



Guide for International Students

2019-2020

Guide for International Students

First of all, we would like to thank you for your interest in studying at the Center for Higher Education Alberta Giménez (CESAG), under any of the exchange programs that are hosted in our centre. This introductory folder is directed towards all international students arriving for the first time in Mallorca. It provides preliminary information on some of the practical aspects of living and studying in Palma. The intention is for this guidance to complement other sources of information you are likely to receive.

1. Welcome to CESAG

A Brief Introduction of CESAG

The origins of our center date from 1872, when Alberta Giménez was entrusted with the first normal school for female teachers in the Balearic Islands. The methods of Giménez were deeply influenced by the leading pedagogues of the time, such as Pestalozzi and Fröbel, as well as by the “New School”. Her thoughts and theoretical contributions are still considered surprising and innovative in the sense that she focused on the individuality of the student. The school moved to its present location in 1948. In the 20th century Alberta Giménez’s project evolved into the School of Education, which was affiliated to the University of Barcelona from 1974 to 1978 and to University of the Balearic Islands (UIB). From 2014 onwards, the University has been affiliated to the Universidad Pontificia Comillas.

CESAG offers six Bachelor degrees: Early Childhood Education, Primary Education, Journalism, Media Studies, Public Relations and Advertising and Physical Activity & Sport Sciences.

It also offers a double degree in Early Childhood and Primary Education, and a double Degree in Journalism and Media Studies.

International Relations Office

CESAG is affiliated to Universidad Pontificia Comillas which has a long-standing international tradition. This includes prestigious joint study programs with Universities in Europe and in the Americas, which are constantly expanding to other parts of the world. In addition, a considerable number of exchanges involving students and professors are carried out with universities in Europe, Latin America, the United States, Asia and the Pacific Region, thus contributing to its ranking as one of the top Universities in Spain.

Contacts:

- Amparo Hernández, Director and Coordinator for International Courses in Spain:
ahernandez@comillas.edu
- Marta Albacete, Social Networks, Web Editor, International Courses (Abroad):
albacete@comillas.edu
- María Fernández, International Internships:
mftorres@comillas.edu
- Milagros Galindo, International Courses (In Spain):
mgalindo@comillas.edu
- Carmen González, Mobility Coordinator, Erasmus Agreements, Incoming/Outgoing students:
cgonzalez@comillas.edu
- Joseph Munz, International Promotion:
jmunz@comillas.edu
- Raquel Roncero, Erasmus Placements, Staff Training and Teaching Mobility:
rroncero@comillas.edu
- Faculty Coordination of International Relations: CESAG (*Palma de Mallorca Campus*)
www.cesag.org

Loreto Gútiéz

E-mail: lgutiez@cesag.org

Costa de Saragossa, 16 - 07013Palma de Mallorca. Baleares. España

Tel. (+34) 971 792 81

Location

CESAG is located at the heart of the neighbourhood of Son Serra-La Vileta in Palma, the main city of Mallorca. La Vileta is an old city quarter that used to serve as summer residence in the past. CESAG is connected to Palma's bus and train station (Intermodal Station) and city center through public transport via line 8-SON ROCA (closest stop: 336-Camí La Vileta, 84). The bus journey takes merely 15-20 minutes from Plaza de España, making it our students' favorite option when moving around. Other options are line 6 (stop 1027 or 1028, Son Moix Stadium) and line 7 (stop 229, Camí Son Rapinya, 48). Access by private car or taxi is equally available (Exit 7B, Vía de Cintura-Son Moix, La Vileta).

Map: <https://goo.gl/SN1cD3>

Universidad Pontificia Comillas-Centro de Enseñanza Superior Alberta Giménez (CESAG)

