must come to the International Relations Office to inform about their departure date and to check the list of documents which will be sent later on to their home address.

The International Relations Office will send the following documents to the student's home address:

- a) A certificate of attendance (with dates of arrival and departure).



- b) A transcript of records with the courses taken and the grades obtained. A description of the local grading system will be enclosed.
- c) Other certificates of additional courses/seminars taken (if not ready on student's leave) as long as the student lets us know.

If the student has taken any Spanish or Catalan language courses, he/she should ask the organising department for a certificate: Departament de Filologia Clàssica, Hispànica i Francesa (Spanish courses) and Servei de Llengua i Terminologia (Catalan courses).

ACADEMIC COORDINATORS:

INTERNATIONAL RELATIONS OFFICE

Institutional Coordinator	M. Carme Figuerola Cabrol
Address	Carrer Jaume II, 67 E-25001 Lleida
Tel.	(+34) 973 003530
Fax	(+34) 973 003531
e-mail	ori@int.udl.es

HIGHER TECHNICAL SCHOOL OF AGRARIAN ENGINEERING (ETSEA)

Centre	Escola Tècnica Superior d'Enginyeria Agrària (ETSEA)
Coordinator	Jaume Lloveras
Fields of study	- Agricultural Sciences - Forestry - Food Technology - Animal Husbandry - Biotechnology
Address	Avinguda Alcalde Rovira Roure, 191 E-25198 Lleida
Tel.	(+34) 973 702514
Fax	(+34) 973 702515
e-mail	relex@ugc-etsea.udl.es
Contact person	Teresa López



FACULTY OF ARTS

Centre
Coordinator
Fields of study

Facultat de Lletres

Àngels Santa
- Philology
- History
- History of Art
- Geography
- Audiovisual Communication
Plaça de Víctor Siurana, 1
E-25003 Lleida
(+34) 973 702050
(+34) 973 702050
Anna@ugerh-ll.udl.es
Anna Agustí

Address

Tel.

Fax

e-mail

Contact person

FACULTY OF LAW AND ECONOMY (AREA OF STUDY: LAW)

Centre
Coordinator
Field of study

Facultat de Dret i Economia

Mercedes Serrano
- Law
- Work sciences
Carrer Jaume II, 73
E-25001 Lleida
(+34) 973 703285
(+34) 973 003531
processal@dpriv.udl.es

Address

Tel.

Fax

e-mail

FACULTY OF LAW AND ECONOMY

(AREA OF BUSINESS SCIENCES AND BUSINESS ADMINISTRATION)

Centre
Coordinator
Fields of study

Facultat de Dret i Economia

Xavier Sabi
- Business Sciences
- Business Administration
Carrer Jaume II, 73
E-25001 Lleida
(+34) 973 703218
(+34) 973 003531
xavisabi@aegern.Udl.es

Address

Tel.

Fax

e-mail



HIGHER POLYTECHNIC UNIVERSITY SCHOOL

Centre **Escola Politècnica Superior (EPS)**
Coordinator Ferran Badia
Fields of study - Computer Sciences
- Industrial Engineering: Mechanical Engineering
- Architecture
Address Carrer Jaume II, 69
E-25001 Lleida
Tel. (+34) 973 702727
Fax (+34) 973 003531
e-mail fbadia@macs.udl.es

FACULTY OF EDUCATIONAL SCIENCES

Centre **Facultat de Ciències de l'Educació**
Coordinator Antoni Tolmos
Fields of study - Educational Sciences
- Social Education
- Social Work
- Psychopedagogy
Address Partida de la Caparrella, s/n
E-25192 Lleida
Tel. (+34) 973 702324
Fax (+34) 973 003531
e-mail Antoni.tolmos@didesp.udl.es

FACULTY OF MEDICINE

Centre **Facultat de Medicina**
Coordinator Joan Ribera
Field of study - Medicine
- Human nutrition and dietetics
Address Carrer Montserrat Roig, 2
E-25008 Lleida
Tel. (+34) 973 702415 / 702418
Fax (+34) 973 702425
e-mail jalsinet@ugerh-cs.udl.es
Contact person Pepi Alsinet



NURSING UNIVERSITY SCHOOL

Centre **Escola Universitària d'Infermeria**
Coordinator Teresa Torner
Field of study - Nursing
Address Avinguda Rovira Roure, 44
E-25196 Lleida
Tel. (+34) 973 702465
Fax (+34) 973 003531
e-mail teresa.torner@infermeria.udl.es

NATIONAL PHYSICAL EDUCATION INSTITUTE OF CATALONIA (INEFC)

Centre **Institut Nacional d'Educació Física de Catalunya**
Coordinator Neus Palou
Field of study - Physical Education
Address Partida de la Caparrella, s/n
E-25192 Lleida
Tel. (+34) 973 27 20 22
Fax (+34) 973 27 59 41
e-mail Npalou@inefc.es

UNIVERSITY SCHOOL OF TOURISM "TERRES DE LLEIDA"