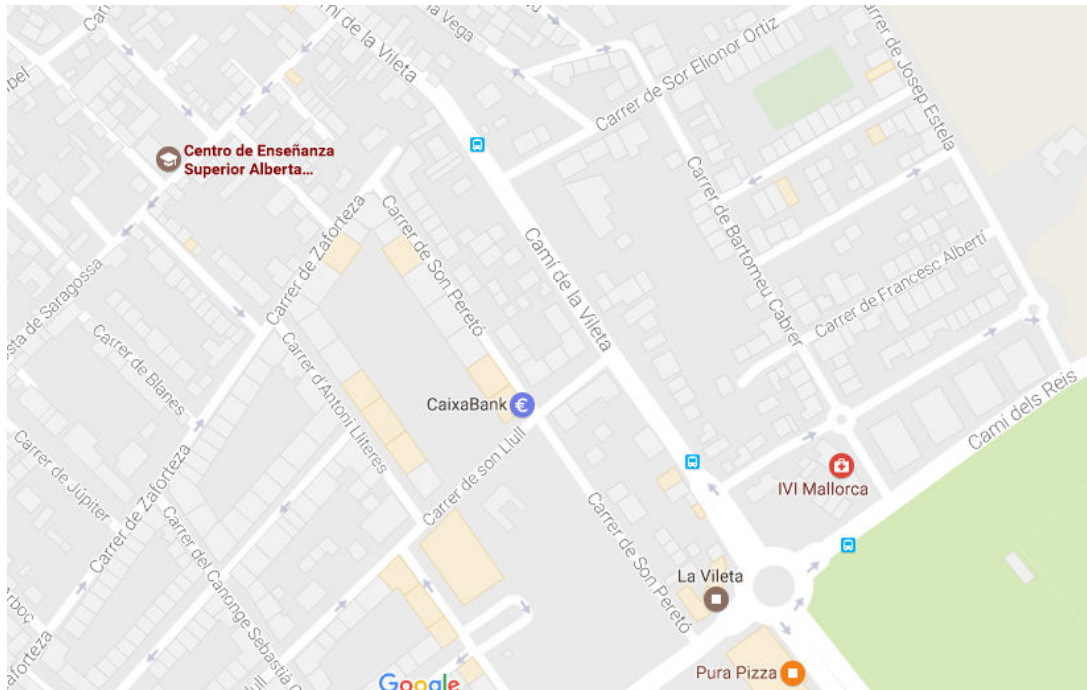
<https://www.cesag.org/?lang=en>

C/ Costa de Saragossa 16, 07013

Palma de Mallorca, Balearic Islands, SPAIN

+34 971 79 28 18

ori@cesag.org



2. Studying at CESAG

University Services

Information and Accommodation Office: This office provides information to students and the general public on the University, its departments, services and facilities, study plans, and different activities.

Library: The library has a service desk with a standard computerized card catalogue, Spanish and international data bases, reference rooms and study halls.

Information and Communications Systems and Technologies, “STIC”: This service provides a “virtual” campus, with WIFI available in all buildings, allowing students to connect to the computer system at Comillas from any location. Moreover, it has classrooms, computer rooms and labs available for student use.

Printing and Photocopying Facilities: Books, paper and paper products, computer items and souvenirs from the University can be acquired here.

Pastoral Service: This service provides all students and University personnel with activities and places to meet to express religious Faith at joyous celebrations and religious encounters in a spirit of community.

Cultural Activities: This service organizes all types of activities which contribute to a well-rounded education for the different members of the University, through lectures series, specific courses and workshop, contests and competitions, films and other similar activities...

Oficina de Relaciones Internacionales-CESAG

ori@cesag.org

+34 971 792 818

Sports: There are sport facilities available including a basketball court and others.

Psychological Attention: This service provides support as well as psychological and pedagogical advice to students and to other members of the University community. It organizes orientation courses.

Social Work: This service provides a program of attention to students with disabilities, providing personalized service. It supports and orientates students facing difficult situations which may arise in social and family surroundings (lack of economic resources, insufficient family support, conflictive personal relations, search for social benefits, etc.).

Cafeteria: opens from 8 to 8 and offers a convenient daily menu.

Academic Calendar

The Academic year begins in September and ends in June.

Classes in the autumn semester start around September 15th and comprise 15 weeks. The exam period is set in January.

Classes in the spring semester start the first week of February and comprise 15 weeks. The exam period is set at the end of May and first days of June.

There are two holiday periods: Christmas (normally from December 21-22 until January 6-7) and Easter Week (one week in March or April).

CESAG organizes a Welcome Day for all new students at which they are given general information about the University and the different University services. Also, the Erasmus Student Network (ESN)-Balears organizes a welcome week full of activities at the beginning of every semester.

Official Holidays:

October 12: National Holiday

November 1: All Saints Day

December 6: Spanish Constitution Day

December 8: Feast of the Immaculate Conception

January 20: Saint Sebastian (Patron of Palma de Mallorca)

March 1: Balearic Islands Day

May 1: Labor Day

Administrative paperwork and steps for carrying out the Exchange

1.- BEFORE ARRIVING AT CESAG:

An agreement for exchange should exist previously between the student's Home University and Comillas-CESAG.

NOMINATION:

-Nomination of the candidates, by e-mail, from the Home University.

-Validation of the information sent by the candidate, after which a password will be sent to fill in the on-line application.

DEADLINE FOR APPLICATION:

-For the Fall/Autumn Semester or for the entire year: until May 1 (students outside the European Union) and June 30 (for Erasmus students)

-For the Spring semester: until October 1 (for students outside the European Union) and November 15 (for Erasmus students).

DOCUMENTS:

The student must complete the online application. The application forms and learning agreement must be sent to the International Relations Coordinator.

ACCEPTANCE:

Letters of acceptance will be sent to students from countries which require a student visa.

2.- UPON ARRIVAL AT CESAG:

-Inform the International Relations Office (ORI) that you have arrived.

-Meet your tutor or mobility coordinator to clear up any questions you might have (subjects, timetables, in which language subjects are taught, etc.) and specially to decide which subjects you will study at CESAG (in case you did have to make changes to your original learning agreement).

-Register for your course at the Secretary Service office. You have to bring the final list of subjects that you will study signed by your tutor or coordinator and your Identity Card or passport.

-Ask your tutor or mobility coordinator for your username and password to access the Campus Virtual, our E-administration.

-Pay for your student card and compulsory insurance at Administration Service office.

-Request your Foreigner Identification Number (NIE) and register on the municipality census.

-Get an urban bus card (Tarjeta Ciudadana). To apply for it, you have to go the EMT Office, at Josep Anselm Clavé, 5, close to Plaza de España (Palma). You have to bring both a photocopy of your passport or Identity Card and a CESAG's registration form. It is a free card and it works like an electronic cash card. You can charge it at the Campus Bookstore or at newsagent's shops.

3.- BEFORE FINISHING YOUR STUDIES AT CESAG:

-Please fill in the on-line questionnaire which evaluates your degree of satisfaction during your stay in Palma and at the University.

-Academic certificates and transcripts will be sent from the International Relations Service to the Home University. Make sure we have the correct postal address.

Grading System

COMILLAS-CESAG SCALE OF MARKS												
9-10	MH "Matrícula de Honor" (Highest Honours). This mark is awarded to a small number of students who have demonstrated exceptional work											
	SB "Sobresaliente" (Outstanding). This mark is given to students who have demonstrated outstanding work											
5-6,9	AP "Aprobado" (Pass). This mark indicates that the student has passed the subject with a sufficient level, in a range of "passing" to "good"											
7-8,9	NT "Notable" (Noteworthy). This mark is given to students for good work, in a range of "good" to "very good"											
0-4,9	SS "Suspenso" (Fail). The student has not passed the course and should re-sit for the exam at a later date, or receives a "Fail" for the class on the transcript											
ECTS grading system	A		B			C		D			E	FX, F
COMILLAS-CESAG	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	<5

Academic Study plans

The International Relations Coordinator, or the designated tutor, will advise students on the selection of subjects and will lend support to them during their stay at the university. The definitive list of subjects, changes in groups, address and telephone changes should be notified in writing to the Coordinator.

International students should sit for exams before returning to their University. Marks will be sent by official transcript to the home University.

Education	Early Childhood Education
	Primary Education
	Education Double Degree
Communication	Journalism
	Media Studies
	Journalism+Media Studies
	Public Relations and Advertising
Sport Sciences	Physical Activity and Sport Sciences

You can check all the information regarding the academic study plans here:
<https://www.cesag.org/estudios/?lang=en>

For further information about our English offer see document attached.