Centre **Escola Universitària de Turisme "Terres de Lleida"**
Coordinator Carme Farré
Field of study - Tourism
Address Carrer Henri Dunant, 3
E-25003 Lleida
Tel. (+34) 973 213333
Fax (+34) 973 289006
e-mail Cfarre@eutl.org

ACCOMMODATION

There are several housing possibilities for students in Lleida:

University apartments: students interested in reserving a room must get into contact directly with:



Apartaments Campus
Carrer Jaume II, 75
E-25001 Lleida (Catalonia, Spain)
Tel.: (+34) 973 204 496/208 290
Fax : (+34) 973 216 249
E-mail: lleida@apartamentoscampus.com

More information about private residences for students is available on the following web page

<http://www.udl.es/serveis/seu/allotjament/residenciesprivades>

Sharing a flat with other students. Rent ranges from 100 € to 160 € per student per month (only accommodation). Flats available on the following web pages:

<http://www.udl.es/serveis/seu/allotjament/erasmus.html>

<http://estudiantat.udl.es/sau.htm>

The International Relations Office does not arrange for accommodation before their arrival in Lleida. Students themselves must look for accommodation in a flat once they are in Lleida.

Servei d'Extensió Universitària (pd@seu.udl.es) gives students information about all housing possibilities available in Lleida. Further information available on: <http://www.udl.es/serveis/seu/allotjament>

LANGUAGES AT THE UNIVERSITY OF LLEIDA

TUITION LANGUAGES

The two official languages in Catalonia are Catalan and Spanish (also known as Castilian). The latter is one of the most widely spoken languages all over the world. Catalan belongs to the same linguistic family as Spanish, Italian, French and Portuguese. In Catalonia, Catalan is widely used in public life, in mass media, in trade and in business. Most Catalan people can speak both Catalan and Spanish.

Both official languages are respected at the universities in Catalonia. Teaching staff and students have the right to express themselves in the official language that they prefer. Lectures are taught in Catalan or in Spanish, depending on the teacher, and the student has the right to use the language he/she prefers. A few courses are also taught in English at the Higher Technical School or Agrarian Engineering. To know the tuition language of particular courses contact the Academic Coordinator in each faculty/school.



In general, someone speaking Spanish will be able to understand Catalan within a short time. Therefore, a student who spends several months in Lleida can improve his/her Spanish and at the same time, if he/she wishes to do so, learn another European language such as Catalan. The IRO tries to help students with their linguistic integration into the university community. Students who would like to come to Lleida are advised to acquire a basic knowledge of Spanish or Catalan beforehand.

For all those students wishing to get familiar with the Catalan language before arriving in Lleida, there is a website with different resources for learning Catalan by using new technologies:

<http://www.intercat.gencat.es>

Students might also take a Catalan course in their home country. For further information about this possibility students can get into contact with the International Relations Office

LANGUAGE COURSES

A week before lectures begin, the International Relations Office organises a Catalan elementary course, among other orientation activities.

Besides, exchange students can take Spanish and Catalan courses in both semesters:

- Spanish courses for foreigners, organised by the Spanish Department (Departament de Filologia Clàssica, Hispànica i Francesa) of the University of Lleida: beginners and intermediate (ECTS credits awarded), running from October to January and from March to June. Further information at macalero@filcef.udl.es
- The Language Service (Servei de Llengua i Terminologia) at the University of Lleida organises Catalan courses. Further information at slt@slt.udl.es or at <http://www.udl.es/serveis/slt/formacio>

Moreover, students can learn Catalan on their own, without attending lectures, at the CAL (Centre for Language Self-learning). This course allows students to become familiar with the Catalan language on one's own. Further information is available at <http://www.udl.es/serveis/slt/centre>



On the other hand, the Official School of Languages (Escola Oficial d'Idiomes) offers Spanish and Catalan courses for foreigners too. Students must pay for the whole cost of registration. Further information at eoilleida@centres.xtec.es or at the web page <http://www.eoilleida.org>

Please note that students from areas of study other than Spanish Studies, wishing to take courses in the field of Spanish Philology, must certify a high level of fluency in Spanish.

LINGUISTIC VOLUNTEERS

Incoming students will be helped during their stay by student mentors called linguistic volunteers (voluntaris lingüístics). They will help newcomers with the Catalan language, thus making it easier for exchange students to become integrated into the University, the city and the cultural environment. Linguistic volunteers take part in the orientation activities for incoming students and they also organise trips, cultural visits and parties throughout the year. Further information at slt@slt.udl.es or at the web page:

<http://www.udl.es/serveis/slt/voluntariat>

UNIVERSITY SERVICES

1. The **Library and Documentation Service** (Servei de Biblioteca i Documentació) has specialised libraries on every university campus with a ratio of 6 students per seat. Adding to that, the Higher Technical School of Agrarian Engineering houses a European Documentation Centre. Exchange students have access to the libraries and may borrow books by showing the certificate issued by the International Relations Office and a photograph. Apart from the libraries, there are study rooms on every campus.
2. There are also **Computer Rooms** (Sales d'Usuaris d'Informàtica) with access to the Internet on every campus. Exchange students can use the computers in these rooms by showing the certificate issued by the International Relations Office. Students have to ask for an e-mail address of the University of Lleida in the computer room on their campus, and then let the International Relations Office know.