3. Practical Information

Mallorca and the City of Palma

Mallorca is the biggest of the Balearics Islands and is situated in the Mediterranean Sea. The island measures almost 80 km from one end to the other and is outstanding for its diversity. It has 550 km of coast, where you will find some of the Mediterranean's most beautiful coves and beaches. Culture is a vital part of the life of the island. Throughout the year there are festivals, concerts, literary events, exhibitions... Mallorca has something for everyone whether you wish to spend time relaxing on the beach, cycling in the mountain roads or exploring the architecture of the cobbled old towns and villages.

The cosmopolitan capital, Palma de Mallorca, is the island's cultural centre, outstanding for its historic old town and excellent night life. The capital of the Balearic Islands has always been a strategic point in the Mediterranean. Thanks to its excellent sea and air communications, it is just a short journey away: an average of two hours from the European capitals by air. What really makes this city unique is the blend of influences and traditions of the peoples that have settled here over centuries. Illustrious civilizations such as those of the Phoenicians, Romans, Vandals, Byzantines, Muslims and Christians have shaped the development of the city. Over

time, Palma de Mallorca has become a modern, cosmopolitan city rich in possibilities, which welcomes visitors with open arms all year round. The Cathedral, the Almudaina Palace, the Lonja fish market and Plaza Mayor are some of the sites that are well worth visiting.

Useful telephones

All Emergencies – 112 (free-of-charge)

Medical Emergencies – 061

Palma's Fire Brigade – 080

Civil Guard emergency (Guardia Civil) – 062

National Police emergency (Policía Nacional) – 091

Local Police emergency (Policía Local) – 092

Guardia Civil Palma – 971.731.100

Policía Nacional – 971.225.200

Coastal Radio – 900.507.607

Maritime and Coast Guard – 900.202.202

Civil Protection – 971.176.417

Central Tourism Office – 971.724.090

Spanish Dialing Code – +34

Transport

Railway Line Palma-Inca / Palma-Manacor – 971.177.777

Buses in Majorca – 971.177.777

Railway Line Palma-Soller – 902.364.711

Airport information – 971.789.000

Road Traffic Information – 900.123.505

Radio Taxi - 971.20.12.12

Taxi Palma – 971.40.14.14

Arrival in Palma

Most visitors to Mallorca fly into Palma's international airport, though it's possible to arrive by ferry from points along the Spanish coast (Alicante, Barcelona, Denia and Valencia). The neighboring islands of Ibiza and Menorca are also linked to Mallorca by air and ferry.

Air is the most convenient and popular way of arriving in Mallorca. Palma de Mallorca Airport is 8 km east of Palma de Mallorca. Flying to 105 countries, it's Spain's third-largest airport, and one of the busiest in Europe. The arrivals hall is on the ground floor of the main terminal building, where you'll find a tourist office, money-exchange offices...

Bus 1 runs every 15 minutes from the airport (ground floor of Arrivals) to Plaça d’Espanya in central Palma (€5, 15 minutes); buy tickets from the driver. A taxi for the same 15-minute journey from the centre will set you back between €18 and €22.

Language

Mallorca, as well as the other Balearic Islands, has two official languages: Catalan, the island’s language, and Spanish, the official language of Spain. However, it is very common to be served or find speakers of several other languages due to the great number of tourists visiting Mallorca.

Most of the classes are taught in Spanish, but there is a selection of courses held in English and catalan too.

Weather

The climate in Mallorca is Mediterranean and considered to be one of its most valuable assets in terms of quality of life. Furthermore, in recent years we have witnessed a gradual “tropicalization” of the island in terms of weather, with more regular high temperatures and rarer but more violent spells of rain. In other words, it really gets hot during a significant part of the year, so if you are into fans and sandals you should have no problem. Yearly temperatures fluctuate between 5-10 °C (41-50 °F) in winter and 30-35°C (86-95 °F) in summer.

Accommodation

Being named as the “best place in the world to live in” by *The Times* comes with certain perks that you should take into consideration on your arrival. To rent a flat or a house in Palma has become more and more expensive and time-consuming but this situation should not take you aback. Even when the possibility of getting a room in a shared flat still remains a great choice, at CESAG we have our own accommodation facilities at your disposal. The “Pureza de María” residence is the perfect choice for those who seek a familiar space in which to concentrate and relax during their studies.

-Pureza de Maria Residence.

Webpage: <http://www.cesag.org/servicios/residencia-universitaria>

Contact: residenciapurezademaria@yahoo.es

-The Palma City Council has also an [accommodation service for students and young people](#)

-The UIB (Universidad de las Islas Baleares) provides an [Accommodation Service for the university community](#), where you can find details of available rooms in shared flats or search for other people looking for a flat. Likewise, you can upload an advert with details of the accommodation you require.

-Accommodation Web resources:

http://www.pisocompartido.com/en/renting-rooms-palma_de_mallorca/

<https://erasmusu.com/en/erasmus-palma-de-mallorca/room-for-rent-student>

<https://www.idealista.com/en/alquiler-habitacion/palma-de-mallorca-balears-illes/>

<https://www.facebook.com/esnbaleares/>

Medical Coverage and insurance in general

Clinical standards and waiting times are amongst the best in Europe, and costs are equivalent to other Western European countries.

For an emergency treatment go straight to the “urgencias” (casualty) section of the nearest hospital. The island’s main hospitals are Palma’s Hospital Universitari Son Espases and Hospital Son Llatzer, but other important ones are based in Inca and Manacor. You can generally find English- and German-speaking staff.

“Farmacias” (pharmacies) offer advice and sell over-the-counter medication. When a pharmacy is closed it posts the name of the nearest “farmacia de guardia” (duty pharmacies) on the door.

Students from the European Union

Students from member countries of the European Union, the European Economic Space (Norway, Iceland and Liechtenstein) and Switzerland must bring their European Health Card with them (information on: <https://ec.europa.eu/social/main.jsp?catId=559>). This document was approved beginning June 1, 2004 and it is not necessary to exchange it for any other document. You may visit the INSALUD medical services nearest to your place of residence with this card in order to obtain medical attention.

Students from Countries outside the European Union

It is absolutely essential for students from countries which do not belong to the European Union, the European Economic Space or Switzerland to bring an insurance policy with them from their respective countries which covers sickness, hospitalization and accidents for the entire period of stay at the Universidad Pontificia Comillas-CESAG.

STUDENTS WHO DO NOT POSSESS AN APPROPRIATE INSURANCE POLICY WILL NOT BE ALLOWED TO ENROLL IN CLASSES AT THE UNIVERSITY.

Student’s bus card (Tarjeta ciudadana)

The Citizen's contactless Card is a means which an individual may use:

-To use the public transport (Bus-EMT)

- To get trip certificates
- To gain access to the Bicipalma service

The card allows the application of reduced individualized fares in accordance with specific profiles.

To apply for the bus card you will need to get yourself registered through the City Council as resident, so once you are in Palma, you have to apply for the NIE, the Foreigner Identification Number (Número de Indentidad de Extranjero, in Spanish). You have to go to the Immigration Office (Oficina de Extranjería), whose address is Felicià Fuster, 12. Telephone + 34 971 98 91 70. Appointments MUST be done. To get your Citizen's contactless go the EMT Office, at Josep Anselm Clavé, 5, close to Plaza de España (Palma). You have to bring both a photocopy of your passport or Identity Card and a photocopy of the registration form of CESAG. It is a free card and it works like an electronic cash card. You can charge it at a newsagent's shops.

International Student Card

This card allows students to obtain free entrance to museums and other similar places, and offers a series of discounts for travel inside Spain and to other countries (but not on urban transport), and an international help-line. You can obtain this card in the country of origin at offices of the International Student Travel Center (ISTC), www.istc.org.

Banking and Postal System

The euro is the official currency in Mallorca, the same as the other EU member states who are part of the Monetary Union. If you need to exchange money you can do so in banks and savings banks, as well as in exchange offices usually located in town centers and tourist areas. Bank transfers can take several days if the bank used does not have a branch in Palma. If the bank in the country of origin has a branch in Palma, the transfer usually takes 3 days or less. Normally the timetable for banks is from Monday to Friday, from 9 am to 2 pm. Some bank offices may open on some days in the afternoon.

Post Offices are open from Monday to Friday, during the mornings and afternoons, as well as on Saturday morning (timetables may be consulted on: <http://www.correos.es>)