3. The **Sports Service** (Servei d'Esports) offers a wide variety of sports and outdoor activities. <http://www.udl.es/serveis/esports>
4. Students can take part in a variety of events organised by the **Cultural Services** (Serveis Culturals), such as music, drama, cinema and poetry.
<http://www.udl.es/serveis/culturals>
5. The **Students' Union** (Consell de l'Estudiantat) is the highest representative body made up of students. It is an institutional framework common for all student associations in which problems are debated and solutions are suggested, with the aim of defining joint objectives for the benefit of the whole university community. <http://estudiantat.udl.es>

INSURANCE AND HEALTH CARE

EUROPEAN UNION STUDENTS

EU students must acquire the European Health Card before leaving their home countries in order to get equivalent health care in the Spanish National Health Service (Seguretat Social). In case the European Health Card is not operative in the home country yet, students must acquire the E-128 or E-111 insurance form. If you own a private medical insurance policy, make sure which Spanish health centres you can go to.

NON-EUROPEAN UNION STUDENTS

Before leaving their home country, non-EU students are strongly recommended to acquire a private health insurance policy which covers health care during their stay in Spain.

SCHOLAR INSURANCE

Besides, when students register at the University of Lleida, they must pay for the university insurance fee, which is compulsory and covers damage by any mishap taking place within the university facilities and in the course of academic activities:

- a) Under 28 EU students: 2 € (approximately)
- b) Over 28 and non-EU members students: 13 € (approximately)

WHAT TO DO AND WHERE TO GO WHEN A STUDENT IS ILL?

If you are suffering from an ordinary illness, you should report to the health centre (CAP or ABS) that is closest to your home in Lleida. In order to receive free health care you need to show the European Health Card or the E-128 or E-111 document. In case you show the letter, remember to apply for a health card for future visits.

Medical emergencies: **061** Hospital Universitari Arnau de Vilanova
Av. Alcalde Rovira Roure, 80
Tel. 973 705 322

Students with a private health insurance should check the services included in the policy contracted.

ENTRY AND RESIDENCE PERMIT

ENTRY INTO SPAIN

EU citizens are allowed to enter Spain with their passport or their identity card in force. For non-EU citizens, you can consult the requirements at the website of the Ministerio del Interior **and thus obtain the suitable visa at the Spanish embassy or diplomatic representation in the home country.**

<http://www.mae.es>

Entering in Spain without a visa, whenever it is compulsory, implies that the permit of residence will not be granted and may result into deportation.

RESIDENCE PERMIT

EU STUDENTS

Only those students staying in Spain longer than 6 months need to apply for a residence permit. The list of documents required is available at:

<http://www.mir.es/sites/mir/extranje/index.html>

NON-EU STUDENTS

The International Relations Office helps all students with the administrative procedures to be followed with the Immigration Office (Oficina d'Estrangeria).

- Providing students with application forms and the list of documents to be submitted:
 - Passport in force
 - Application form (3 originals) available at the International Relations Office
 - Three card-size photographs (not colour photocopies)
 - Visa stamped on passport
 - Means (grant, consulate certificate translated into Spanish, bank certificate of periodical income received ...)
 - Private medical insurance or certificate of registration in the census at the Town Hall in Lleida
 - Photocopy of registration at the University of Lleida
- Advising students about the administrative procedures to be followed with the Immigration Office.

USEFUL INFORMATION

PUBLIC TRANSPORT

In Lleida it is easy to move around on foot. However, some campuses are located outside the city centre. In order to get to these campuses students can take different buses that connect the different areas of the city. All the information about lines and timetables is available at:

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

COST OF LIVING

Bus ticket	0.80 €	Meal in a restaurant	15 €
Newspaper	1.00 €	University party	7.00 €
Cinema ticket.....	5.70 €	Milk (1 l.).....	0.65 €
Bread	0.80 €	Train ticket Lleida-Barcelona.....	9.75 € -19 €
Coffee and pastry ...	2.00 €	Beer/soft drink	1.75 €

(These are approximate prices and they may vary according to the trademark, place and quality of the product or service)

USEFUL TELEPHONE NUMBERS

Emergencies:	112	Barcelona airport:	932983838
Police:	088	Direcció General de Trànsit (Traffic State Office):	900123505
Fire brigade:	085	Carreteres de Catalunya (Roads in Catalonia):	938892211
RENFE (railway information):	902240202	City Hall:	973700300
RENFE (Lleida):	973220202	Information for the Young	973222822
Coach station:	973268500	Oficina de Joventut (Youth Office):	973279071
Taxis:	973203050 973249090	Turisme de Lleida (Lleida Tourist Office):	973700319

PREPARING YOUR STAY IN LLEIDA

This booklet is meant to contain basic information about university studies in Lleida. Thanks to Internet and new technologies, though, it is possible for you to prepare your stay in Lleida from your home country in advance and in a comfortable way.

On the web page of the University of Lleida you will find further detailed information and links that can help you become more familiar with the city.

<http://www.udl.es>